

Enterprise - The Assignment Status

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Assignment Status from TempWorks Software on Vimeo.

What is the Assignment Status?

The purpose of the assignment status is to tell us (the user) whether or not an assignment is still actively being worked. Furthermore, if an assignment has ended, the status will offer us a quick explanation as to why the assignment ended and/or what our employees overall performance was.

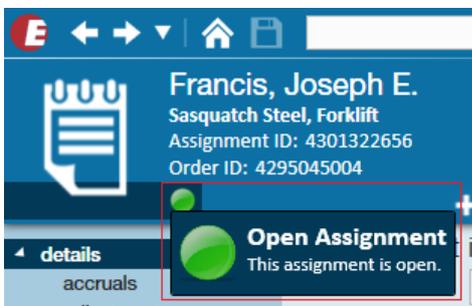
Why Should I Care About Assignment Statuses?

Who are the people you want to put back to work? The good apples, right? By ending assignments with a status which accurately describes the employees performance you can easily track and reassign employees who have received positive feedback on their performance. The flip side of that coin being you will also have concrete examples of assignments with poor performance. In addition to the example of identifying troublesome employees, they can also help in locating weak points with clients, skill sets, etc.

How Can I Tell if an Assignment is Active or Inactive?

Option 1 - The assignment details page:

Within the avatar area of the assignment details page, look for the green light. If the green light is on - the assignment is open/active. If the **green light** appears off, the assignment is closed/inactive.



For additional details on an assignment's status, review the (1.) status and (2.) actual date ended fields. The assignment is considered active if the status is open and the actual date ended is blank or future dated (beyond your current weekend bill date).

assignment information

Employee: Francis, Joseph E.

Aldent: 4295016209

Customer: Sasquatch Steel

Department: Primary

Order ID: 4295045004

Assignment ID: 4301322656

Alt Assignment ID:

Temp Phone: () - -

1. Status: Open

Replaces:

Customer DNA Employee DNA

job information

Job Title: Forklift

Business Code:

Start Date: 11/18/2015

Expected End Date: Original Start: 11/18/2015

2. Actual Date Ended:

Option 2 - The employee visifile:

Users can always tell whether an employee is currently assigned, where they've been assigned, and what the final status was for previous positions via the assignments table located in the employee visifile.

The (3.) code will state the assignment status (open, complete, no show, etc.) and the (4.) end date will show the last day worked, or if it blank, shows that the employee is still working.

visifile

employee snapshot

Name: Francis, Joseph

Email Address: d.coutee@yahoo.com

Desired Location:

Hire Status: File Pending Rate Desired:

Notes:

Resume Received

I9 On File

Active

Assigned

messages

Date	Action	Message
11/18/2015	Placed	Placed -- Sasquatch Steel Comments:
11/18/2015	Order Candidate	Candidate -- Sasquatch Steel Comments:

assignments

Title	Customer	3. Code	Start	4. End	Pay	Dept
Forklift	Sasquatch Steel	Open	11/18/2015		\$10.85	Primary
Shipping And...	Craig's ships	CO	12/15/2015	12/16/2015	\$0.00	Shipping

Note When searching assignment statuses, and when viewing them on the employee record you will notice the status is abbreviated. Below is a code key to reference with it's default options set. You may be able to update this information in [Administration](#):

Code Key:

Abbreviation	Status	Creates a Timecard	"Flips" Order
CE	Completed Early	Yes	No Flip
CO	Complete	Yes	No Flip
CX	Customer Canceled	No	No Flip
CXwH	Customer Cancel but has hours to be paid/billed	Yes	No Flip
DE	Deleted	No	Flips to Unfilled
DocHold	Employee missing required documents	No	Flips to Unfilled
EC	Employee Cancel	No	Flips to Unfilled
ECwH	Employee Cancel but has hours to be paid/billed	Yes	Flips to Unfilled
EV	Evaluation Card in Process	Yes	No Flip
EX	Excellent	Yes	Flips to Filled
F	Fair	Yes	Flips to Filled
G	Good	Yes	Flips to Filled
HP	Hired Perm	Yes	Flips to Filled
IN	Incomplete	Yes	No Flip
NS	No Show/No Call	No	Flips to Unfilled
NSwH	No Show/No Call but has hours to be paid/billed	Yes	Flips to Unfilled
Open	Open	Yes	Flips to Filled
P	Poor	Yes	Flips to Filled
PAuth	Pending Authorization to be Released	No	Flips to Unfilled

PR	Pay Raise	Yes	No Flip
RC	Rate Change	Yes	No Flip
RENF	Released: No fit with customer	Yes	No Flip
RJ	Released - New Job Description	Yes	No Flip
RL	Released - Not a good fit	Yes	No Flip
UL	Unsatisfactory Labor	Yes	No Flip
UN	Unable to Complete Assignment	Yes	No Flip
VG	Very Good	Yes	Flips to Filled

What is the Order "Flip" Referring to and How Does it Work?

When we talk about order "flips" we're referring to whether or not an assignment counts towards one of the numbers required on the order. For example, let's say you had an order that required two people. You assigned two people, but one of them no shows. By updating the assignment status to "No Show" that automatically removes the assignment from counting towards the required number. So, the order goes back to showing that one person is assigned, and one person is still needed.

Here are some other examples of how the order "flip" works:

- **Example One - Data Entry Error:**

You have an order that requires one person. You assign an employee, the assignment status defaults to open and the order flips to filled. Then you update the assignment status to no show and the order flips to unfilled. Now let's say this was a mistake, and you meant to update the status to excellent. When you change the assignment status to excellent the order flips back to filled.

- **Example Two - When a "Flip" is not Really a Flip:**

You assign an employee, the assignment status defaults to open and the order flips to filled. A week later you update the assignment status to fair and the order flips to unfilled. In this case it doesn't really flip to unfilled, because it was already listed as filled - so nothing really happens. In summary, the only time "flip to unfilled" really matters is after the status has been updated to one that changes it to unfilled - the "flip to unfilled" allows you to change it back.

- **Example Three - Off and On:**

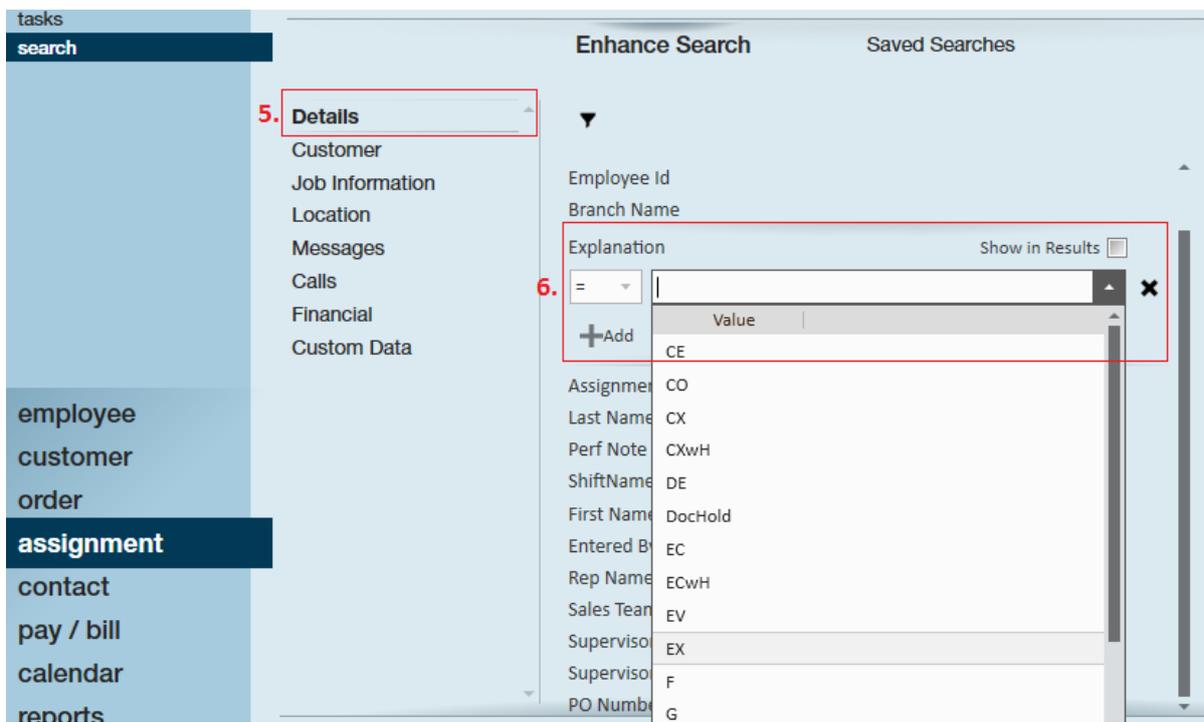
You assign an employee, the assignment status defaults to open and the order flips to filled. You discover that this employee was missing crucial documentation so you update their assignment status to "employee missing required docs." This flips the order to unfilled. Tomorrow, they bring in the needed

documents and you update their status to show as open - this flips it back to filled.

How Can I Track the Assignment Statuses?

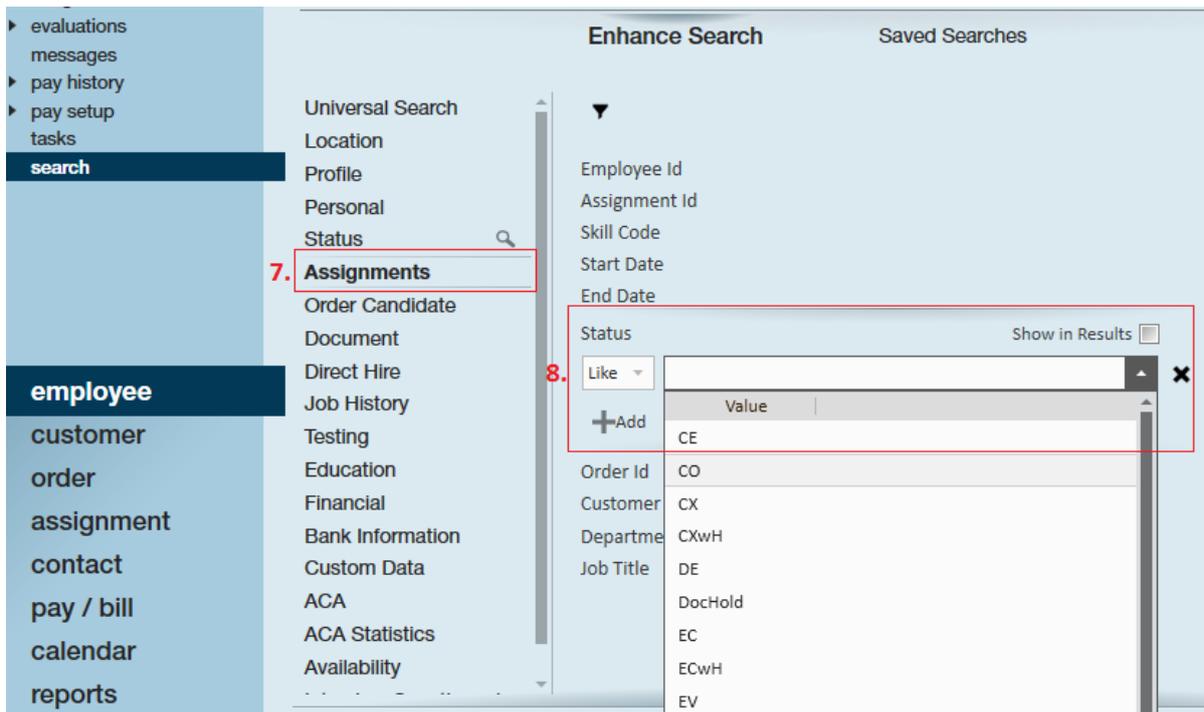
Option 1 - Run an assignment search:

Navigate to the enhance search section of the assignment record. Select the (5.) details category and (6.) explanation field to search by one or many assignment statuses.



Option 2 - Run an employee search:

Navigate to the enhance search section of the employee record. Select the (7.) assignments category and (8.) status field to search by one or many assignment statuses.



Option 3 - Run Reports:

The following reports include the assignment status as a parameter, where one, all, or just specific statuses can be added/tracked when running the report:

1. [Employee Address Labels 30up](#): A printable report designed to be printed on Avery 5160 label template.
2. [Employee Birthday List](#): This report is designed to give you the needed information to send out birthday cards or make birthday calls to your employees.
3. [Employee List](#): This report is designed to give you a list of employees based on different criteria. It is a good report for finding all active employees that are not on assignment and live in a certain state. Also, it is a good report to see the breakdown of your employees by location (state, city).
4. [Turnover Detail](#): This report is designed to show you which assignments ended in a termination and which ones did not. The Termination Status drop down is a list of employment status' that you can select to be used as termination codes in this report.

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