

Enterprise - Utilizing the Washed Status

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What is a Washed Status?

The washed status is utilized to indicate whether an employee can be placed on assignment; this is normally dependent not only on how they were entered into the system, but how comfortable you are with placing them in a position. Most staffing companies use this status to show when an employee has completed all necessary onboarding steps and is ready to be sent to work.

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How to Find Washed Status

The washed status is found on the employee details page:

1. Navigate to an employee record
2. Select Details
3. Find Washed Status under Hiring Information

Lorelai "Leah" Woodbury
 123 Maple Lane
 Saint Paul, MN 55123
 ID: 4295080432
 SSN: xxx-xx-3753
 Branch: New Brighton

Call Andrea Ba
 Don't forget a

tasks ap

visifile

details

- aca
- activity tracker
- assignment restrictions
- contact methods
- candidacy
- direct hire
- education
- interpersonal
- interview questionnaire
- past jobs
- required docs
- test scores
- transportation
- unemployment
- work experience

personal information

Last Name: Woodbury Suffix:

First Name: Lorelai Prefix:

Middle Name: Nickname: Leah

SSN:

ID: 4295080432 Contact:

Act. Date: 6/6/2018 Deact. Date:

hiring information

Order Type: TE

Hire Status: Eligible and Active

Profession: All

Washed Status: Familiar

I9 On File: I9 Expire Date:

Default Washed Statuses

Enterprise comes with a few default statuses that you can use. Some of these statuses are automatically set depending on how the employee is added to the system.

Washed Status	Familiar
I9 On File	
Orientation Date	
Resume On File	
background	Familiar
	ReApply Applicant
	Rejected Applicant
	Unfamiliar
Past Residences	Unfinished Web Applicant
	Web Applicant

- If an employee record is manually created in Enterprise, its washed status will default to **familiar**
- If an employee record is created by parsing a resume, it will, by default, have a

washed status of **unfamiliar**

- If an employee record is created through an online application, it will have a washed status of **web applicant** by default.
- Employees rejected as a result of incorrect response(s) to survey questions within the online application will have a washed status of **rejected applicant**

Note An employee's hire status is not affected by the washed status option chosen.

When assigning an employee to an order, assignment restrictions will display to notify you of any items that need attention on the employee record. The washed status must be set to familiar in order for the employee to be placed on an assignment.

You may receive a hard stop represented by a stop sign with a message indicating the employee status is unwashed, please verify employee details, update their washed status and save the record to continue.

assignment restrictions

One or more candidates were not created due to assignment restrictions. (Click Here to View Instructions)

1 candidate not created

Peach, Jim

Employee status is unwashed, Please verify employee details and update washed status.

Approve this candidate

View Employee

approval summary

Approvals: 0
Allowed approvals: 0
Unallowed approvals: 1

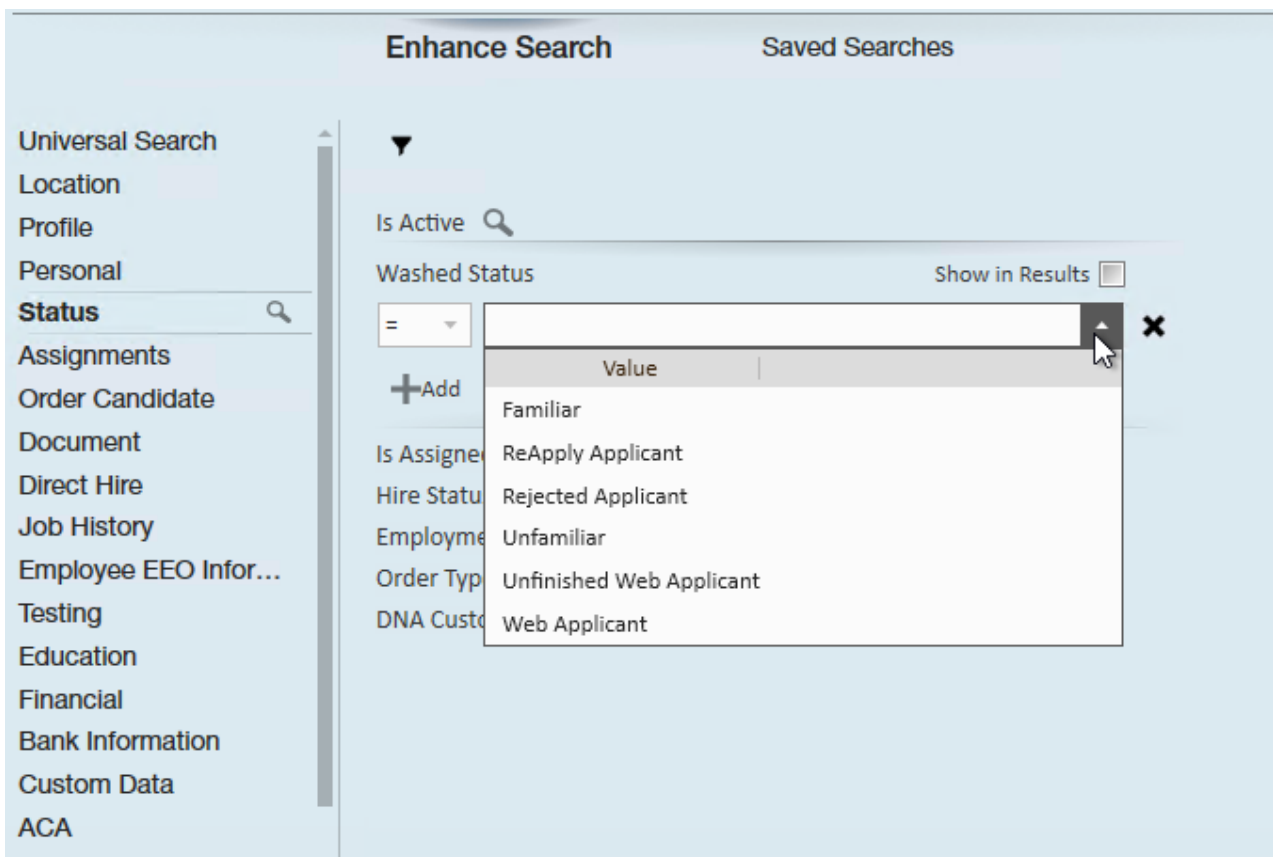
Approve all allowed candidates

Cancel Make candidate

Searching for Employees By Washed Status

When searching for employees, you can search by washed status in the Enhanced Search section.

1. Open the employee search
2. Select Enhanced
3. Select Status
4. Select Washed Status



Choose a status you are looking for or just click the show in results checkbox to see what the employee's washed status is in the results.

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