

Enterprise - How to Utilize the Assignment Replacement Option

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When you are in a crunch, and need to replace an employee on the fly, it would be nice to properly track that turnover. Utilize the assignment replacement tool to do just that.

How to Replace an Assignment

If an employee has worked on an assignment for a few days/weeks and ends that assignment, the customer may need that employee replaced by someone new. To track this properly, end the assignment of the employee who has completed their job by changing their assignment status and actual date ended. Below you can see Elaine's assignment finished early and the end date has been added.


Goodell, Elaine
 Stearns Trailers, Access Operator
 Assignment ID: 4301350131 Employee ID: 4294972663
 Order ID: 4295055825

! First Day Call

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employee

customer

order

assignment

assignment information

Employee	Goodell, Elaine	
Aldent	4294972663	
Customer	Stearns Trailers	
Department	Shoe department	
Order ID	4295055825	
Assignment ID	4301350131	Alt Assignment ID
Burden		
Temp Phone	() - -	
Status	Completed Early	
Replaces		
<input type="checkbox"/> Customer DNA <input type="checkbox"/> Employee DNA		

job information

Job Title	Access Operator	
Business Code		
Start Date	7/25/2016	
Expected End Date		Original Start 7/25/2016
Actual Date Ended	8/3/2016	
Shift		
Start Time	8:00 AM	End Time 5:00 PM
Shift Notes		

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Navigate to the same order as the recently ended employee (Elaine) was on and assign the replacement employee (Kert).

Stearns Trailers, Shoe department
 Access Operator Customer ID: 4295011580
 16 of 35 positions filled Order ID: 4295055825

! First Day Call: Franklin, Susie, Asse... ! First Day Call: Bonifas, John, Assem...

tasks appointments social email

order snapshot

Customer Name Stearns Trailers Title Access Operator Pay Rate \$16.00
 Department Shoe department Description Bill Rate \$32.00
 Order ID 4295055825 Branch Memphis SE Status Unfilled
 Supervisor Phone none exist Date Opened 7/25/2016 3:14:00 PM
 Duration Indef

order status

messages

Action	Message	Rep	Contact	Employee
Message	Customer: Stearns Trailers	lindsey.schneider		Conners, Phil
Message	Customer: Stearns Trailers	lindsey.schneider		Abron, Jill
Layoff	Customer: Stearns Trailers	lindsey.schneider		Brell, Lilian

assignments

Title	Employee	Perf Code Description	Orig. Start	Start	End	Bill	Pay
Access Operator	Fleisch, Jennifer	Open	7/25/2016	7/25/2016		\$32.00	\$16.00
Access Operator	Folger, Sally I	Open	7/25/2016	7/25/2016		\$32.00	\$16.00
Access Operator	Ford, James	Open	7/25/2016	7/25/2016		\$32.00	\$16.00
Access Operator	Frazier, Vicki	Open	7/25/2016	7/25/2016		\$32.00	\$16.00
Access Operator	Goodell, Elaine	Completed Early	7/25/2016	7/25/2016	8/3/2016	\$32.00	\$16.00
Access Operator	Gray, Heather Natali	Open	7/25/2016	7/25/2016		\$32.00	\$16.00
Access Operator	Greene, Stephanie K	Open	7/25/2016	7/25/2016		\$32.00	\$16.00
Access Operator	GRIMWOOD, NICHOLE	Open	7/25/2016	7/25/2016		\$32.00	\$16.00
Access Operator	Stillemmen, Kert	Open	7/25/2016	8/5/2016		\$32.00	\$16.00

Navigate to the replacement employee's assignment (Kert), select the employee who is being replaced (Elaine) from the dropdown next to replaces.

Stillermen, Kert
! First Day Call

Stearns Trailers, Access Operator
Employee ID: 4295037250

Assignment ID: 4301350337
Order ID: 4295055825

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employee
customer
order
assignment

assignment information

Employee	Stillermen, Kert	
Aldent	4295037250	
Customer	Stearns Trailers	
Department	Shoe department	
Order ID	4295055825	
Assignment ID	4301350337	Alt Assignment ID
Burden		
Temp Phone	() -	
Status	Open	
Replaces	Goodell, Elaine	
	<input type="checkbox"/> Customer DNA	<input type="checkbox"/> Employee DNA

job information

Job Title	Access Operator	
Business Code		
Start Date	8/5/2016	
Expected End Date	Original Start	7/25/2016
Actual Date Ended		
Shift		
Start Time	!	End Time !
Shift Notes		

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Once completed Elaine will no longer appear on the order.

Note In Elaine's employee record it will be reflected the time she was assigned to this order. Utilize the [turnover detail report](#) to continue to track assignments and filter by a myriad of fields.

Missing Timecards

Displays a list of timecards where no hours have been entered into the system. Is designed for you to find those that have not turned in their paper timecards as of yet. You have the option of filtering the results by customer name, employee name, or rep

Order Interview Turnover Ratio

Displays how long it takes to take a candidate from the interview stage to the placed stage. Also shows a turnover ratio of placed employees. Filters on the date the order was created and allows you to filter out orders that do not have any candidates listed.

Turnover Detail

Displays a list of assignments and whether or not the assignment was ended because of a termination or not. Allows for you to designate which assignment status determine a termination.

Report Viewer - Turnover Detail

Start Date: 7/24/2016 End Date: 8/5/2016 View Report

Termination Status: CE - Completed Early Branch: Canada 2, Canada Test, Can

Group By: Customer Customer Name: stearns

Turnover Detail
High Tech Staffing Entity Level (Hierd 2) tempworks SOFTWARE

Assignments that have an end date between 7/24/2016 and 8/5/2016.

Employee Name	Asg ID	Customer	Department	Job Title	Start Date	End Date	Term Code	As
Stearns Trailers: 4294999757								
Abron, Jill A	4301350118	Stearns Trailers	Shoe department	Access Operator	7/25/2016	7/25/2016	N	
Austen, Jamie	4301350120	Stearns Trailers	Shoe department	Access Operator	7/25/2016	8/1/2016	N	Deleted/Mistaken
Austen, Kate	4301350117	Stearns Trailers	Shoe department	Access Operator	7/25/2016	8/1/2016	N	Employ
Brell, Lilian	4301350121	Stearns Trailers	Shoe department	Access Operator	7/25/2016	7/25/2016	N	
Connors, Phil	4301350122	Stearns Trailers	Shoe department	Access Operator	7/25/2016	7/25/2016	N	
Franklin, Susie	4301350200	Stearns Trailers	Primary	Assembler	8/4/2016	8/4/2016	Y	Compl
Goodell, Elaine	4301350131	Stearns Trailers	Shoe department	Access Operator	7/25/2016	8/3/2016	Y	Compl
Kelver, George L	4301350139	Stearns Trailers	Primary	Welder	7/26/2016	7/26/2016	Y	Compl
Marquez, Alissa	4301350146	Stearns Trailers	Primary	Welder	7/26/2016	7/26/2016	Y	Compl

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