

Beyond - Washed Status

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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.

To edit an employee's washed status, navigate to the employee record, and then select the 'DETAILS' tab.

Locate the 'Hiring' card & select the  button:

| ^ Hiring  | | | |
|--|--------------|-------------------------|-----------------------|
| Washed Status | Unfamiliar | Hire Status | Eligible and Active > |
| Job Order Type | Temp | Profession | -- |
| Job Title | -- | Vendor | -- |
| Orientation Date | -- | Anniversary Date | -- |
| Activation Date | -- | Deactivation Date | 5/20/2019 |
| Interviewed By | -- | I-9 | Not On File |
| Entered By | Amelia Stout | Staffing Specialist | Amelia Stout |
| Numeric Rating | 0 | WOTC Eligibility Status | -- |

From the 'Change Employee Hiring Information' wizard, locate the 'Washed Status' field:

Employee Hiring Information

| | | |
|---|--------------------------------------|----------------------|
| Washed Status Unfamiliar | Hire Status Eligible and Active > | Job Order Type TE |
| Profession | Job Title | Vendor |
| Activation Date | Orientation Date | Anniversary Date |
| Interviewed By | Interview Date | |
| <input type="checkbox"/> I-9 is On File | I-9 expires | |
| Staffing Specialist Amelia Stout | Numeric Rating 0 | |
| WOTC Eligibility Status | | |

SAVE AS DRAFT

CANCEL SUBMIT

Select the desired status from the drop-down and select 'SUBMIT.'

Default Washed Statuses

- Employee records created manually will have a washed status of 'Familiar.'
- Employee records created using the resume parser have a washed status of 'Unfamiliar.'
- Employee records created from HRCenter applications will have a default washed status of 'Web Applicant.'
- Employees rejected as a result of incorrect response(s) to survey questions on 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. Your system may have different washed statuses and different defaults.

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.

Add New Assignment - Assignment Restrictions

✓ Enter Assignment Information

2 Assignment Restrictions

One or more restrictions cannot be approved. Please correct the records as indicated below or select a different combination of employee and job order.

Assignment Restrictions



Cannot approve: Employee status is unwashed, Please verify employee details and update washed status.
Crews, Terry



Employee state (NC) does not match worksite state(OH)
Worthington Industries - Primary



Employee I9 has not been received.
Crews, Terry



Employee is missing ACA Hire Date
Crews, Terry

< PREVIOUS SAVE AS DRAFT

CANCEL SUBMIT

You may receive a hard stop represented by red alert symbol with a message indicating the employee status is 'unwashed.' Verify the employee's details, update their washed status, and save the record to continue.

Searching for Employees by Washed Status

Whether you are trying to find a candidate for a job today, or looking to schedule onboarding with new applicants, you can use the [Advanced Search](#) options to limit your searches by washed status.

1. Navigate to Employee Search
2. Tap on the Advanced Tab
3. Tap the + next to rule
4. Select Washed Status from the first drop down
5. Select the status you want to search by in the second drop down

BASIC

☰ Click to select a saved search...

NOT **AND** OR

☰ > Is Active X ▾

IS TRUE ▾

Show in results

☰ > Washed Status X ▾

EQUALS ▾

Value ▲

Show in results

Familiar

ReApply Applicant

Rejected Applicant

Unfamiliar

+ RULE / GROUP

SAVE...

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