

# Core - Assignment Restrictions

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## What are Assignment Restrictions?

When you are ready to assign an employee to an order, the system will double check the employee record, customer defaults, and order information to make sure all the requirements have been met by this employee before they can be officially assigned.

Assignment restrictions are separated into hard stops and soft stops:

- **Hard stops** will prevent the recruiter from being able to make the assignment.
- **Soft stops** are more informational warnings. These stops will pop up but can be approved by the recruiter to complete the assignment without having to change anything on the employee record.

## Hard Stops

The following list of stops will prevent a recruiter from making an assignment:

Error Message	What it Means	How to Fix It
Customer has requested that this Employee not be assigned to them again.  <b>OR</b> Employee has requested not to be assigned again at this customer.	If the customer or employee has requested DNA for this customer this error will be raised.  To learn more about DNA see <a href="#">Core - Assignment Restrictions (DNA)</a>	<ol style="list-style-type: none"><li>1. Navigate to the employee record</li><li>2. Select Details &gt; assignment restrictions on the left</li><li>3. Select the DNA you wish to remove (customer or employee) and select the X in the upper right to</li></ol>

Error Message	What it Means	How to Fix It
Customer status (XXX) prevents assignment creation.	Error if the customer status is one that does not allow assignment creation including: "Hold for Credit Check", "Inactive", "Lost", "Prospect", and "Deleted/Mistakenly entered"	<ol style="list-style-type: none"> <li>1. Navigate to the customer record</li> <li>2. Select Details</li> <li>3. Select the status drop down and choose A Active.</li> <li>4. Select the save icon in the upper left</li> <li>5. You can now attempt to make the assignment again.</li> </ol>
Employee is not active.	The employee is not active (green light).	<ol style="list-style-type: none"> <li>1. Navigate to the employee record</li> <li>2. Log a message with the action code 'Reactivate' to reactivate the employee record.</li> </ol> <p>To learn more about messages see <a href="#">Core - Logging Messages</a></p>
Employee status is unwashed, Please verify employee details and update washed status.	The washed status on the employee implies that this employee is not familiar (ex: unfamiliar & ReApply Applicant)	<ol style="list-style-type: none"> <li>1. Navigate to the employee record</li> <li>2. Select Details</li> <li>3. Select the drop down next to washed status and select familiar</li> </ol>
Employee has a		<ol style="list-style-type: none"> <li>1. Navigate to the</li> </ol>

Error Message	What it Means	How to Fix It
<p>Not Assign, Please verify employee details and update Hire Status.</p>	<p>The employees hire status is one that has a status that starts with DNA. Change the hire status to assign the employee.</p>	<p>2. Select Details 3. Select the drop down next to Hire Status and change it to 'Eligible and Active'</p>

## Soft Stops

The following is a list of informational stops that can be approved by the Recruiter. It is recommended to consider updating or fixing the issue instead of just approving to ensure your records remain current and complete as possible.

Error Message	What it Means	How to Fix It
<p>Employee I9 has not been received.</p>	<p>The I9 On File checkbox on the employee details is not checked. Make sure this employee has a valid I9.</p> <p>If you are utilizing HRCenter to have an employee fill out an I-9 see <a href="#">Enterprise Core - HRCenter Workflow</a> .</p> <p>If you are uploading a copy of an I-9 to Enterprise check out <a href="#">Core - Employee Documents</a></p>	<ol style="list-style-type: none"> <li>1. Once you have received the employees I-9, Navigate to the employee record</li> <li>2. Select Details</li> <li>3. Check the I-9 on file check box</li> <li>4. Select the save icon in the upper left</li> </ol>
	<p>This error comes up if the employee has a I9 Expire date on</p>	<ol style="list-style-type: none"> <li>1. Once you have received a new version of the employee's I-9, Navigate</li> </ol>

Employee I9 is Error Message	their details and it is prior to What it Means	to the employee record How to Fix It
expired.	todays date. Review the employee's I9 they may need to fill out a new I9.	<ol style="list-style-type: none"> <li>2. Select Details</li> <li>3. Update the I-9 Expire Date</li> </ol>
Order status (XXXX) implies inactive.	<p>You are trying to assign an employee to an order that has a status indicating that it is inactive, such as "Closed" or "Cancelled".</p> <p>Review the order status and update if needed.</p>	<ol style="list-style-type: none"> <li>1. Navigate to the order record</li> <li>2. Select Details</li> <li>3. Change the status in the lower right corner to 'Unfilled'</li> <li>4. Select save in the upper left corner</li> </ol>
Employee is missing documents that are required on this order.	<p>The employee is missing a record in the Required Documents menu for a document that has been set as required on the order. Review the employees documents to ensure you have everything you need for them.</p> <p>See <a href="#">Core - Required Documents</a> to learn more about required documents</p>	<p>To see required docs for an order:</p> <ol style="list-style-type: none"> <li>1. Navigate to the order record</li> <li>2. Select details &gt; required documents</li> </ol> <p>To add required docs to an employee:</p> <ol style="list-style-type: none"> <li>1. Navigate to the employee record</li> <li>2. Select details &gt; required docs</li> <li>3. Select the + icon to add a required document.</li> </ol>
	This is a warning that the state of	

Error Message	What it Means	How to Fix It
Employee state (XX) does not match worksite state(XX)	<p>the employee address is different than the state that is on the worksite of the order you are assigning them to. Review the employee address and worksite address to make sure that they are both correct you want to put the employee to work in a state that is different than where they live</p>	<p>Employee Address is located under the details section of the employee record.</p> <p>The worksite is located on the details section of the order record.</p> <p>To learn more about worksites see <a href="#">Enterprise Core - Departments Vs. Worksites</a></p>

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