Beyond - How to End an Assignment

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Why End Assignments?

There are lots of reasons to make sure that you end an assignment once the employee is done working there. Here are a few reasons to consider:

Keeping Accurate Records

If you don't end your assignments, your records will quickly become out of date. Out of date records can cause issues where recruiters and/or employees may be unsure whether they are still working for a particular assignment. It can also lead to issues when employees fill out unemployment claims, etc.



Searching for Unassigned Employees

If you don't end your assignments, the system will continue to think your employee's are still working there. This means that when you search for employees that are unassigned to search for the perfect candidates, your search will not be accurate. This means you could easily miss some star candidates that have already done well on other assignments.

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Timecards and Back Office Communication

Timecards in TempWorks are created based on the assignment records. If an assignment is not ended, each week your payroll processors will be looking for a timecard with hours from this employee. If there is a lot of miscommunication or mistypes, the employee could even be paid for a week they did not work. It can also make it much more difficult for payroll processors to sort through the ever-growing list of timecards.

How to End an Assignment

To end an assignment, you will need to update the status and set the end date.

The status can be changed by either selecting the "Status" charm of the assignment, or within the Details of the assignment by selecting the status.

Status Charm

- 1. Navigate to the assignment you want to end
- 2. Select the "Status" charm and select "Change Status":

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		Pay Rate 25.00	Bill Rate 37.50								
		Employer High Tech & Staffing Services, Inc	Gross Profit Calculator >								

- A new tab will open to change the status
- Any status other than open will be closed by default
- Refer to your team for which statuses to use some will rate performance (ex. very good or poor),

others will help track why the assignment was ended (customer cancelled, No show/no call), etc.

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3. Navigate to the Job information card and set the End Date

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	Job Title 12 hour Nurse			Business Code							
	Original Start Date 8/23/2022			Estimated End Date							
	Start Date 3/1/2023 Đ			End Date							
	Shift Morning			Start Time 6AM							
	End Time 6PM			Worksite Address Alex, OK 73002							
	Shift Notes 										

- on the card to edit the date 4. Select the 🖊
- 5. Use the calendar or enter the date the assignment has ended or is going to end
- 6. Select Submit to save your changes

Assignment Details

- 1. Navigate to the assignment you want to end
- 2. Select the Details Tab
- 3. Select the status under the details card:

K Steve Aards 123 Nursing	on (4302431031) · 12 hour Nurse	● i⊟ Active Crintear	ding DNA Status Reports Send Email Tasks Bookmark More
Bookmarks	VISIFILE DETAILS V DOCUMENTS MESSAGES CUSTOM DATA		- Change Status ×
Recent History Steve Aards	ld 4302431031	Status Open >	Choose a new status from the options above.
	Alternate Assignment	r123 Nursing - Primary Peplaces Assignment	
	Customer DNA No	Employee DNA No	
	Job Order 12 hour Nurse		

- A new tab will open to change the status
- Any status other than open will be closed by default
- Refer to your team for which statuses to use some will rate performance (ex. very good or poor), others will help track why the assignment was ended (customer cancelled, No show/no call), etc.
- 4. Navigate to the Job information card and set the End Date

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	Job Title 12 hour Nurse			Business Code			
	Original Start Date 8/23/2022			Estimated End Dat	te		
	Start Date 3/1/2023 Đ			End Date			
	Shift Morning			Start Time 6AM			
	End Time 6PM			Worksite Address Alex, OK 73002			
	Shift Notes 						

5. Select the 💋 on the card to edit the date

- 6. Use the calendar or enter the date the assignment has ended or is going to end
- 7. Select Submit to save your changes

Looking to end multiple assignments at once? Check out Beyond - Mass Update Assignments for more information.

Related Articles