

# COVID-19 - Required Documents

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## Overview

TempWorks has added COVID-19 Required Documents along with an Assignment Restriction to Enterprise and Beyond. While the Required Document Types have been setup by TempWorks within your system, The Required Documents will need to be added to the respective record type within Enterprise/Beyond that needs them.

**\*Note\*** For more information on Required Document functionality, please see the following articles:

- [Enterprise - How to Setup and Manage Required Document Options](#)
- [Enterprise - How to Manage Required Documents](#)
- [Beyond - Required Documents](#)

**\*Note\*** Required Document functionality is backwards compatible between Enterprise and Beyond. This means when a Required Document is created, modified, or removed within Enterprise, the same take place within Beyond. The process is the same from Beyond to Enterprise.

**\*Note\*** In order to view/add/edit Required Documents in Beyond, you must have the proper Security Group of Document Type with Read/Write permissions.

## Required Documents & Types

The following COVID-19 Required Documents have been added:

- COVID Initial Vaccine
- COVID Medical Exemption
- COVID Neg Test Result
- COVID Pos Test Result
- COVID Proof of Booster
- COVID Proof of Testing
- COVID Religious Exemption
- COVID Vaccine Series

**\*Note\*** When selecting "COVID Neg Test Result" from the "Requirement Type" dropdown, a "Requirement

Expiration Date" is automatically entered for 7 days from the addition of the Required Document on the Employee record:

The screenshot shows a document upload interface. At the top, a document icon is displayed with the filename "Negative COVID Test.docx" and a size of "11.67 KB". Below this is a "REMOVE FILE" button. The form contains several fields: "Name" (Negative COVID Test.docx), "Document Type" (COVID Neg Test Result), "Required Document" (checked), "Requirement Category" (All Categories), "Requirement Type" (COVID Neg Test Result), "Requirement Expiration Date" (11/25/2021, highlighted with a red box), "Requirement Description", "Authority" (ALL), and "Received Date". A "MORE FIELDS" link is at the bottom left, and "CANCEL" and "SUBMIT" buttons are at the bottom right.

## Assignment Restriction

Once the Required Documents have been added to the respective record type within Enterprise/Beyond, a "Soft Stop" Assignment Restriction has also been added.

**\*Note\*** For more information on Assignment Restriction functionality, please see the following articles:

- [Enterprise - How to Create Assignment Restrictions](#)
- [Beyond - Understanding Assignment Restrictions](#)

The Assignment Restriction will appear when an Employee is attempting to be assigned without one of the following Required Documents that has been setup on the Customer/Department record:

- COVID Medical Exemption
- COVID Neg Test Result
- COVID Proof of Booster
- COVID Religious Exemption
- COVID Vaccine Series

Add New Candidate - Assignment Restrictions

1 Enter Candidate Information 2 Assignment Restrictions

Add Candidates To Job Order:

100 Acre Woods, Inc. - Primary  
Clerk-warehouse: 0 of 5 positions filled

Approve All Allowed Candidates

Please approve at least one candidate to continue.

Harper Backstrom (4295004563)  Approve Restrictions For This Employee

Assignment Restrictions

- The employee is missing the following interest code: Background Check  
Backstrom, Harper
- Employee I9 has not been received.  
Backstrom, Harper
- Employee is missing an applicable COVID Related Required Document: COVID Vaccine Series, COVID Neg Test Result, COVID Proof of Booster, COVID Medical Exemption, COVID Religious Exemption  
Backstrom, Harper

CANCEL < PREVIOUS SUBMIT

**\*Note\*** Due to this Assignment Restriction being a "Soft Stop", it can be approved by the recruiter to complete the assignment without having to change anything on the employee record. This Assignment Restriction is for informational purposes only:

Add New Candidate - Assignment Restrictions

1 Enter Candidate Information 2 Assignment Restrictions

Add Candidates To Job Order:

100 Acre Woods, Inc. - Primary  
Clerk-warehouse: 0 of 5 positions filled

Approve All Allowed Candidates

Harper Backstrom (4295004563)  Approve Restrictions For This Employee

Assignment Restrictions

- The employee is missing the following interest code: Background Check  
Backstrom, Harper
- Employee I9 has not been received.  
Backstrom, Harper
- Employee is missing an applicable COVID Related Required Document: COVID Vaccine Series, COVID Neg Test Result, COVID Proof of Booster, COVID Medical Exemption, COVID Religious Exemption  
Backstrom, Harper

CANCEL < PREVIOUS SUBMIT 1 CANDIDATE

## Related Articles