

COVID-19 Required Documents

Last Modified on 11/18/2021 12:55 pm CST

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:

Document


Negative COVID Test.docx
11.67 KB
REMOVE FILE

* Name: Negative COVID Test.docx * Document Type: COVID Neg Test Result

Required Document ⓘ
Associate with a specific requirement or set as received without uploading a file

Requirement Category: All Categories * Requirement Type: COVID Neg Test Result Active ⓘ

Requirement Expiration Date: 11/25/2021 Requirement Description:

* Authority: ALL Received Date:

MORE FIELDS

If set, the document won't be flagged as "missing"

CANCEL SUBMIT

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

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

Enter Candidate Information
 2 Assignment Restrictions




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CANCEL < PREVIOUS **SUBMIT 1 CANDIDATE**

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