
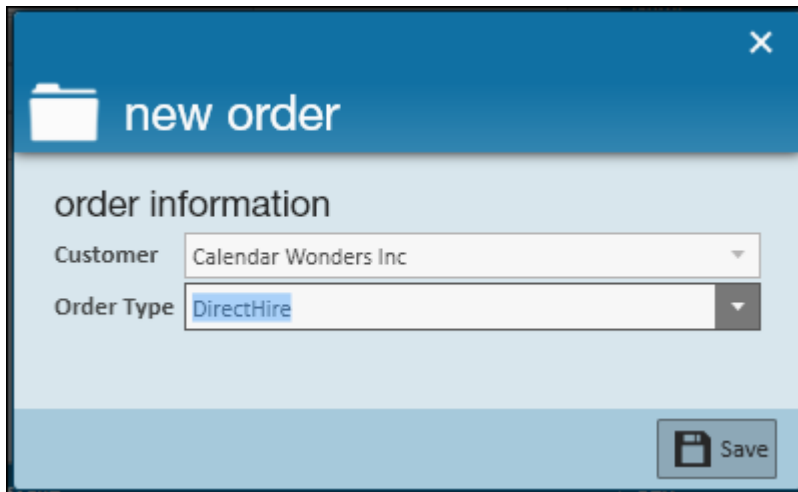



## 15R1 Enterprise Direct Hire

To open the window to add a new **Order** record to Enterprise you can go to the *E* menu in the upper left and click the *New* button and then select the **Order** option from the drop down menu or select the  button from the **Order** record *Actions Bar*. You can also use the **Hot Key** combination of *Alt + 3*. The window below will be displayed:



If you are in the **Customer** record when you select *New Order*, from the  button the *Customer* name and *Department* will automatically be selected. If creating a new **Order** from the **Order** area or any other record in Enterprise make sure to select the correct **Customer** and *Department* from the *Customer* drop down menu.

The *Order Type* will default to "Temp" (for temporary). To create a direct placement **Order** change the *Order Type* to "DirectHire". Once the *Order Type* has been updated click *Save*. This will add the **Order** to the database and open the record to the **Details** form.

**Calendar Wonders Inc, Primary**  
Unknown  
0 of 1 positions filled  
Customer ID: 779608  
Order ID: 6149

There are no tasks to display. You can adjust your filter settings to customize this view.

tasks calendar email 2 alerts 9

visifile Order Details Web Options Direct Hire Details

**Customer Information**

Customer: Calendar Wonders Inc Work Site: Corporate Office  
5422 New St.  
Eagan, MN 55121

Department: Primary Worker Comp: Tx8820

Customer ID: 779608 Directions: North on Hwy 210

**Job Information**

Required: 1 Assigned: 0

Order Type: DH DirectHire

Job Title: Admin.support/receptionist

Description:

Dress Code: Business casual

Safety Notes:

Start Date: 9/27/2010

Shift:

Start Time: End Time:

Shift Notes:

**Financial Details**

Fee Percentage: 25

Salary: \$30,000.00

Fee: \$7,500.00

**Contacts**

Name	Description	Office Phone
Lowry, Ben	Hiring Mgr	(612) 626-4436

**Other Information**

Status: Unfilled

Taken By: alisha

Sales Team: Default

Branch: Memphis NE

Do Not Auto-Close:

Notes:

Select the *Work Site*, number *Required*, *Job Title*, *Start Date*, *Shift* or *Start and End Times*, *Fee Percentage*, *Salary*, and *Contact* (ie. Hiring Manager, Supervisor, etc.). Then click on the **Direct Hire Details** tab at the top to enter more information.

visifile Order Details Web Options Direct Hire Details

**Position Summary**

Primary Responsibility:

Salary Range:

People Seen:

Reason for Open Position:

Why would someone want this opportunity versus a competitor:

Hiring Manager and Process:

**Candidate Preferences**

Required Skills / Experience:

Additional Skills:

Ideal Candidate:

Top 3 Knock-out Factors:

Three most important attributes for success in this role:

Fill out any additional information or details about the **Order** in this form. Once the **Order Details** form is completed you can start your search for candidates (covered in the Front Office Training Manual).

When an **Assignment** is created for a "DirectHire" **Order** the **Assignment Details** screen will look like the one below:

The screenshot shows the 'Assignment Details' interface. At the top, it identifies the employee as Catalano, Susie, with an assignment ID of 10145 and employee ID of 5063. The assignment is for 'Calendar Wonders Inc' and is currently 'Open'. The 'Direct Hire Fees' section contains a table with the following data:

Field	Value
Fee Percentage	25.00
Salary	\$30,000.00
Fee	\$7,500.00

The 'Job Information' section shows the job title as 'Admin.support/receptionist' and the start date as 9/27/2010. The 'Other Information' section includes the sales team (Default), service rep (Alisha Arnold), and branch (Memphis NE).

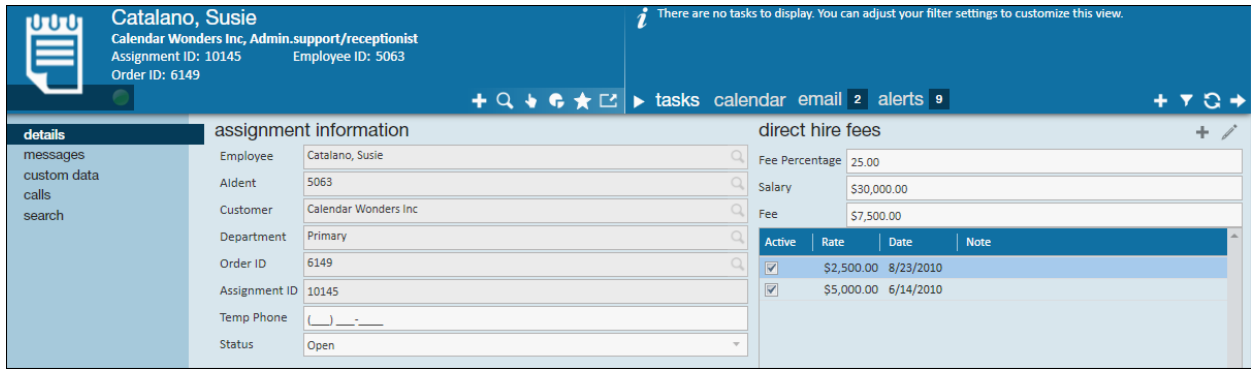
The one-time *Adjustments* for the **Invoice Transactions** can be added from the **Assignment Details** form.

The 'add placement fee' form is displayed. It includes the following fields:

- Active:** A checked checkbox.
- Rate:** A text input field containing '\$7,500.00'.
- Start Date:** A date picker field showing '5/14/2010'.
- Note:** A large text area for additional information.
- Save:** A button at the bottom right to save the entry.

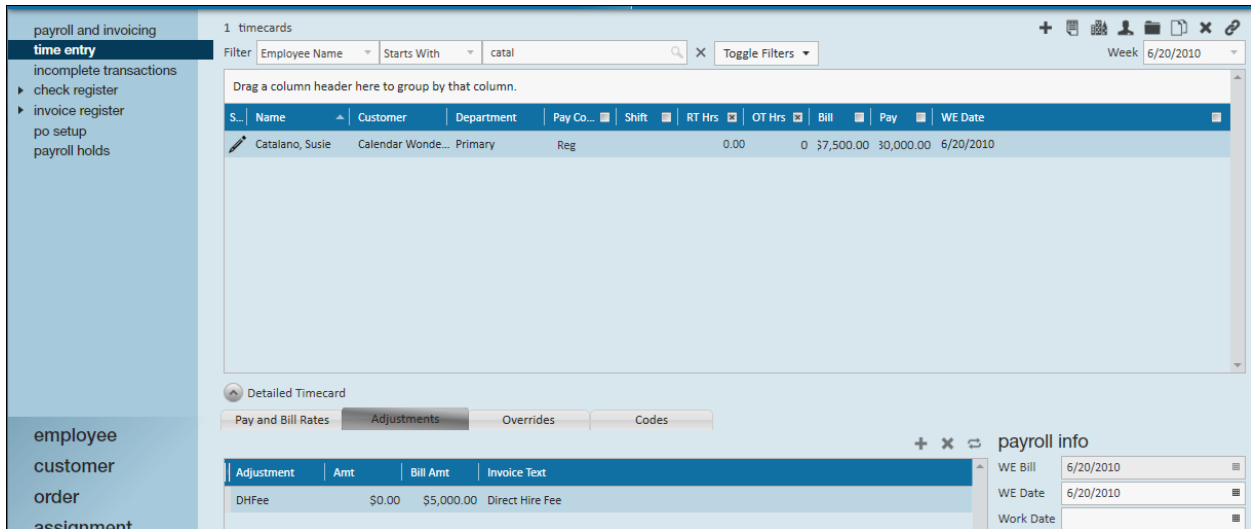
To open the form to the left, click on the **+** button in the upper right corner of the Direct Hire Fees area. If the *Fee* field is populated the *Rate* in the **Add Placement Fee** form will automatically be populated with the balance amount that should be billed based on any other fees that have already been added to this **Assignment**.

The *Start Date* should reflect a date that falls within the *Weekend Bill Date* (accounting period) that the one-time "DHFee" or "Placement" *Adjustment* should be **Invoiced** in. Once the form is complete click on the *Save* button in the lower right to add the fee and close the form.



In the view above the one-time *Adjustments* for "Direct Hire" **Invoicing** are displayed below the *Fee* field.

The one-time *Adjustment* will automatically be pulled into **Time Entry** when the *Create Timecards from Assignments* button is clicked, as long as the *Start Date* on the fee occurs during the current *Weekend Bill Date*.



\*Note – Although the *Bill Amount* can be updated in **Time Entry**, these changes will not be reflected in the **Assignment** screen. For accurate tracking for the Service Rep user, the fee will need to be edited on the **Assignment Details** as well.

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

one time overrides

Fed Withholding

State Withholding

Pay Periods

Check Delivery

Do Not E-Pay

Pay on Separate Check

Show Zero Bill on Invoice

other

Branch Memphis NE

Acct Code

Location

Cost Center

SubEntity

Req Number

Supervisor

Pay Hold

Invoice Hold

Cust Extra 1

Cust Extra 2

Cust Extra 3

Invoice Text

payroll info

WE Bill 6/20/2010

WE Date 6/20/2010

Work Date

Inv Date

Pay Code Regular earnings. Hard coded f

Skill Code Admin.support/receptionist

PO Num

Payroll Note

When the one-time *Adjustment* is added it will automatically have an *Invoice Hold* code of "A" (Adjustment Review Required). To approve this fee for **Invoicing**, highlight and *Delete* the *Invoice Hold* code. Once the code is removed this *Adjustment* can be pulled into an **Invoice** run. Continue **Invoice** processing as covered in the Back Office Training Manual.

**\*Note – If the "DirectHire" Invoicing requires a different Invoice Style, the "DH" Orders will need to be set up on a separate Department record from the "Temp" Orders so that the Invoice Style on the "DirectHire" Department record can be changed.**

#### Still Have Questions?

For more information about direct hire functionality contact our customer support group at 877-452-0327 or by sending an email to [support@tempworks.com](mailto:support@tempworks.com).

To schedule training on using direct hire, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact Alisha Arnold (Corporate Trainer) at 651-287-8370 or by sending an email to [Alisha@tempworks.com](mailto:Alisha@tempworks.com).