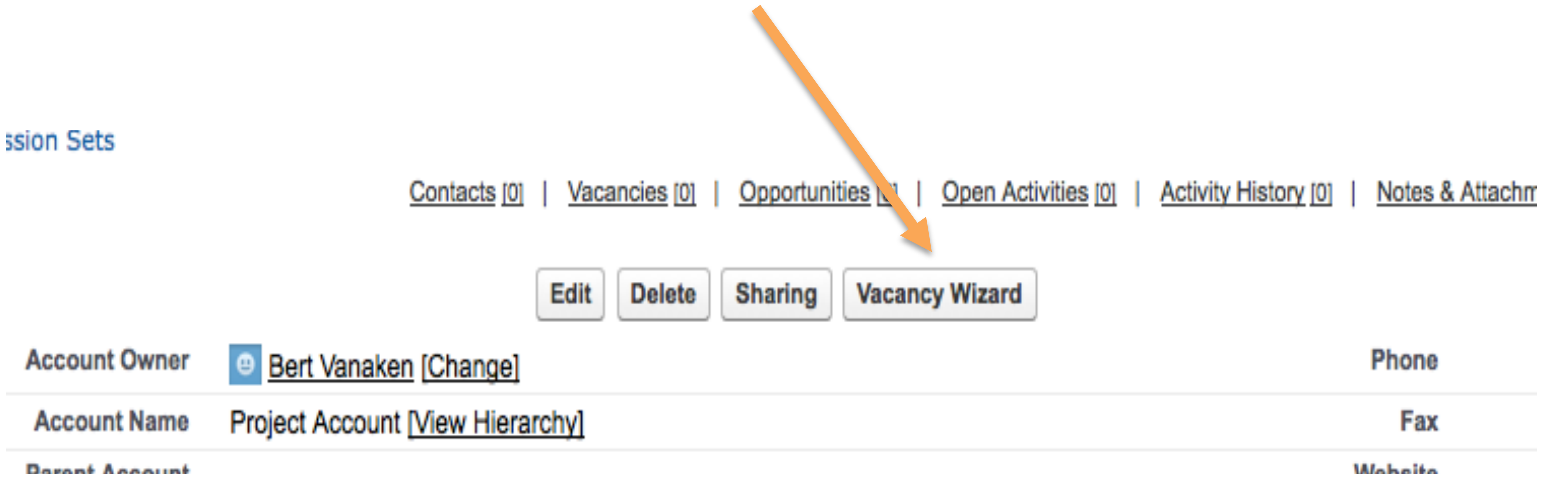
The mployee process for secondment companies/staffing

Start with Account



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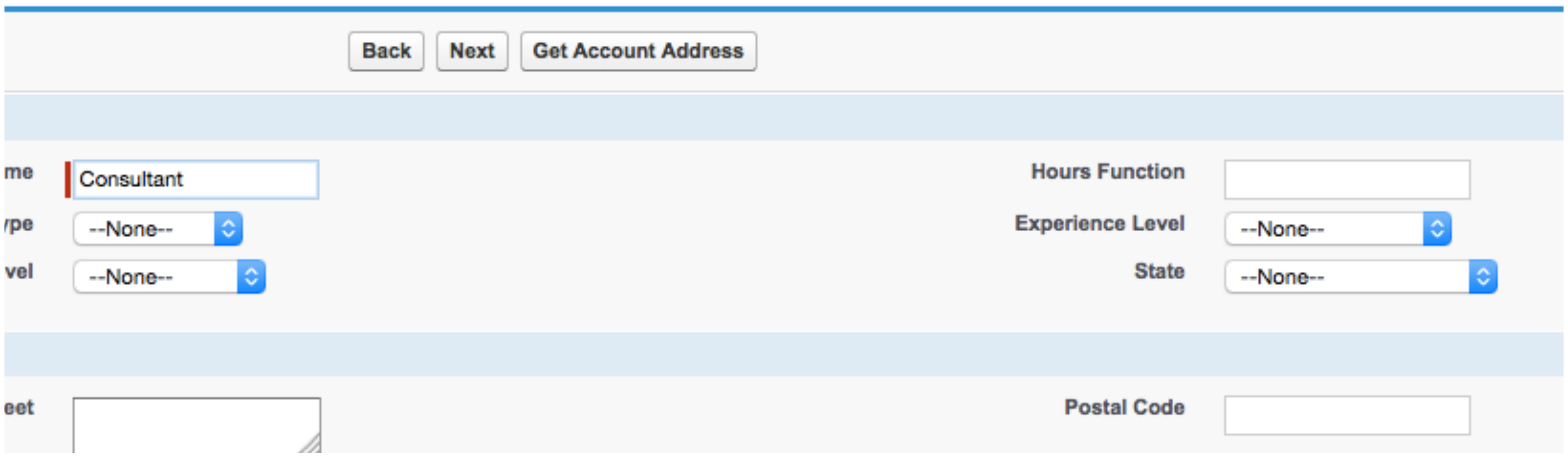
Enter the data of the vacancy



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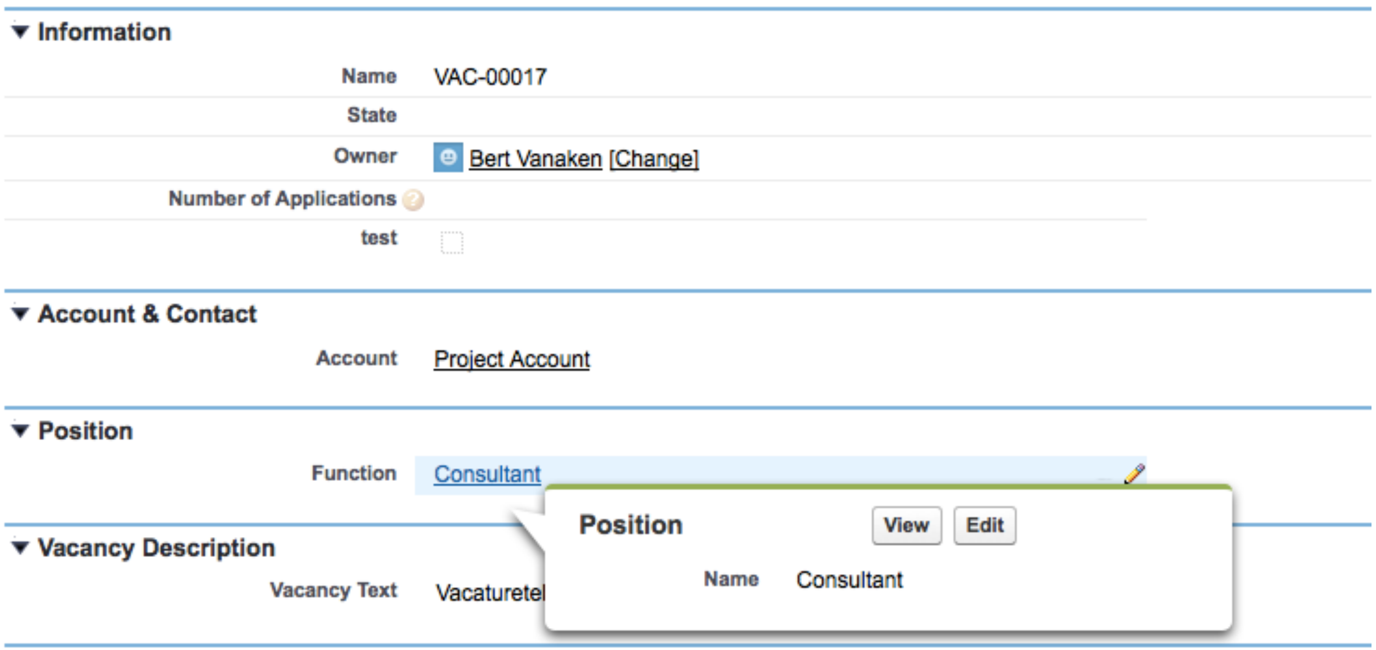
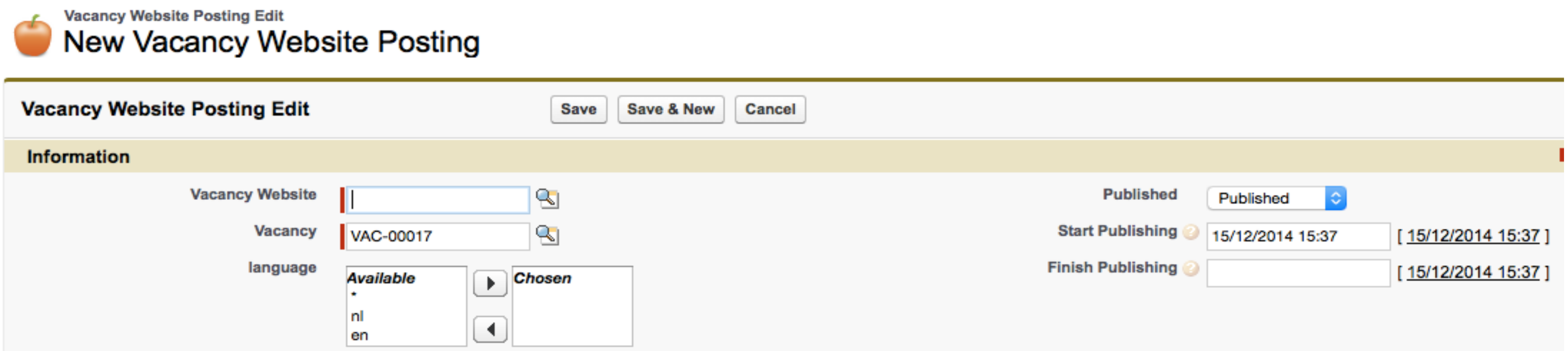
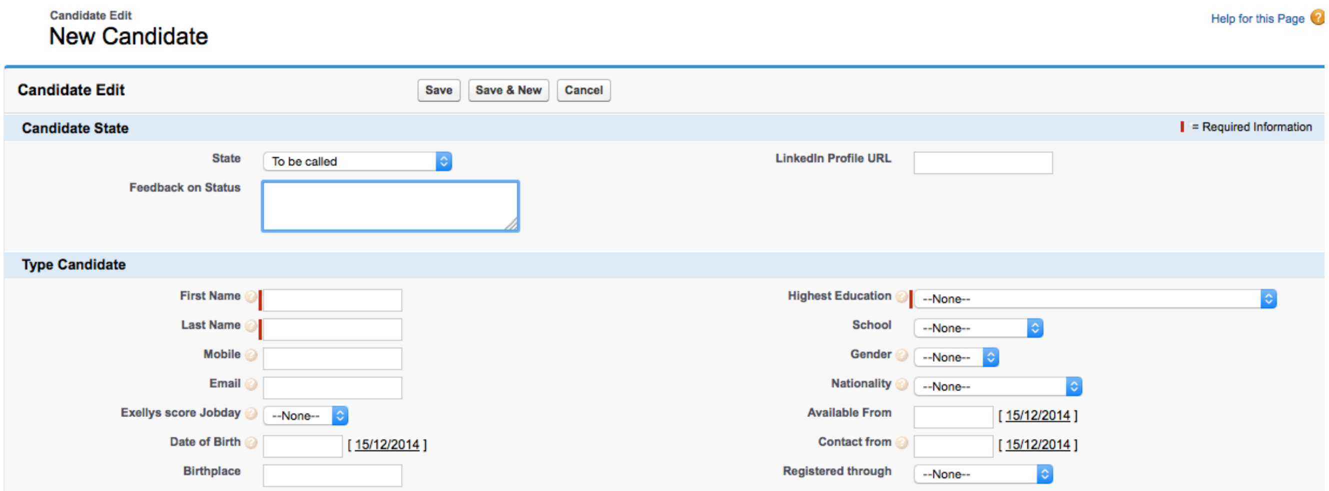
Both a position and a vacancy record are created



Publish the vacancy on the website - select the desired languages



Register candidates / job application on website or enter candidates manually



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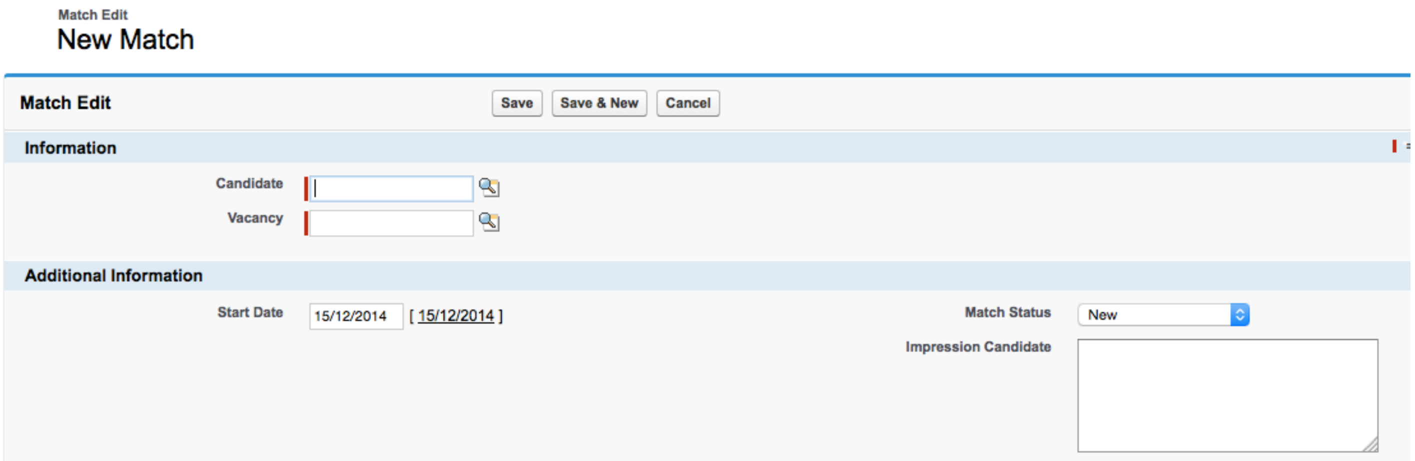
If candidates apply on the website, an Application record is made.

Otherwise create application manually


Match Edit

New Match

Match Edit [Save] [Save & New] [Cancel]

Information

Candidate

Vacancy

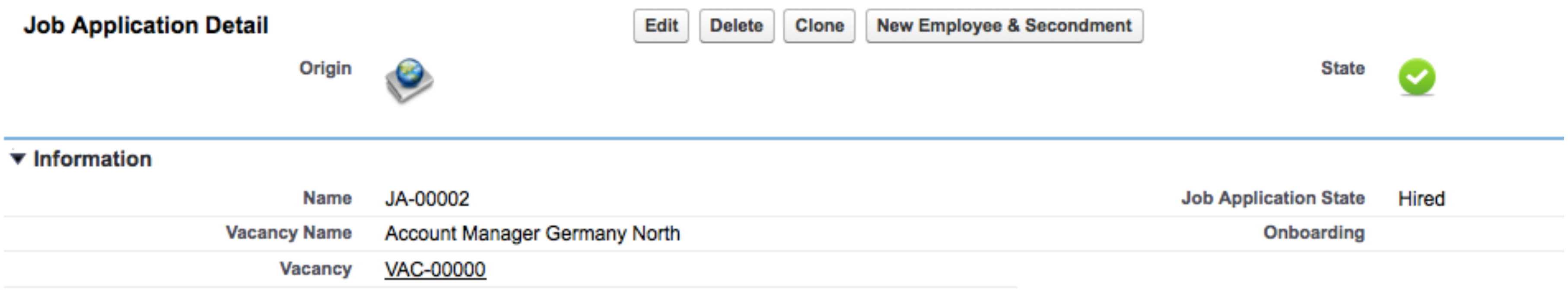
Additional Information

Start Date 15/12/2014 [15/12/2014]

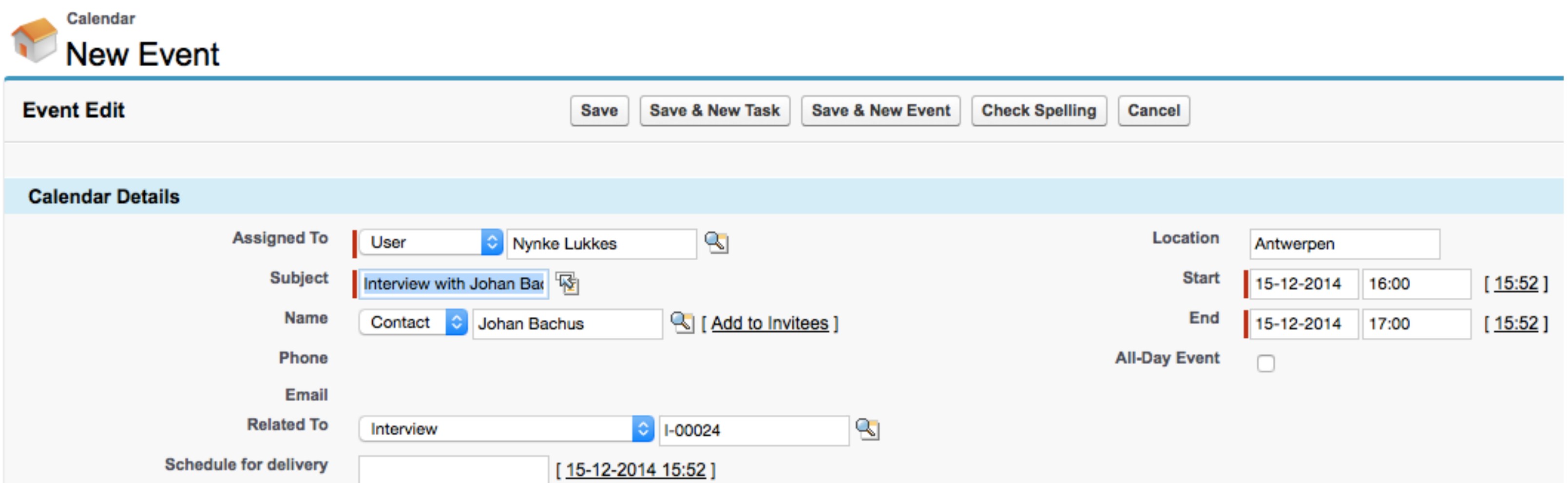
Match Status New

Impression Candidate

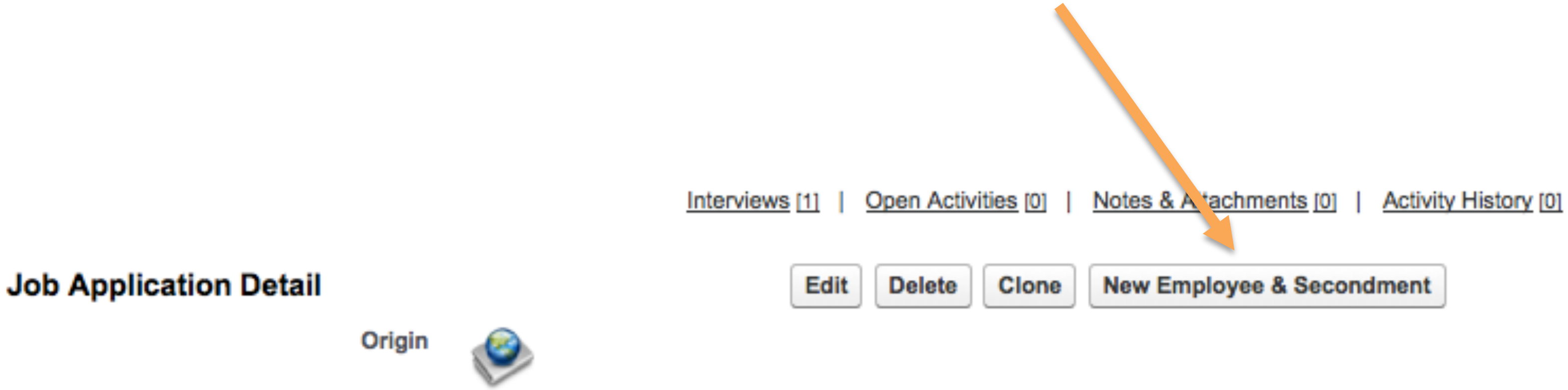
The application process has various phases. This can be set up per client or set by the client himself. Workflow/Approvals/Email templates can be linked to this



Via Interview object the meetings with the candidate can be registered. Several guests can be added (Add Invitees) to the Event created by clicking on“Create Event” in the Interview record.



If a candidate is recruited the onboarding takes place with the button “New Employee & Secondment” in the Application record.



After going through the onboarding wizard, an Employee, HR Contract, Project/Assignment record is made. And Timesheet records are made that are required for the registration of time on projects. Start/End date are therefore mandatory fields in the onboarding wizard.

Attention!:

An Assignment Fee must be added via the related list of the Assignment (Project). Otherwise an Invoice Record cannot be made for example. The Assignment fee must be added before hours are booked on a project.

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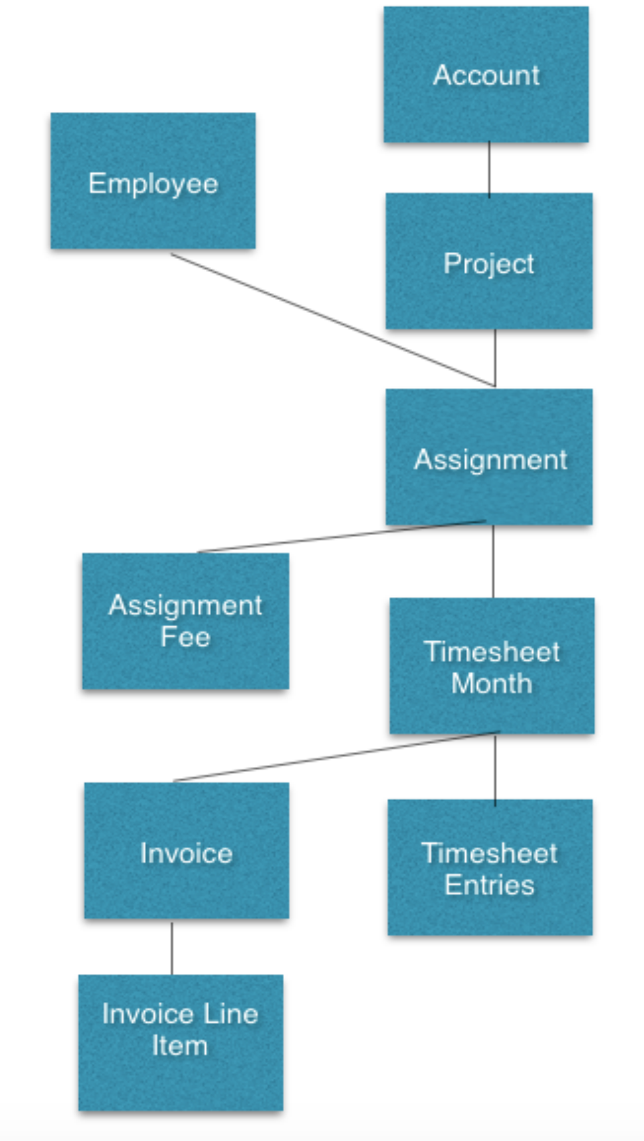

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The object structure Account - Project/Assignment - Employee - Time sheets - Invoice

Before hours can be registered by a user the following must be set:

1. Company Schedule
2. Company Leave
3. Company Holidays
4. Employee Schedule
5. Employee Leave & Yearly Leave Balance
6. Employee File must have a look-up to the relevant user

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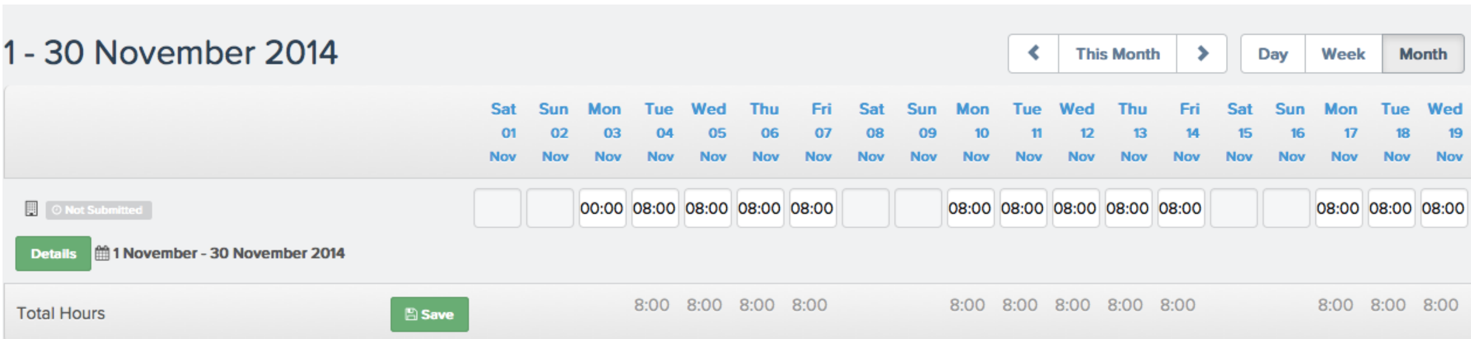
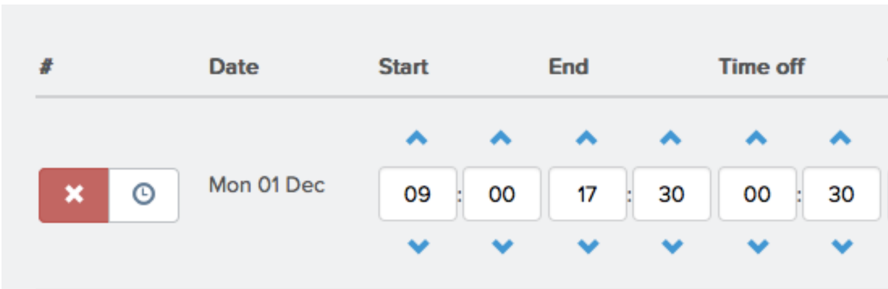
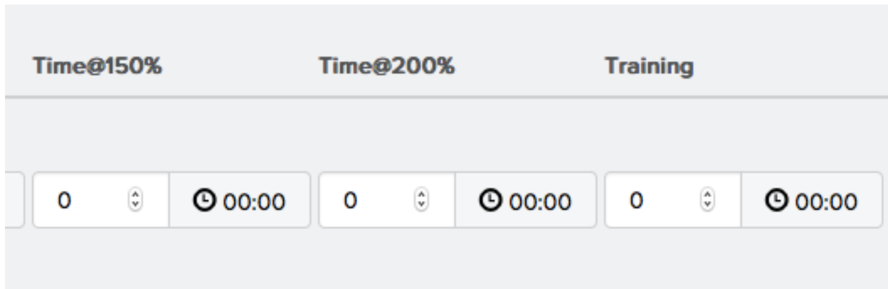
Registering hours via the Time App. This page loads the projects related to the logged in user. The horizontal page can be used for the entry of total hours per day (e.g. 8.5 hours on 4 December). And represents the minimum hours the employee must work based on Roster and holidays.



Via the button “Details” you reach a vertical display. Depending on the setting (in Custom Setting) Start time/End time & lunch time can be entered. The hours can be divided over several types of hours (e.g. 100%, 150%, 200%, training). The hour type 150% and 200% is qualified as overtime, both for the Account and the employee. The latter is also to be set about the user

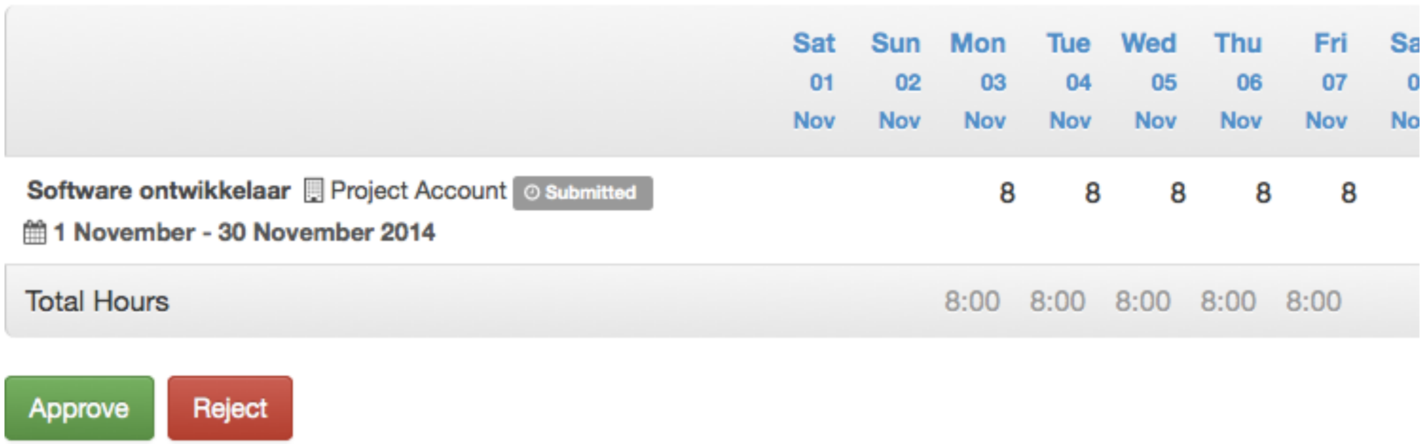




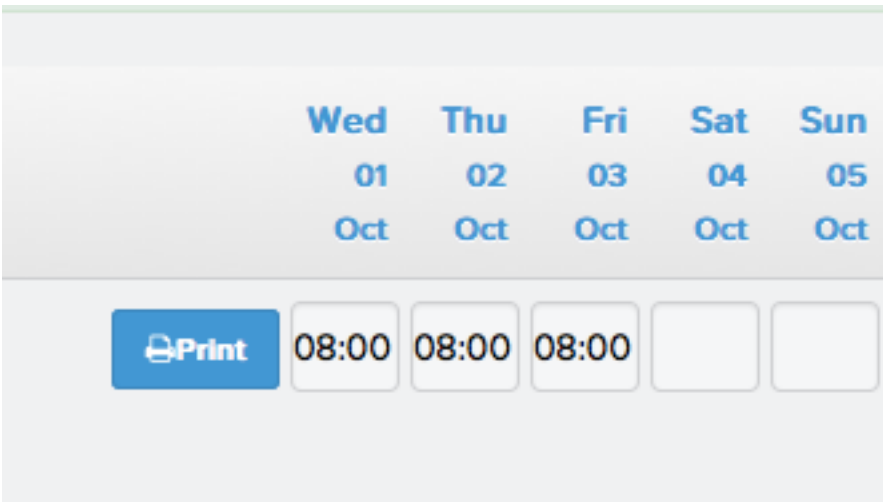
Sickness can be registered via the Sickness tab. Leave applications via the Absence request tab. An approval process must be linked to the Absence request tab that can be made via the Set up. All the sickness days and Leave applications are visible in the monthly hours records.

Once the monthly input meets the criterion set by you (e.g. entered hours >= total hours to be worked/Deviation is at least 0), the “Submit” button appears. By clicking the submit button all the hours of the projects displayed in the monthly overview are submitted for approval. An Approval process must be linked to this via the Set up.

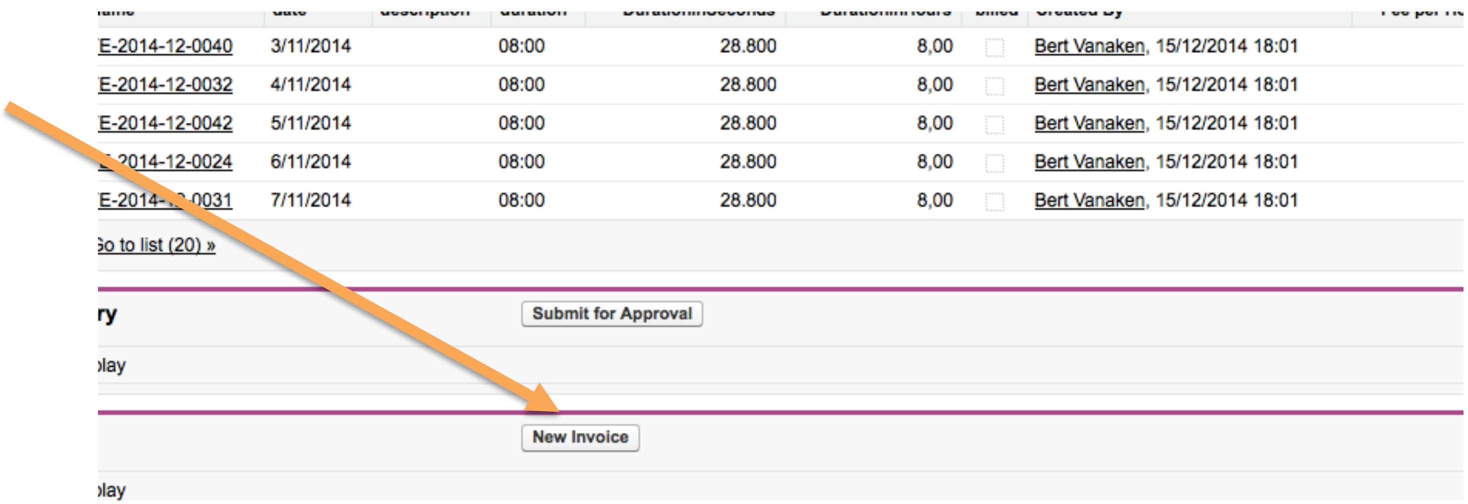
The manager receives a request for approval via email or chat (can be installed by company). If the manager goes to the record linked to the approval, he can choose on the button "Approve". He here sees the monthly overview of the relevant employee. He chooses "Approve" or "Reject".



Once the monthly display has the status "Submitted" the Print button appears. Via Custom Setting an adjusted visual force page is linked to the overview of the hours.



After the monthly record has the status "Approved" an Invoice record can be made via the related list of the approved Time sheet record. The Due Date is defined with Invoice date + days to be entered via a Custom Setting (e.g. 14 days). The invoice number can obtain automatic numbering via a new field to be created and a workflow that the field "Invoice Number" update.

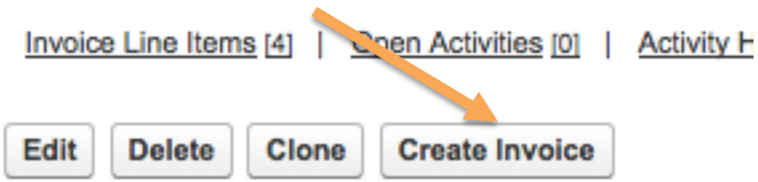


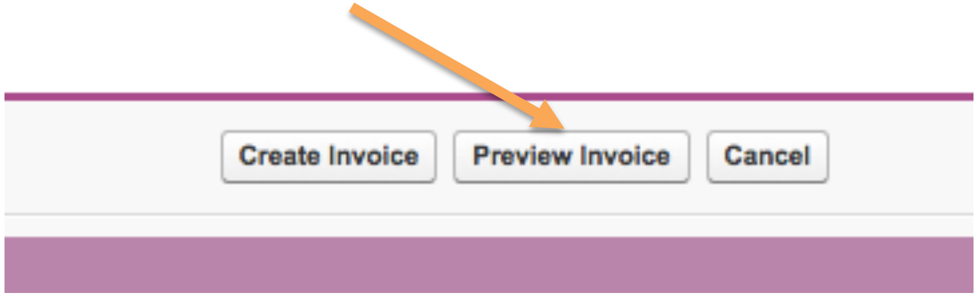
Once the Invoice record is stored Invoice Line items are automatically created by type of hours. These have to be set via Custom Settings. The Type field in Invoice Line item is a choice list field that must be converted via the Set up.

New Invoice Line Item

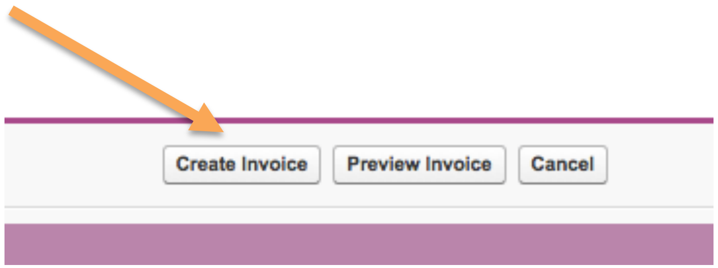
Type	Fee per Hour	Sum Hours	FeeSum
@100%	65,00 €	175,75	11.423,75 €
@150%	97,50 €	1,00	97,50 €
@200%	130,00 €	3,00	390,00 €

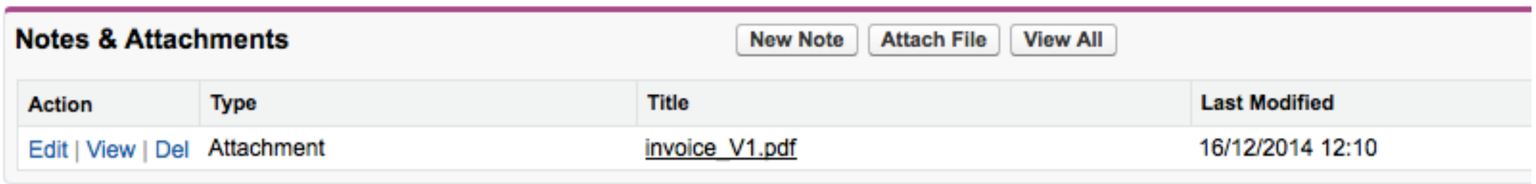
Via the button “Create Invoice” in the invoice record you reach the overview page of the invoice. Via “Preview Invoice” you can see an example of the invoice.





The invoice texts can be customised via Custom Labels in Set up. If you click on “Create Invoice” the invoice is stored as a pdf- attachment under the Invoice record.





The entered hours are also the base for possible Time for Time and/or Overtime. Once the monthly Time sheet is approved, a deviation record is made under the Employee Yearly Leave Balance of the relevant employee. The deviation record is intended as intermediate object. Here the user can decide what happens with the hours from the Timesheet.

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The Duration in Days/Hours displays the hours the employee has worked extra in the relevant month than necessary based on their roster/holiday/sickness etc. The hours in the Overview hours section are the real overtime. It will be defined by user/client which values ultimately are included in the Leave Balance of the employee and which will possibly be paid out.

Deviation Detail

Edit | Delete | Clone

Name	9 2014	DurationinDays	2
EmployeeYearlyBalance	EYB-000002	DurationinHours	16,00

▼ Approval

approvalDateSubmitted	16/12/2014	approvalState	not-submitted
approvalDateApproved	16/12/2014		

▼ Overview hours

Hours @100%	184,75	Hours Total @ 100%	184,75
Hours @150%	2,25	Hours Total @150%	3,38
Hours @ 200%	3,00	Hours Total @ 200%	6,00
Hours Training @ 100%	0,75	Hours Total Training @100%	0,75

Profiles and owners of records are important to create the appropriate ESS structure. The best in this situation is to make the employee the owner of their own Employee File. If the OWD is set to “private” the employee has exclusive access to only their own Employee File. Triggers can also be added that ensure that e.g. the Employee Leave (Balance) & Assignment record have the same owner as the Employee File: the employee.

Types of leave:
Regular leave (Regular)
Overtime
Special leave (Special)
Unpaid leave (Unpaid)

The Employee Yearly Leave Balance is updated after the approval of an application for leave (Absence request) by adding deviations. If for example someone applies for regular leave a deviation is created with type indication absence_regular. These absence_regular hours are deducted from the balance the employee has in his Employee Yearly Leave Balance (Available Leave)

Other types of leave (parentType):

absence_overtime, is deducted from the overtime hours balance

absence_special, no consequence for the balance/can be included via Roll up field in balance

absence_unpaid, see absence_special

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