

## Hiring Manager – Guidelines for PAWS

How do I...?	Where do I go?	What are the steps?	What are the results?
Login to PAWS	Web browser address line	<ul style="list-style-type: none"><li>Type <a href="https://paws-com2.pertemps.co.uk/">https://paws-com2.pertemps.co.uk/</a></li><li>Type your Username and Password, which will be provided by Pertemps.</li></ul>	You are ready to use PAWS
Change my password	PAWS homepage	<ul style="list-style-type: none"><li>Under user options select <b>Change Password</b></li><li>Complete page and click <b>Change Password</b></li></ul>	Password reset
Change User profile	PAWS homepage	<ul style="list-style-type: none"><li>Under user options select <b>My Profile</b></li><li>Complete page and click <b>Save</b></li></ul>	User Profile Details Changed

Create an order for an agency worker	PAWS homepage	<ul style="list-style-type: none"> <li>• Under Navigation select New Order/Roles.</li> <li>• Drill down through the relevant role groups and select a job Category to begin the order process</li> <li>• Attach the most up to date role profile if not already attached and add an additional summary to the role if required.</li> <li>• Ensure all order questions are answered accordingly including: <ul style="list-style-type: none"> <li>○ Indicate if you have a named worker for your order, you will be requested to complete the worker name, vendor name, and reason for the named worker on the next page.</li> <li>○ Orders can be placed for a maximum of 26 weeks so enter the start and end date or the duration of the assignment (duration is limited to 20 weeks so if assignment is for 20-26 use end date).</li> <li>○ Amend days and hours of work if necessary.</li> <li>○ Additional days/hours information can be entered.</li> <li>○ Select relevant cost code from drop down. If your cost code isn't available please inform Pertemps of your cost centre, cc detail and account code (your Finance Support Officer will be able to assist with confirming this information).</li> <li>○ Select reason for order.</li> <li>○ Answer additional questions on safeguarding etc.</li> <li>○ Enter who the worker will report to and select from the drop down the address of where the worker will be located.</li> <li>○ Check order details and go back if you need to make any amendments</li> </ul> </li> </ul>	<p>Ordered created and submitted and you will receive order notification confirming the order details.</p> <p>This order will be automatically tiered to Pertemps.</p>
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		<ul style="list-style-type: none"> <li>• Press submit</li> </ul>	
Order Authorisation	PAWS homepage	<ul style="list-style-type: none"> <li>• No order authorisation process within PAWS required</li> </ul>	No further order approval required

<p>Action CV's including:</p> <ul style="list-style-type: none"> <li>• Comment</li> <li>• Reject</li> <li>• Interview (if required)</li> </ul>	PAWS homepage	<ul style="list-style-type: none"> <li>• Email notification will be received from supplying branch informing you that a candidate has been submitted for e.g. Role No: WCC-000021</li> <li>• Either click on link or log into PAWS using the <a href="https://paws-com2.pertemps.co.uk/">https://paws-com2.pertemps.co.uk/</a> web address</li> <li>• Under Navigation select 'My Orders'</li> <li>• Open relevant order No. WCC-000021</li> <li>• Click on 'Candidate tab'</li> <li>• This will show you all the relevant information you require on the candidate including all the information you requested at creating an order stage plus candidate CV if applicable</li> <li>• In this section under Page Options you can request additional information from the branch by selecting 'make comment', you can reject the CV if not suitable and add in a comment to let the branch now why you are rejecting them, or you can request an interview if required.</li> <li>• If interview required complete Interview Date, Time and in comments ensure you stipulate where interview is to be held</li> <li>• If Interview not required proceed to next stage – Make Offer.</li> </ul>	<ul style="list-style-type: none"> <li>• Request additional Information from supplying vendor/branch</li> <li>• Supplying vendor/branch responds via PAWS</li> <li>• Reject CV with reason</li> <li>• Request interview</li> <li>• Pertemps respond to confirm interview.</li> </ul>
Make Job Offer	PAWS homepage	<ul style="list-style-type: none"> <li>• Log into PAWS using the <a href="https://paws-com2.pertemps.co.uk/">https://paws-com2.pertemps.co.uk/</a> web address</li> <li>• Under Navigation select My Orders</li> <li>• Open relevant order No. WCC-000021</li> <li>• Click on 'Candidate'</li> <li>• Under page Options Select 'Offer position'</li> <li>• In comments, confirm start date, time and 'report to' details for 1<sup>st</sup> day.</li> </ul>	Email sent to Pertemps with your offer comments.

<p>Approve a timesheet including:</p> <ul style="list-style-type: none"> <li>• Expenses</li> <li>• Supplements (Sleepins)</li> </ul>	PAWS homepage	<ul style="list-style-type: none"> <li>• You will receive an email informing you that a timesheet is awaiting approval.</li> <li>• Either click on the link or login into PAWS using the <a href="https://paws-com2.pertemps.co.uk/">https://paws-com2.pertemps.co.uk/</a> web address.</li> <li>• On the Summary Page click on 'Timesheet' at the top of the page.</li> <li>• Under Navigation select 'View Awaiting'</li> <li>• Select the timesheet you want to approve and click on it to open.</li> <li>• Ensure you distribute the hours between basic and enhanced if applicable.</li> <li>• If worker has incurred expenses please ensure the amount is captured in the correct box (workers will have to supply receipts to Pertemps)</li> <li>• If pay supplements (sleepins) are applicable to the role then enter the number of supplements payable in the relevant box if the worker has not done this?</li> <li>• <b>NB: you can alter the hours if you believe the agent has completed the timesheet incorrectly.</b></li> <li>• Click 'Approve Timesheet' once you are satisfied the hours entered were worked and you have entered into the relevant boxes i.e. Standard, Time and a Half etc.</li> <li>• Or</li> <li>• Cancel Timesheet if agent did not work</li> </ul>	<p>Timesheet is then sent to Pertemps for processing.</p> <p>It will be the agency's responsibility to obtain receipts from the agent for any expenses being claimed.</p>
View a Candidate	PAWS homepage	<p>Under Navigation select 'My Candidates'</p> <p>This will list all candidates assigned to you.</p> <p>Select your candidate and open file by clicking on them.</p>	<p>All candidates that have job offered accepted will appear in this screen.</p> <p>CV is attached to this screen</p>

Extend an Order	PAWS homepage	<ul style="list-style-type: none"> <li>You will receive an email notification 2 weeks prior to an order ending, requesting you to extend the order if required.</li> <li>You can either click on link or log into PAWS using the <a href="https://paws-com2.pertemps.co.uk/">https://paws-com2.pertemps.co.uk/</a> web address</li> <li>Under Navigation select 'My Orders'</li> <li>Open relevant order No. WCC-000021</li> <li>Under 'Page option' select extend order</li> <li>Order can only be extended for maximum 26 weeks</li> <li>Select the end date or duration (drop down is limited to 20 weeks)</li> <li>Enter the reason for the extension</li> <li>Under 'Page Option' select extend order</li> </ul>	<p>Order extend and temp will continue to generate timesheets.</p> <p><b>NB: failure to extend an order will mean temp will not receive any further timesheets after the end date has been reached.</b></p>
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