

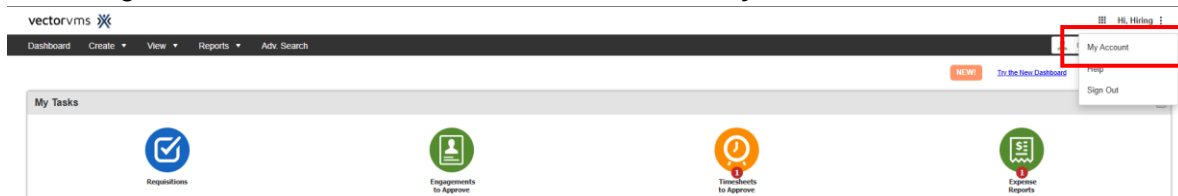
Manager User Guide

Updated August 2025


For any additional support on items referenced within this guide, please contact your Adecco representatives.

Administration & Delegation

1. To access your administrative settings, hover the cursor over your name in the top right corner of the Home dashboard and select **My Account**



2. In this section you can edit any settings attributed to your account, by clicking into the headers and using the **Edit** function in the bottom right corner of the page. You can also create **Time / Expense Alternate Approvers** in the tab **Region Settings**
N.B if you have access to more than one region, please ensure you are editing the correct details

 **User Information**
Hiring Manager (226812)

User Detail

Region Settings

User Attachments

Localisation Settings

Alternate Approver:

Continue sending Approval emails to original approver:

Time/Expense Approver:

Time/Expense Alternate Approver:

Continue sending Time/Expense Approval emails to original approver:

Proxy Time/Expense Entry:

No

Yes

No

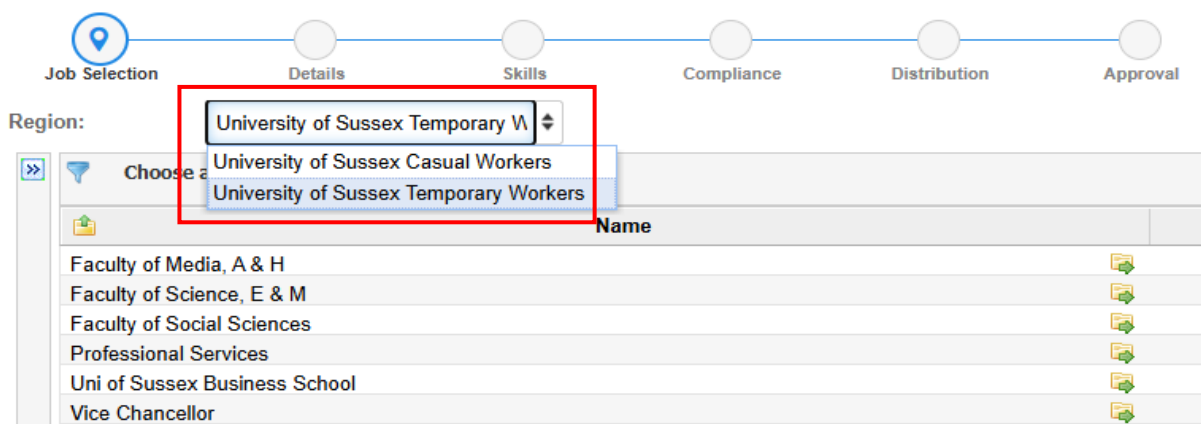
No

Creating a New Requisition

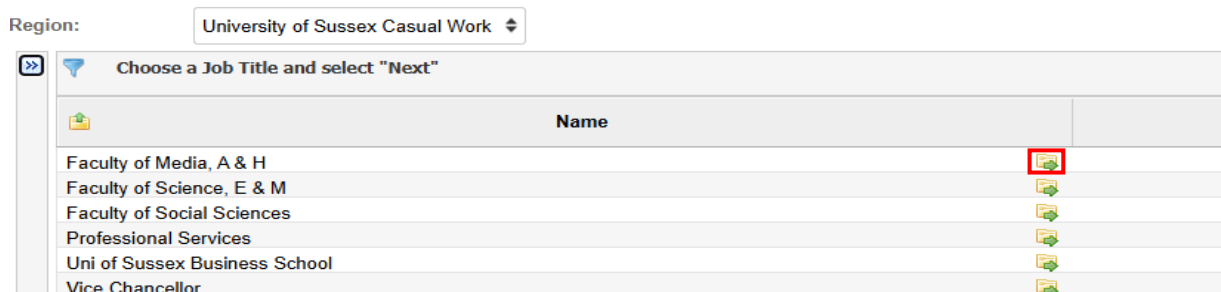
1. From the Home dashboard, select **Create** on the toolbar and select **Contingent Requisition**



2. Select either Casual Workers or Temporary Workers from the region drop down.



3. Select the folder icon to drill down to the next level in your chosen division/business area.



4. Select a role by clicking the green '+' to the right of the job title.

N.B You can also search for a role using the search bar to the top right of the list.



Name	Low Rate	High Rate	Grade/Point	Req Class ID	View Details
Administrator	£13.56	£13.56	Grade 4 - Point 1	167295	
Administrator (Team Leader)	£15.78	£15.78	Administrator (Team Leader)	167300	
Advisor	£19.61	£19.61	Advisor	167318	

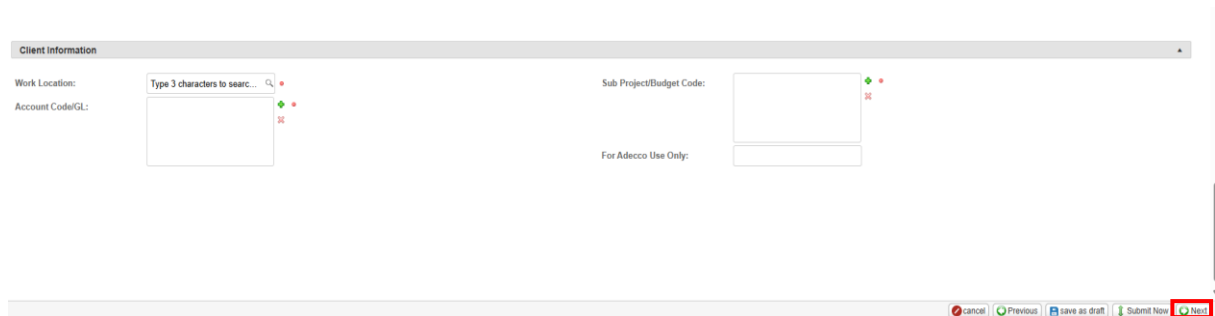
5. Complete all mandatory fields, identified by a red dot.

N.B – for guidance answering the question “What is the Reason for the Role?”

Please refer to the last page of this guide.

Once this page has been completed, select “Next”.

Please do not select “Submit Now”

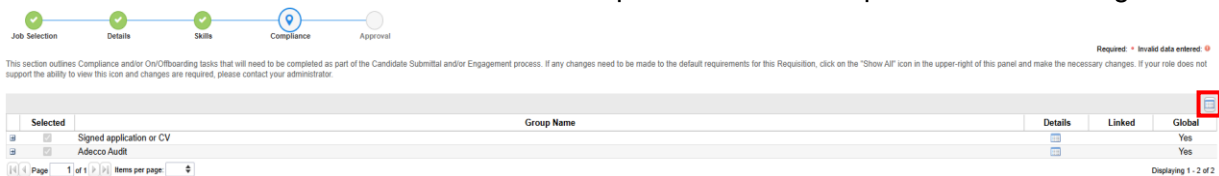


6. Use this page to note any required skills (this is optional). Then select Next at the bottom right of the page.



Remove	Skill	Required/Desired	Amount	of Experience	Move
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7. You must select the correct level of compliance. Select the panel Icon on the right.



Selected	Group Name	Details	Linked	Global
<input type="checkbox"/>	Signed application or CV			Yes
<input type="checkbox"/>	Adecco Audit			Yes

8. Use the tick box layout to select the correct level of compliance required for your role.
Then select next.

Job Selection Details Skills Compliance Approval

Required: Invalid data entered

This section outlines Compliance and/or Onboarding tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process. If any changes need to be made to the default requirements for this Requisition, click on the "Show All" icon in the upper-right of this panel and make the necessary changes. If your role does not support the ability to view this icon and changes are required, please contact your administrator.

Selected	Group Name	Details	Linked	Global
<input checked="" type="checkbox"/>	Signed application or CV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	Adecco Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	Basic DBS - Standard	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	Enhanced and Adult - Standard	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	Enhanced and Child - Standard	<input type="checkbox"/>	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Enhanced DBS - Standard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	No DBS - Standard	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	Standard DBS - Standard	<input type="checkbox"/>	<input type="checkbox"/>	No
<input type="checkbox"/>	Enhanced Child and Adult - Standard	<input type="checkbox"/>	<input type="checkbox"/>	No

Page 1 of 1 Items per page: 10

Displaying 1 - 9 of 9

Previous Save as draft Submit No Next

9. Finally, the role must be submitted for approval. Add any approval justification comments and attachments including any relevant budget approval emails or documents. *NB you can also use the attachments section to add a list of names if your request is for multiple heads and you require multiple casual workers to be made available in Planbition.*
Then submit the role for approval.

Job Selection Details Skills Compliance Approval

Required: Invalid data entered

Internal Approval Request

Instructions: Before submitting your request, please ensure that any compliance requirements have been selected. To resolve, use the 'Previous' button at bottom right of this screen to navigate to the compliance section.

Assigned Approver Name Approval Level
Budget, Approver Budget Approver

Justification
Comment:

0/1000

Justification Attachments

Add New Attachment

Action	Attachment Type	Description	File Name	Created By	Created Date
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Page 1 of 1 Items per page: 10

No data to display

Previous Save as draft Submit

Reviewing Candidates

1. When a new candidate is submitted, they will appear on the Home dashboard, in the bottom left sector titled **Current Activity > New Candidates**.

The screenshot shows the Home dashboard with a 'My Tasks' bar at the top containing icons for Requisitions, Engagements to Approve, Timesheets to Approve, and Expense Reports. Below this is the 'Current Activity' section, which lists various activities with counts. The 'New Candidates' item is highlighted with a red box. To the right is an 'Alerts' calendar view showing events for the week of July 27 to August 2, 2025.

Activity	Count
Draft Requisitions	4
My Requisitions	19
Active Requisitions	5
New Candidates	0
Active Candidates	3
Interviews Accepted	0
Engagement Requests	0
Engaged Candidates	5

Or You can also view them by scrolling to the top toolbar and clicking **View > Contingent Requisitions**, then selecting the requisition by selecting the Requisition Title

The screenshot shows the top toolbar with a 'View' dropdown menu open. The 'Contingent Requisitions' option is highlighted with a red box. Below the toolbar is the 'My Tasks' bar with icons for Requisitions, Engagements to Approve, Timesheets to Approve, and Expense Reports.

2. Navigate to the tab named **Candidates**

The screenshot shows the 'Requisition' page for 'Student Ambassador (126885)'. The 'Candidates' tab is selected and highlighted with a red box. Other tabs include Job Selection, Details, Skills, Compliance, Reference, and Approval/History. Below the tabs are buttons for Reset View, Save View, Show Filters, and Export.

3. By selecting multiple candidates, you will be able to use the **Compare Candidates** function in the bottom right corner

Job Selection Details Skills Compliance Candidates Distribution Reference ApprovalHistory										
<div><div>Reset View</div><div>Save View</div><div>Show Filters</div><div>Export</div></div>										
<input type="checkbox"/>	Action	Candidate	Cand. Status	Req. Title	Req. ID	Req. Status	Req. Reports To	Rate	Vendor	Submitted Date
<input checked="" type="checkbox"/>		Pan, Peter	New	Administrator	126470	Interviews occurring	Doody Ed		ABC Vendor	23/10/2024 12:37
<input type="checkbox"/>		Larkin, Lesley	New	Administrator	126470	Interviews occurring	Doody Ed		ABC Vendor	23/10/2024 09:19
<input type="checkbox"/>		Mouse, Mickey	New	Administrator	126470	Interviews occurring	Doody Ed		ABC Vendor	23/10/2024 09:16
<input checked="" type="checkbox"/>		Harrison, Larry	Interview Accepted	Administrator	126470	Interviews occurring	Doody Ed		ABC Vendor	22/10/2024 15:01
<input type="checkbox"/>		Owen, Tyler	Engaged	Administrator	126470	Interviews occurring	Doody Ed		ABC Vendor	02/10/2024 15:20
<div><div>Page: 1 of 1</div><div>Items per page: 5</div><div>Displaying 1 - 5 of 5</div></div>										

Requestion Summary List Bulk Actions **Compare Candidates** Print

4. To view further specific information on a particular candidate, click on the candidate's name to access their record, and navigate through the tabs to view more details.

Dashboard Create View Reports Adv. Search Quick Find

Candidate
Owen, Tyler (41240)

Vendor: ABC Vendor Candidate Status: Engaged Req Title: Administrator Reference Info: Req ID: 126470 Eng ID: 21014

Details Skills Compliance Employment Info Rate Info Reference Interview History

5. Use the clipboard icon to take action on the candidate.

Dashboard Create View Reports Adv. Search

Candidate
Owen, Tyler (41240)

Details Skills Compliance Employment Info Rate Info Reference Interview History

- 5a. To *reject* the candidate, click **Reject** and select the appropriate reason. Click **Save**.

- 5b. To *interview* the candidate, click **Interview**. Click **Add Interview Option** and complete the mandatory fields. Click **Add Another Option** to add multiple slots, and when complete click **Submit**. This request will be sent to Adecco to confirm with the candidate, and you will be notified when an interview slot has been confirmed.

Candidate
Willott, Davyd (40136)

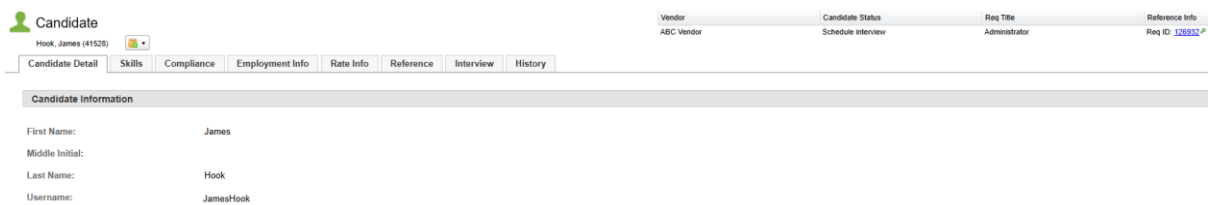
Candidate Detail Skills Compliance Interview History

This section contains tabs for: BLC Compliance CV

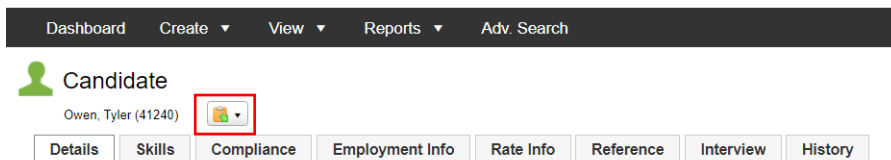
- Candidate Comments
- Deployable Rating
- Forward
- Interview
- Reject
- Request Engagement
- Req. Info
- View Requisition

Requesting an Engagement

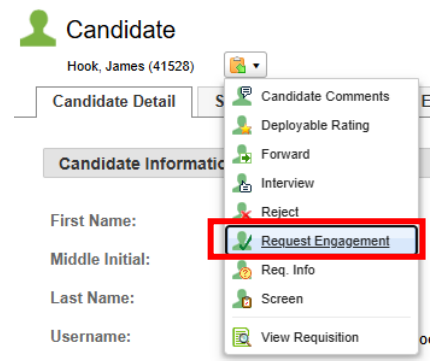
1. Locate the candidate by navigating on the Home dashboard toolbar, and click **View > Contingent Requisitions**. Select the requisition by selecting the Requisition Title
2. Navigate to the tab named **Candidates**
3. Click on the Candidate Name to view their details



4. Use the clipboard icon to take action on the candidate.



5. To make an offer to the candidate, click **Request Engagement**.
Complete the comments field as appropriate and click **Send**. This request will be sent to Adecco to confirm with the candidate, and you will be notified if the offer is accepted. *NB: you can complete this step with or without completing an interview as determined by your business process.*



Approving Time (For non-shift-based workers only)

1. When a worker submits a timesheet, you will be notified of this via email and on the Home Dashboard



2. To view the Timesheet, click either on the link in the email, or on the widget within the system.
3. Review the details of the timesheet.
(This includes checking the hours/days worked are correct, they are against the correct billing rule i.e Standard Hourly Rate, Bank Holiday, etc.)

Once checked, click **Approve** or **Reject** in the bottom right corner as applicable.

NB: if Rejecting the timesheet, please ensure you add comments to the timesheet to advise the worker of the reason for rejection.

Timesheet

Timesheet ID: 29762 Submitted by: Ed Doody Status: Pending approval 11/08/2025 11:19

Billing Rule	26 Sat	27 Sun	28 Mon	29 Tue	30 Wed	31 Thu	1 Fri	Total
For Adecco Use Only								
Cost Centre								
Account Code/GL								
Standard Hours		07:00	07:00	04:00	07:00	07:00		32:00
Overtime Between First & Fifth Working Day				04:00				04:00
Standard Hours		07:00	07:00	04:00	07:00	07:00		32:00
Overtime Between First & Fifth Working Day				04:00				04:00
Total Billable Hours (Day)		07:00	07:00	08:00	07:00	07:00		36:00

Rate Summary

Bill Rule	Bill Rule Total	Client Rate	Client Rate Total	Supplier Rate	Supplier Rate Total	Pay Rate	Pay Rate Total
Standard Hours	32.00	£25.00 GBP	£800.00 GBP	£22.50 GBP	£720.00 GBP	£19.61 GBP	£627.52 GBP
Overtime Between First & Fifth Working Day	04.00	£39.90 GBP	£159.60 GBP	£35.00 GBP	£140.00 GBP	£29.42 GBP	£117.68 GBP
Total			£959.60 GBP		£860.00 GBP		£745.20 GBP

Supplier Paid Date [en-gb]:

Payment ID [en-gb]:

Comment:

0/255

[View Printable Version](#)

[Approve](#) [Reject](#)

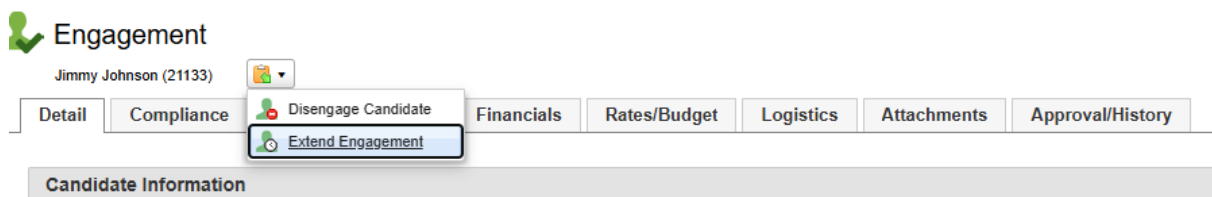
Extending An Engagement

The system will notify you when a contractor's engagement is due to end. To extend the engagement of a worker in your team, follow the steps below:

1. Navigate to **View** and then **Engagements**.



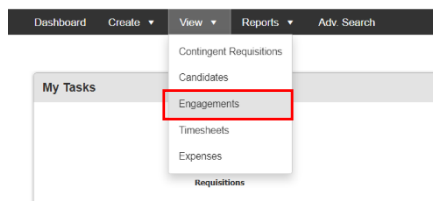
2. Select the correct worker from the list by clicking on their name.
3. On the next screen, use the clipboard icon to **Extend Engagement**.



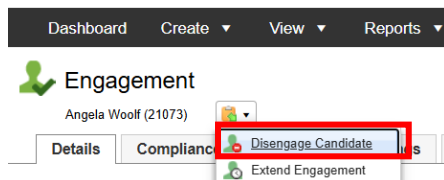
4. Enter the new/amended date for the worker's contract to run until.
5. This will send a notification to the Adecco team who will make contact to discuss extending the worker either directly or via the worker's supplier

Disengaging A Worker

1. Navigate to 'View' and then 'Engagements'



2. Select the correct worker by clicking on their name
3. On the next screen, use the clipboard icon to 'Disengage Candidate'



4. This will send a notification to the Adecco team who will make contact to discuss either directly or via the worker's supplier

Guidance for Answering “What is the Reason for the Role?” When raising a new requisition

- **Vacancy – Long Term Sick Leave & Vacancy – Short Term Sick Leave**
These are to be used when the worker is covering the absence of a substantive post holder due to long or short-term sickness.
- **Vacancy – Parental Leave**
This is to be used when the worker is covering the absence of a substantive post holder due to them being on Parental Leave.
Example- Maternity, Paternity, Shared Parental, Neo Natal Care, Unpaid Parental Leave
- **Vacancy – Cover for a Secondment**
This is to be used when the worker is covering the absence of a substantive post holder due to them being seconded into a new fixed term role.
- **Vacancy – Temporary cover for pending direct replacement with University of Sussex**
This is to be used when the worker is covering the interim period of a new direct appointment joining us at Sussex.
Example - Your new hire must work three months' notice with their current employer before joining Sussex, so you require a temporary worker for those 3 months.
- **Vacancy – Additional Seasonal Resource**
This is to be used when additional resource is needed to perform duties only required at certain points of the year.
Example - Exam Invigilators are only engaged during exam season, not year-round.
- **Vacancy – Student Activities**
This is to be used when Student resource is needed to perform duties throughout the year. Example- Graduation, Clearing, Welcome Week, Open Days.