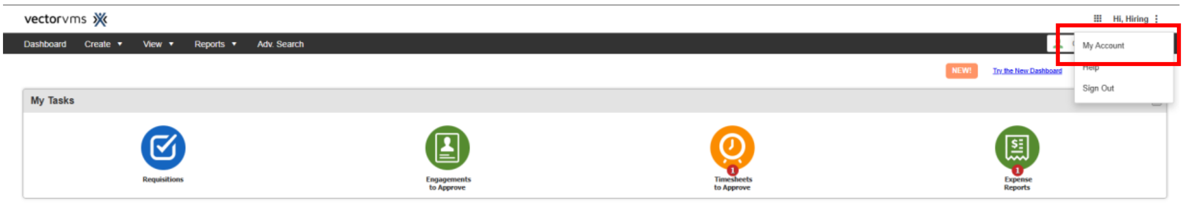
Manager User Guide

Updated August 2025

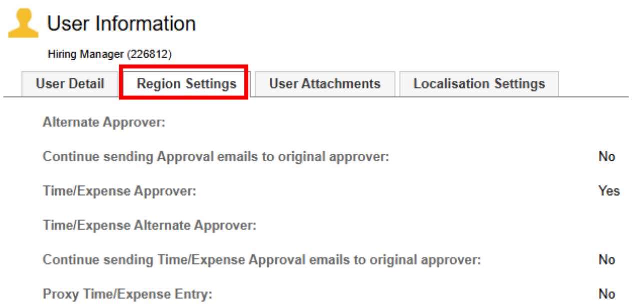
For any additional support on items referenced within this guide, please contact your Adecco representatives.

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**



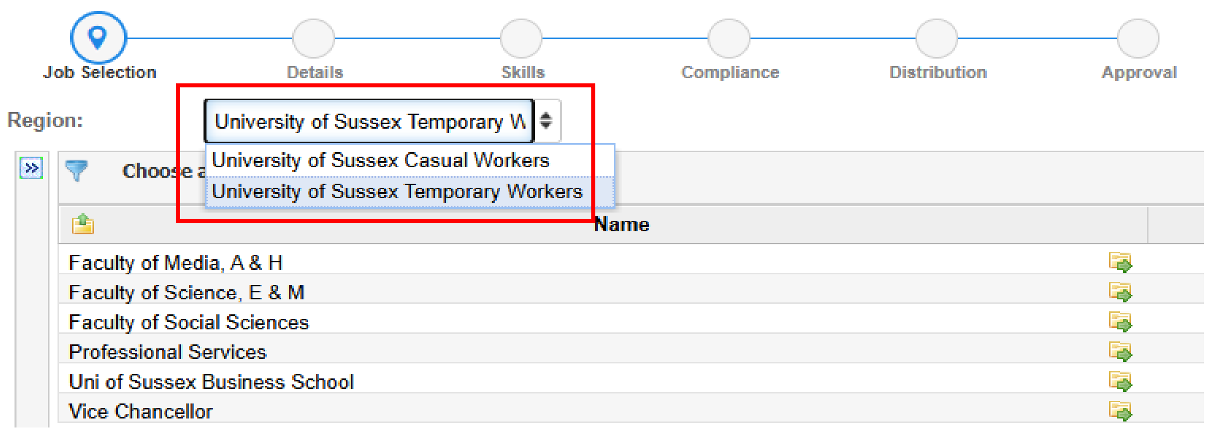
2. In this section you can edit any settings attributed to your account, by clicking into the headers and using the **Edit** function in the bottom right corner of the page. You can also create **Time / Expense Alternate Approvers** in the tab **Region Settings** N.B if you have access to more than one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



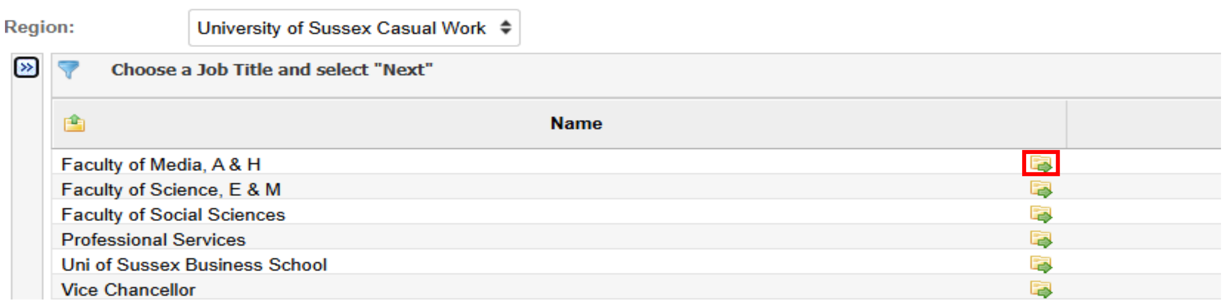
Creating a New Requisition

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

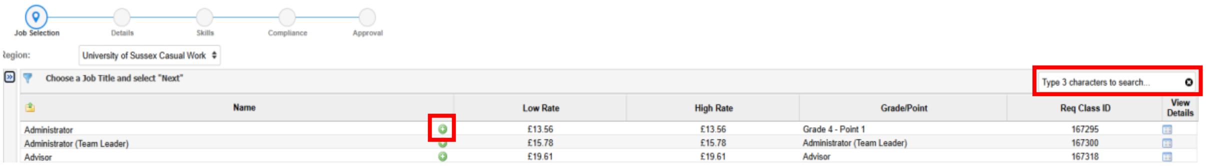
2. Select either Casual Workers or Temporary Workers from the region drop down.



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

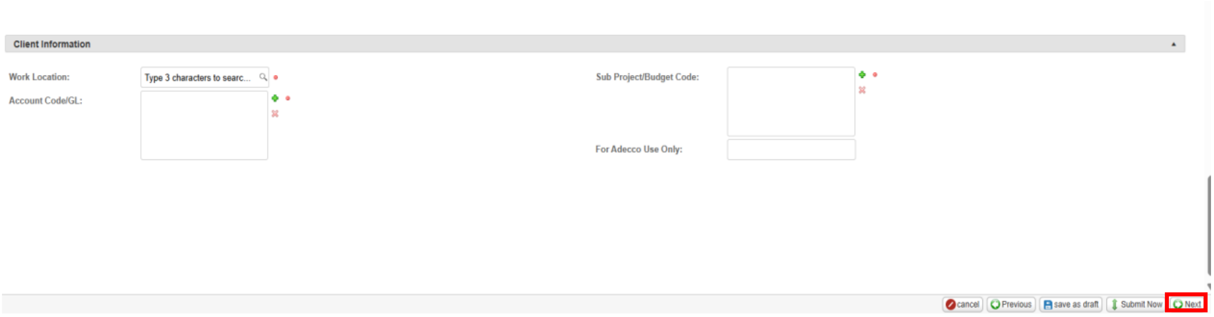


4. Select a role by clicking the green ‘+’ to the right of the job title.
   N.B You can also search for a role using the search bar to the top right of the list.

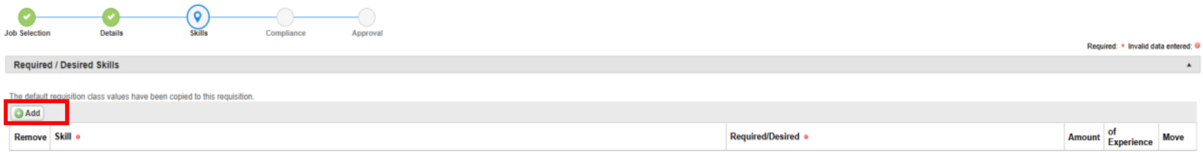


5. Complete all mandatory fields, identified by a red dot.
   N.B – for guidance answering the question “What is the Reason for the Role?” Please refer to the last page of this guide.

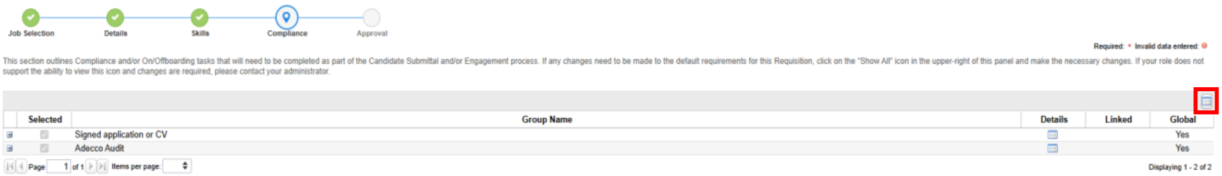
   Once this page has been completed, select “Next”.
   Please do not select “Submit Now”



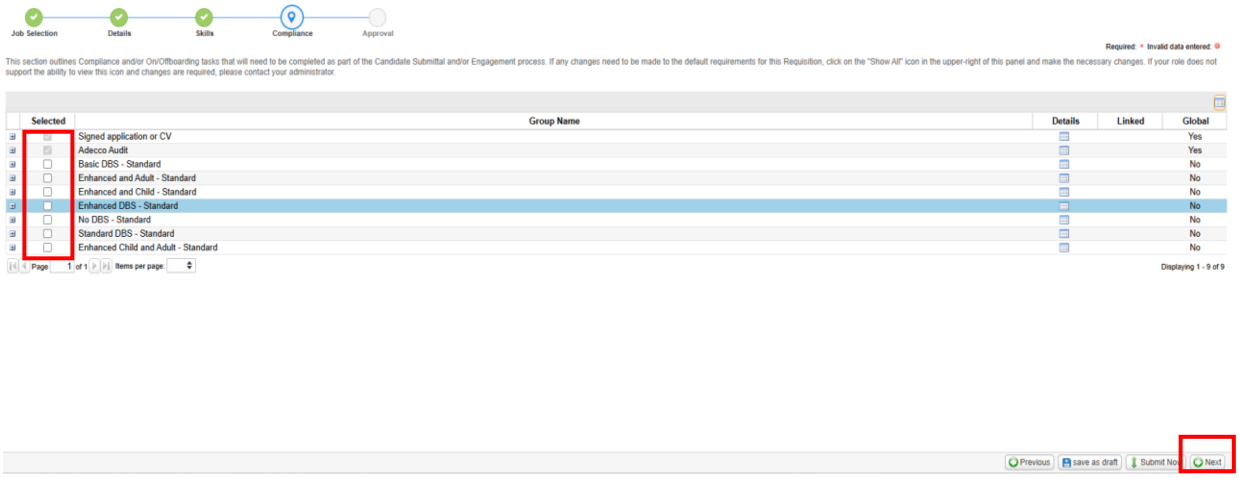
6. Use this page to note any required skills (this is optional). Then select Next at the bottom right of the page.



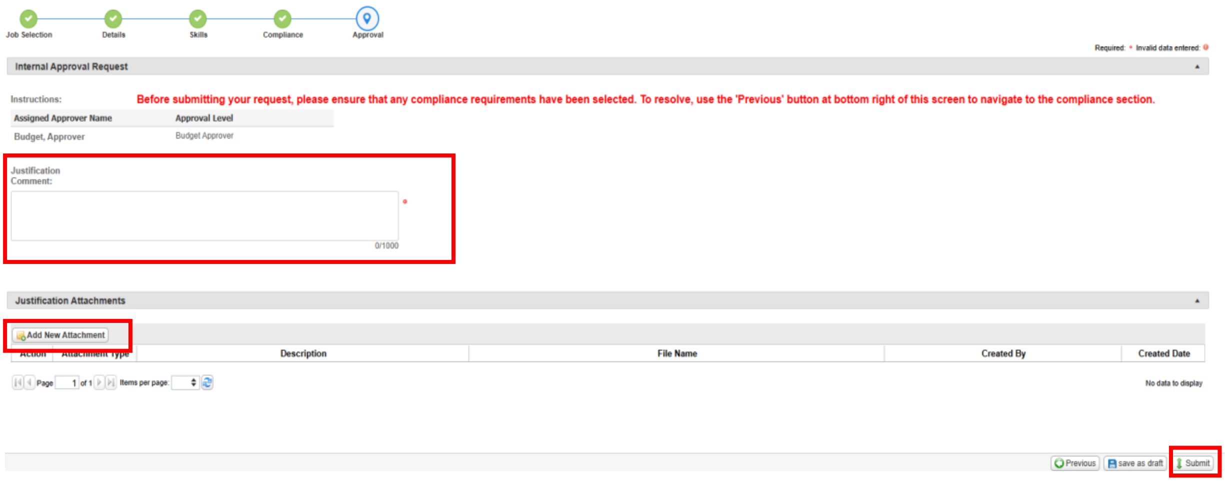
7. You must select the correct level of compliance. Select the panel Icon on the right.



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

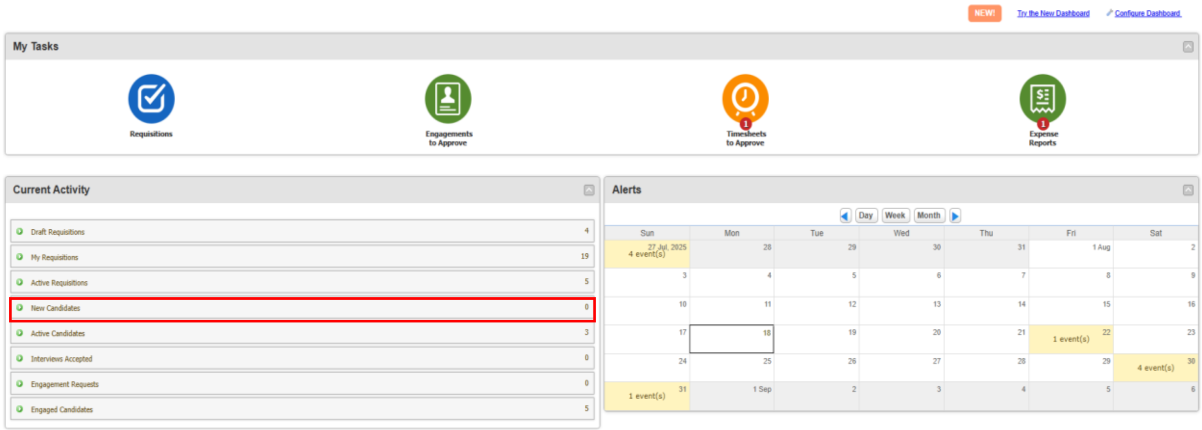


9. Finally, the role must be submitted for approval. Add any approval justification comments and attachments including any relevant budget approval emails or documents. *NB you can also use the attachments section to add a list of names if your request is for multiple heads and you require multiple casual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



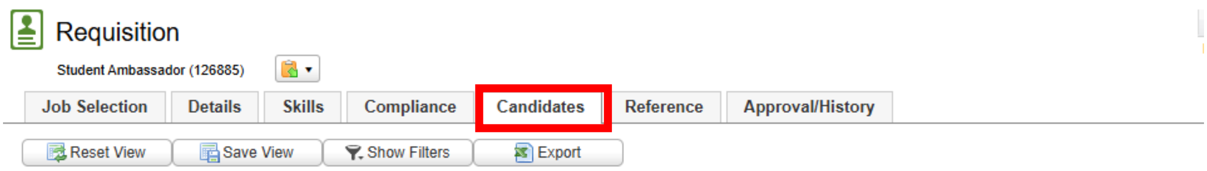
Reviewing Candidates

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

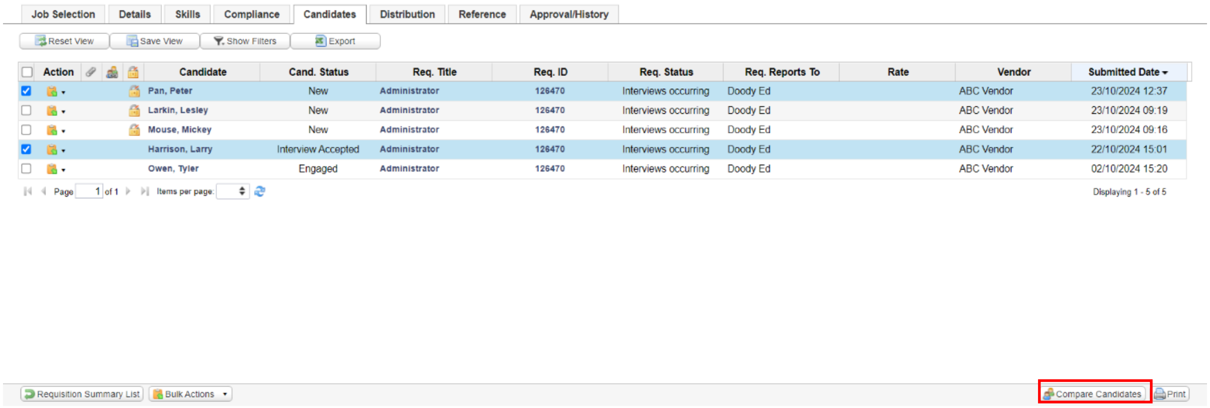


Or You can also view them by scrolling to the top toolbar and clicking **View > Contingent Requisitions,** then selecting the requisition by selecting the Requisition Title

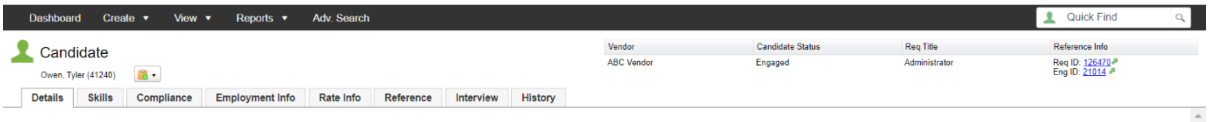
2. Navigate to the tab named **Candidates**



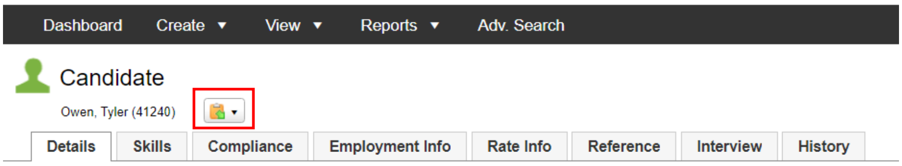
3. By selecting multiple candidates, you will be able to use the **Compare Candidates** function in the bottom right corner



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.

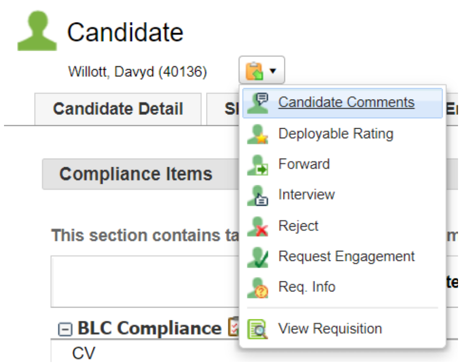


5. Use the clipboard icon to take action on the candidate.



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.

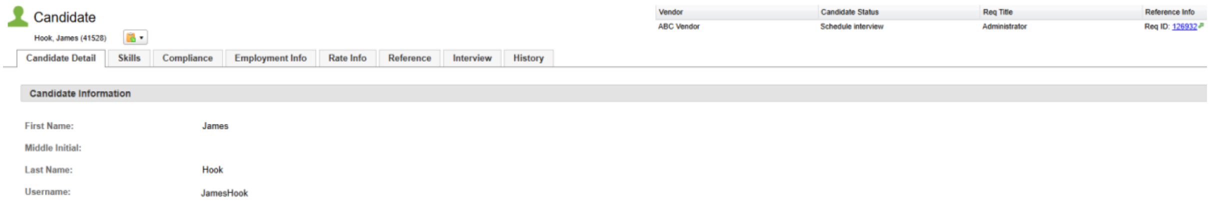


Requesting an Engagement

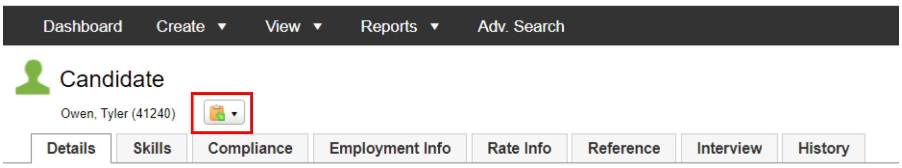
1. Locate the candidate by navigating on the Home dashboard toolbar, and click **View > Contingent Requisitions.** Select the requisition by selecting the Requisition Title

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

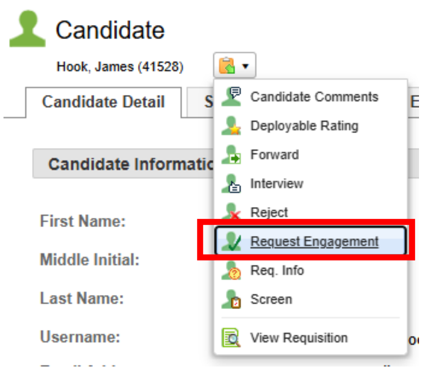
3. Click on the Candidate Name to view their details



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)

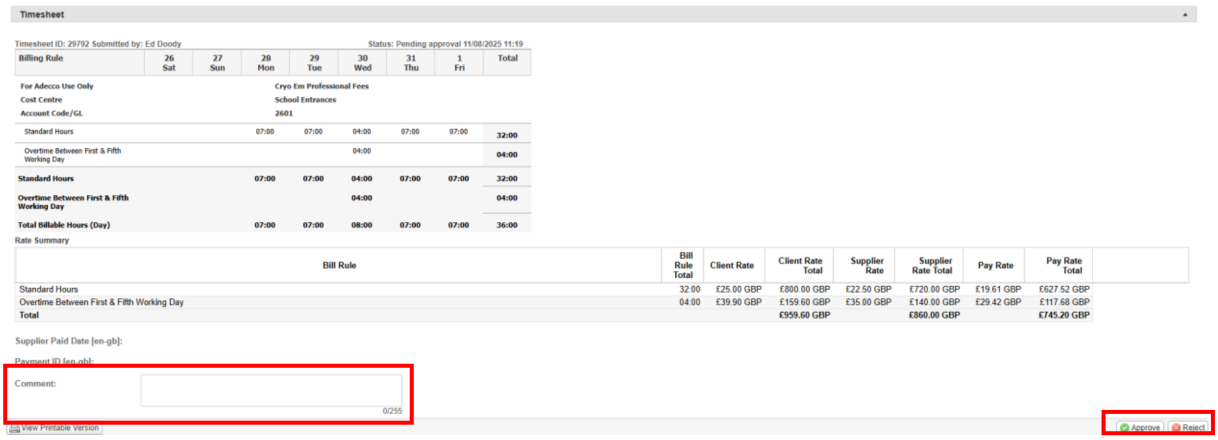
1. When a worker submits a timesheet, you will be notified of this via email and on the Home Dashboard

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.



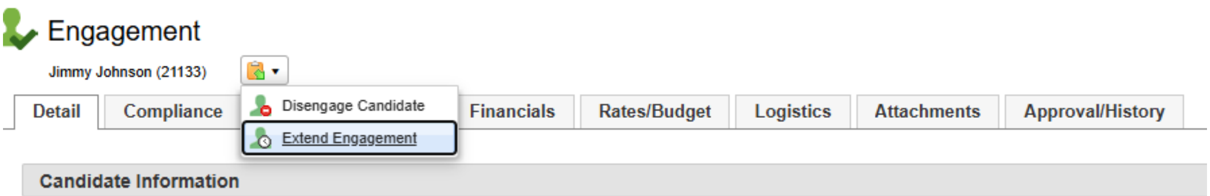
Extending An Engagement

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**.

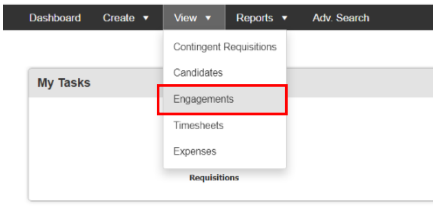


4. Enter the new/amended date for the worker's contract to run until.

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

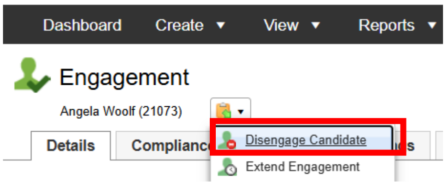
Disengaging A Worker

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.