

New AkkenCloud Features – June 12th, 2017

Create/Fill Shifts Quicker Than Ever

With our newest enhancements to shift scheduling, you can now assign shift times and be certain that every shift for a given job order gets filled! Users now have the ability to establish shifts for each assignment which can easily be verified with a specific candidate's availability. Shift times can be specified at the job order and candidate level, to be searched upon or accounted for when filling an assignment.

To begin establishing shifts, navigate to **Admin -> Shift Management**. If you do not see Shift Management in the Admin dropdown, first have an Unlimited User verify that Shift Management is activated in your user preferences (**Admin -> User Management**). Once this information is verified, click on **Add New Shift**.

Shift Management

Enable ☒ Disable ☐

Note: Click on the radio button to Enable or Disable Shift Management.

Instructions:

- Previous Schedule(s) will be displayed
- Enabling Shift Schedule will replace pre
- Changing (Enable / Disable) Shift Sched
- Disabling Shift Schedule will not show s

Legend:

- (Blue): Open Job Order
- (Green): Filled Job Order / Open Candidate
- (Red): Availability Filled for Candidate
- (Orange): Availability Pending for ESS User
- (White): Reserved

Buttons: **Add New Shift** (circled in red), Activate, Deactivate, Reason Code

Shift Name(s)	Shift Code	Color	Status	Created By	Created Date	Modified By	Modified Date
Evening Shift-4 ES077			Active	John Duris	04/05/2017 01:	John Duris	04/05/2017 01:
Short Project	SP87		Active	John Duris	04/04/2017 07:	John Duris	04/04/2017 07:
ER	3		Active	John Duris	09/17/2015 02:	John Duris	04/04/2017 07:
Swing Shift	SS97546		Active	John Duris	04/03/2017 05:	John Duris	04/04/2017 03:
1st Shift	487		Active	John Duris	09/17/2015 03:	John Duris	04/04/2017 03:

Admin Dropdown Menu:

- Content Management
- Web Site Management
- User Management
- Knowledge Center
- Contact Management
- Data Management
- Job Board Management
- Sourcing Management
- Manage Roles
- Skill Management
- Company Defined Fields
- Manage Job Titles
- Notification Management
- Manage Job Types
- Call-Em-All Accounts
- Burden Management
- Manage Rates
- Shift Management** (circled in red)
- Manage Commissions
- HR Management

In the resulting window establish a shift name, a shift code, and a shift color. Once you have noted all the required information, click **Save** and you will notice that the shift has now been added to the **Shift Management** details.

Add Shift

Save

Close

Shift Name *

TEST2

Shift Code *

T2

Color *

#FFE599

Please click on color to choose

Assign Rate(s)

[Select Rates](#)

Note : Shift Name accepts only a-z, A-Z, 0-9, (whitespace),_(underscore) and -(hyphen) characters.

Add Shift

Save

Close

With this shift now established, either create a new Job Order, or add shifts to a current Job Order. In this example, we will add a shift to a current Job Order, though the process is the same. Navigate to **CRM -> Job Orders -> Choose a Job Order**, and click on **Edit**. In the resulting window, scroll down to **Schedule** and click on **Add** beside Shift/Scheduling.

Schedule

close

Start Date

June 19 2017

Due Date

Month Day Year

Expected End Date

August 01 2017

Hours

Full Time

☒ Shift(s)/Scheduling (Add)

[View All/History](#)

To view specific shift schedule, select shift name

☒ 1st Shift (2/2)
 ☒ Second Shift (0/0)
 ☒ 3rd Shift (0/2)

☐ Delete Selected

Mon 06/19/2017

Mon 06/19/2017

Mon 06/19/2017

Mon 06/19/2017

12 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11 12

In the resulting window, you will first cite the date range for the job order...

Calendar View

Help

Clear All

Show/Hide Recurrence

Apply

Close

April 2017

May 2017

June 2017

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... as well as the actual shift for each work day. To accomplish this, check off **Shift time for above dates** and cite your desired shift in the Shifts drop-down. Next, specify how many positions need to be filled for this shift, and the **Start & End Time**.

Shift Time

☒ Shift time for above dates Shifts: 3rd Shift No. of Positions: Start Time: 12:00 AM **Add Shifts** End Time: 12:00 AM

Once you have chosen to **Add Shifts**, the shift has been applied to the Job Order and can now be utilized in candidate searches! To do this, go to **CRM -> Job Orders -> Choose a Job Order** and click **Search for a Candidate**.

Source Type: -select- edit list

Job Title	Security Officer
Job Type	Temp/Contract

In the resulting window, you will notice that the search option at the top will default to **Keyword Search**. Instead, click on **Schedule Search** and choose which shifts you'd like to search for in the **Shift(s)** section.

PSY (Psychologist)

Keyword Search | Schedule Search

☐ Match Exact Shift(s)
 ☒ Match Partial Shift(s)
 ☐ Extend Match + Hours

(This will add hours before and after the exact shift hours to expand your search)

☒ Full Schedule View
 ☐ Daily Details View

Shift(s)

☒ 1st Shift
 ☒ 4th Shift
 ☒ 5th Shift
 ☒ Full Time Work Schedule

Your search results will include each candidate who has noted availability during the Job Order's Schedule, and a color-coded bar for each day of the Job Order up to three months. Each color in a given bar represents the candidate having some availability during the shift associated with that shift color.

New

Remove from Results

Short List

Submit

Place

Close

<input type="checkbox"/>	First Name ^	Last Name	Availability	02/14/2017	02/15/2017	02/16/2017	02/17/2017	02/18/2017	02/19/2017	02/20/2017
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>								
<input type="checkbox"/>	Abraham	Lincoln					<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
<input type="checkbox"/>	Adrian	Krutz		<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
<input type="checkbox"/>	Albert	williams		<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Anand	Kumar								
<input type="checkbox"/>	Anders	Carney		<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Anthony	DeToma		<div><div></div><div></div></div>	<div><div></div><div></div></div>					
<input type="checkbox"/>	Bain	Mckinney				<div><div></div><div></div></div>		<div><div></div><div></div></div>		<div><div></div><div></div></div>
<input type="checkbox"/>	Barry	Bonds		<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<input type="checkbox"/>	Benjamin	Reiter		<div><div></div><div></div></div>	<div><div></div><div></div></div>		<div><div></div><div></div></div>		<div><div></div><div></div></div>	
<input type="checkbox"/>	Benny	Agbayani								

You do have the option to limit results to **Match Exact Shift(s)** when applying criteria to the Schedule Search, or click on the "i" icon in the Availability column to see what a Candidate's exact availability is.

Adrian Krutz : Availability Details Close

Shift Name(s) 1st Shift 4th Shift 5th Shift
Full Time Work Schedule

		12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Tuesday	02/14/2017																									
Wednesday	02/15/2017																									
Wednesday	02/15/2017																									
Thursday	02/16/2017																									
Friday	02/17/2017																									
Friday	02/17/2017																									
Saturday	02/18/2017																									
Saturday	02/18/2017																									

Once you have identified a candidate who's availability fits best within a given shift, check off the candidate(s) and shift(s) in the **Schedule Search** module and click **Submit**. This shift information will always be clearly noted through to the placement process, like in the Submissions list in the Job Order...

Submissions For QA ([view job order](#))

Contact:

Click candidate name to view candidate summary screen. Click Date/Time to view submission email.

[Create a note about this Candidate \(also shows in Job Order\)](#)
[Place a Candidate \(this button sends Candidate to HR Hiring Screens\)](#)
[Request an interview with the Contact](#)
[Hire an Employee \(this button sends Candidate to Accounting for approval\)](#)
[Set up an interview with the Candidate](#)
[Re-Submit Candidate details to Contact](#)
[Change interview status of Candidate \(with notes\)](#)
[View details after placement](#)
[View Candidate availability details](#)

[Short List](#)
[Place on Another Job](#)
[Update Status](#)
[Close](#)

Submitted Date	Candidate Name	Candidate Photo	Last Update	Status	Video Interview	Placement	Submitted	Type
2017-04-10 09:13:19	danny destrus		04/10/2017	Submitted				My Candidi
2017-04-10 09:13:19	danny destrus		04/10/2017	Submitted				My Candidi

Showing records 1 to 2 of 2 Show 50 Records << Page 1 of 1 >>

[Short List](#)
[Place on Another Job](#)
[Update Status](#)
[Close](#)

... as well as when the candidate has been placed on the assignment.

Assignments

[Print Card](#)
[Update Status](#)
[New Assignment](#)
[Export](#)
[Setup Status Options](#)
[Add/Update Rates](#)

ID - Company	ID - Employee	Status	Job Type	Assignment ID	Assignment Name	Shift Name	Start Date
		Needs Approv	All				
2 - New Horizor 84 - Cameron	Needs Approv	Temp/Contract	ASGN100206	PHP Develop			01/11/2010
2 - New Horizor 83 - Kyle Jame	Needs Approv	Temp/Contract	ASGN100195	PHP Develop	1st Shift		01/16/2017
2 - New Horizor 83 - Kyle Jame	Needs Approv	Temp/Contract	ASGN100196	PHP Develop	Night		01/16/2017

Automated Shift Rates Sync

The new shift feature also extends into the back office! When you create shifts and establish the pay rate for each shift an employee can just choose the shift that they worked in the timesheet assignment drop-down, and all of their rate information will carry over automatically. Also, companies can set default rates for each shift established, ensuring that the correct rates are assigned in the future, and further simplifying and streamlining the job order creation process.

To add shift rates, you will again need to access **Admin -> Shift Management**, and either click on an established shift or create a new one. In the resulting window, choose **Select Rates**.

Add Shift Save Close

Shift Name *

Shift Code *

Color * Please click on color to choose

Assign Rate(s) [Select Rates](#)

Note : Shift Name accepts only a-z, A-Z, 0-9, (whitespace),_(underscore) and -(hyphen) characters.

Add Shift Save Close

Once you have chosen to select the rates, you will be prompted to specify which Default Rates to apply this change to. For instance, if I only wanted to apply this shift-specific rate differential to regular pay and leave the overtime rate untouched I could accomplish this by only checking the regular pay rate.

After clicking save, you will then see the **Add Shift** window from before, with the chosen rates. Specify any new pay rates as needed, and specify billable/non-billable & taxable/non-taxable status.

With these shift and rate combinations established, you can now associate them with a given company by navigating to: **CRM -> Companies -> Choose a Company -> Edit -> Billing Information -> Select Rates.**

Billing Information

Default Billing Address: [select company](#)

Default Billing Contact: [select contact](#) | [new contact](#)

Payment Terms: -- Select --

Service Terms:

Pay Burden: Zero Pay Burden ☒ Allow user to overwrite? 0%

Bill Burden: Zero Bill Burden ☒ Allow user to overwrite? 0%

Set Default Rate(s): [select rates](#)

Here you can choose from the **Shifts** drop-down which rates to apply these changes to, as well as specifying standard rates for each shift.

Set Default Rate(s) Save Close

Select below Rate(s) to apply on Select All Clear All

☒ Regular ☒ OverTime ☒ DoubleTime

☒ ACA Charges ☒ On Boarding Charges ☐ Flat Rate

Shifts: --Select Shift--

Select Rate(s) to apply on Regular Shift Select All Clear All

☒ Regular ☒ OverTime ☒ DoubleTime

☐ ACA Charges ☒ On Boarding Charges ☐ Flat Rate

Select Rate(s) to apply on 5th Shift Select All Clear All

☒ Regular ☒ OverTime ☒ DoubleTime

☐ ACA Charges ☐ On Boarding Charges ☒ Flat Rate

Set Default Rate(s) Save Close

After choosing each desired rate and shift, and then clicking save, users will be prompted to enter the pay amount for each chosen rate on a shift-by-shift basis. This can be accessed by: **CRM -> Companies -> Choose a Company -> Edit -> Billing Information.**

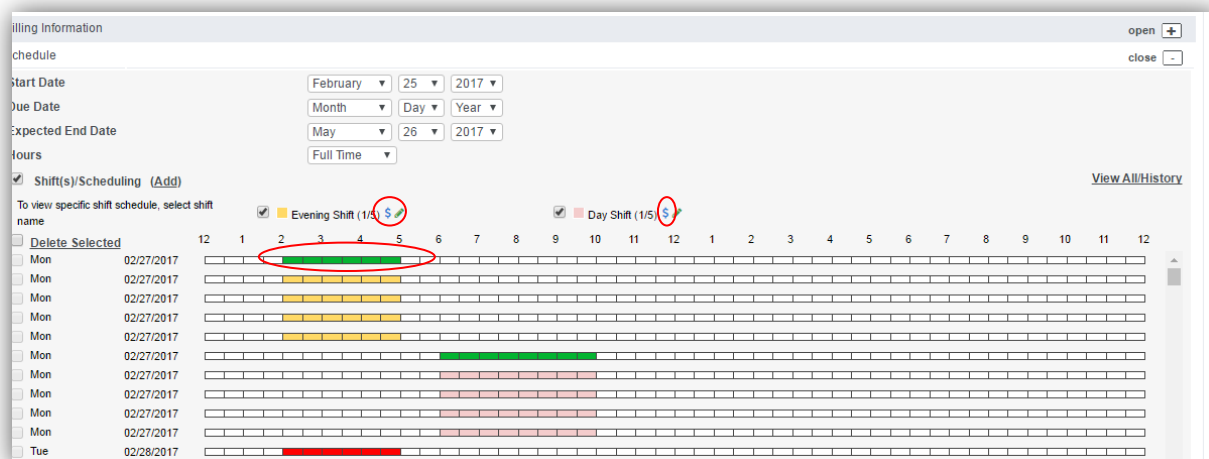
Regular Shift

Regular Pay Rate	<input type="text" value="1.50"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Billable <input type="radio"/> Non-Billable	
Regular Bill Rate	<input type="text" value="2.50"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Taxable <input type="radio"/> Non-Taxable	✗
OverTime Pay Rate	<input type="text" value="1.88"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Billable <input type="radio"/> Non-Billable	
OverTime Bill Rate	<input type="text" value="3.75"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Taxable <input type="radio"/> Non-Taxable	✗
DoubleTime Pay Rate	<input type="text" value="2.63"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Billable <input type="radio"/> Non-Billable	
DoubleTime Bill Rate	<input type="text" value="5.00"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Taxable <input type="radio"/> Non-Taxable	✗
On Boarding Charges Pay Rate	<input type="text" value="2.63"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Billable <input type="radio"/> Non-Billable	
On Boarding Charges Bill Rate	<input type="text" value="5.00"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Taxable <input type="radio"/> Non-Taxable	✗

5th Shift

Regular Pay Rate	<input type="text" value="5.50"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Billable <input type="radio"/> Non-Billable	
Regular Bill Rate	<input type="text" value="9.50"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Taxable <input type="radio"/> Non-Taxable	✗
OverTime Pay Rate	<input type="text" value="6.88"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Billable <input type="radio"/> Non-Billable	
OverTime Bill Rate	<input type="text" value="11.88"/>	Per Hour ▾	USD ▾	<input checked="" type="radio"/> Taxable <input type="radio"/> Non-Taxable	✗

These rates will now populate on any job order that is created for this given company. To verify this information at the Job Order level, open the job order from **CRM -> Job Orders**, and go to the Billing Information.



The green bars on the schedule timeline represent a shift that has already had a candidate placed on it, while the remaining colored bars represent available shifts. To see more information on the placed candidate, just click on the green/filled shift on the timeline.

Also, the “\$” symbol beside the shift name represents a job order that contains multiple shifts, and ultimately multiple custom rates. If you click on this symbol, a screen with the default rates for that shift will be displayed. If only one shift is present, there will be no “\$” symbol, and the rates can be accessed as usual in the Job Order’s Billing Information section.

While you can edit the shift rates for a given job order, they are ultimately dependent on the preset rates established at the company level. To verify or change rate information, simply navigate back to a given Company record and check the **Billing Information**.

Lastly, any employee who is on assignment working a specific shift, and is utilizing our time sheets, will see the shift name displayed along with the assignment information on the Assignment dropdown.

Create Timesheet Create a Timesheet From 05/01/2017 To 05/07/2017 [view](#)

Select an Employee to fill the Timesheet: Kumar Madipati Naveen-36 ▼

Create Timesheet Add Row Delete Row Submit Cancel

Date	Assignments	Class	Regular		OverTime		DoubleTime		ACA Charges		Rate 3	
			Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$
05/01/2017 - 05/07/2017 ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (Speech Language Pathologist Assistant) - Morning Shift											
05/01/2017 Monday ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details												
05/02/2017 Tuesday ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details												
05/03/2017 Wednesday ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details												
05/04/2017 Thursday ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details												
05/05/2017 Friday ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details												
05/06/2017 Saturday ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details												
05/07/2017 Sunday ▼	(ASGN100125) (03/08/2017 - 00/00/0000) 16 - MNC Group Pvt Ltd - SLPA (\$)	--Select--										
Click to Add Task Details												
Total Hours :			0.00		0.00		0.00		0.00		0.00	0.00
Remarks <input type="text"/>												