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User Guide

**Eclipse for AWR**

**eclipse**<sup>TM</sup>  
RECRUITMENT MANAGER

# Eclipse for AWR

## Features and Related Topics:

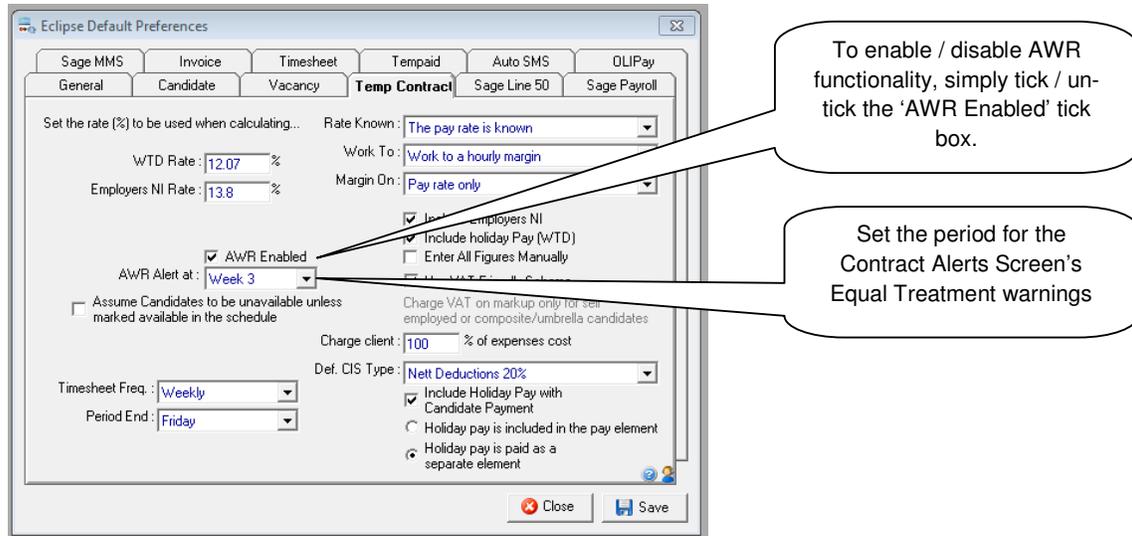
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## 1 Configuration of Eclipse AWR Options

Before using Eclipse to manage AWR compliance, it is necessary to ensure that all the relevant facilities within Eclipse are enabled and that all users have the relevant permissions to use the new features.

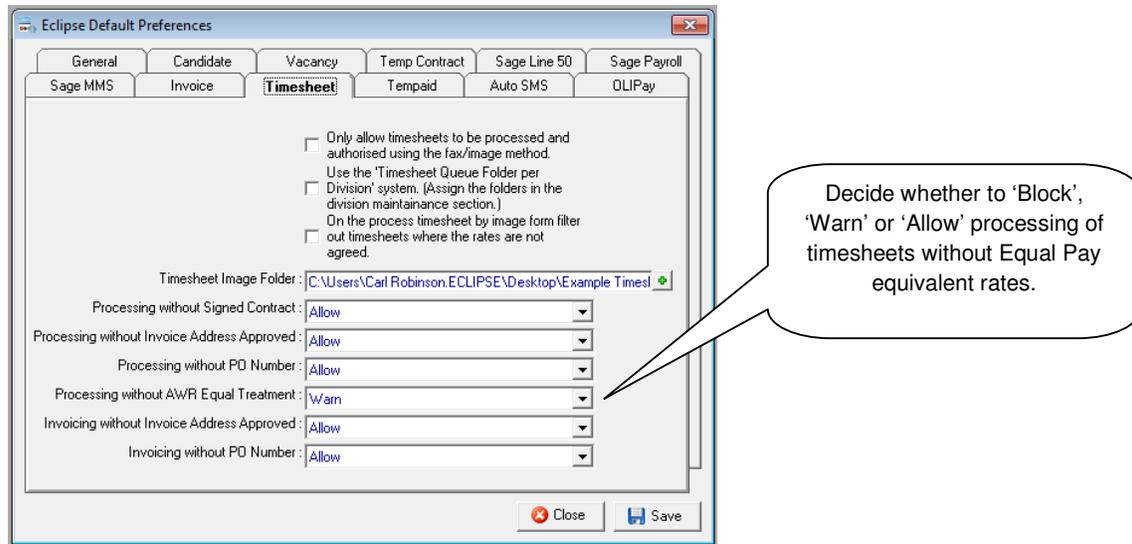
### 1.1 Enabling / Disabling AWR Functionality in Eclipse Default Settings

As part of the Eclipse AWR update, a system setting to enable / disable the AWR clock system has been added to the 'Eclipse Default Preferences' screen under the 'Maintenance Menu'. This can be found on the left hand side of the 'Temp Contract' tab within the 'Eclipse Default Preferences' screen and will be automatically enabled as part of the update if the default country is set to 'United Kingdom'.



The second new field on this page relates to the period at which a Contract appears in the 'Approaching Equal Treatment' warnings on the Contract Alerts Screen. Selecting a week in this field will mean that all Contracts with a clock at that stage or afterwards will be included in the warnings.

The next decision to make relates to what happens when processing a timesheet after the 'Equal Treatment' 12 week qualification period has been met. Every Contract that is created and eligible for AWR will have a tick box which defines whether or not the rates associated with that Contract can be deemed to be equivalent to Equal Treatment Comparators. Eclipse has a new function that will allow the decision of whether to "Warn", "Block" or "Allow" when trying to process a timesheet that does not have this tick box ticked. The default value when the update is installed is "Warn" which will display a pop up warning to the user but give them the option to process the timesheet anyway.



## 1.2 Setting User Permissions for AWR Functionality

Like many other features in Eclipse, the user profile needs to have the AWR facilities enabled in order to be able to make use of the AWR functionality. There are various options that already exist within the 'Con / Timesheet' tab on the user record that complement some of the new AWR functionality and there are also some new features that will enable some specific features of the new AWR functionality.

- a) **Allow viewing of candidate payroll information** – This is an existing setting that needs to be enabled in order for the user to be able to access the 'Other Details' tab on the candidate screen which is where the candidate's payroll info such as PAYE, Umbrella etc is set. This screen is also the home to the setting to specify if AWR is applicable to the candidate or not.
- b) **Allow Setting of Legal Hirer** – By default this is set to disabled for all users. This setting allows the setting of the legal hirer in a multi-client, multi-branch setup within Eclipse. This is particularly important as not correctly linking client records to the correct 'Legal Hirer' client record could cause multiple clocks for the same legal hirer to run concurrently but seemingly unconnected, potentially risking a candidate missing out on equal treatment.
- c) **Allow override of locked AWR contractor status** – This new permission would not usually be required. When a contract record is created, the AWR contractor status of the candidate is 'locked in' to the contract record. This enables Eclipse to know whether or not this contract needs to be considered for an AWR clock and can be manually changed at any point up to the time that the first timesheet is processed. This permission enables elevated privileges for the user to change the status after the first timesheet has been processed in the case that a contract has been included or excluded from AWR incorrectly.
- d) **Show Contract Alerts Screen at Login** - This existing permission defines what filter should be applied when the contract alerts screen pops up at login. The options are 'All', 'Own' and 'Division' and dependent on the option selected for the user will define which contract records the user is warned about. In an AWR context, this means that where a user has 'Division' selected, they would only be notified of contracts related to their division that had an outstanding AWR issue with the contract such as unconfirmed legal hirer, a change in contractor AWR eligibility, or the inability for Eclipse to automatically create / select the relevant current clock. They would not see contracts related to other divisions.

User 2

User Details Record Access Maintenance Activity Printing Sections User Stats

Diary/Reminder **Con/Timesheets** Email Options HTML Email Sig Text Email Sig Eclipse WI

Sets whether the user is able to create, amend and delete Timesheet records within the database

- Allow process of timesheets
- Allow early processing of timesheets
- Allow authorisation of timesheets
- Allow invoicing of timesheets
- Allow adjustments of timesheets
- Allow amending of timesheets
- Allow viewing of candidate payroll information
- Allow authorisation of candidate payroll information
- Allow authorisation of client invoice details
- Allow Payroll Export
- Allow Setting of Legal Hirer
- Allow Override of locked AWR Contractor Status
- Allow batch setting of exported/unexported Sage for timesheets and invoices
- Prompt to allow batch when a candidate is not marked as available on candidate availability schedule
- Do not display financial information on the timesheet tab
- Only allow preset rates and shifts to be selected when creating contracts
- Allow changes to pay rates
- Do not allow approval of candidate right to work documents
- Do not allow booking of candidates who do not have the right to work
- Do not allow termination of contracts
- Allow access to Auto SMS Report
- Show Contract Alerts Screen at Login
- On Contract Alerts and AWR Action Required display contracts for ->
  - All
  - Own
  - Division

Close Save

a) Allow viewing of Candidate 'Other Details Tab'

b) Allow setting of Client Legal Hirer

c) Allow override of locked AWR Contractor Status

d) Decide which Contracts the user is alerted about

## 2 Managing AWR with Eclipse

### 2.1 Clients - Identifying the Legal Hirer

It is vitally important to identify legal hirers in Eclipse. This is because all AWR clocks in Eclipse must be linked to a 'Legal Hirer'. The AWR regulations identify that the Legal Hirer is the company that is ultimately responsible for the employment of the individual. This is not necessarily the location that the individual is working at.

The 'client' structure in Eclipse tends to operate on a client record per branch / site / location system. For this reason, the 'Client' that a contract is linked to in Eclipse may not necessarily be the legal hirer. This could be for a number of reasons. Maybe because of a large corporate group structure where the Legal Hirer is the company sat at the top of the group hierarchy but with several seemingly independent sub-companies or branches within the group structure. It could also be that the Legal Hirer is the Hospital Trust and the candidate is working at the Hospital or a Construction firm that has multiple contracts running at many different sites.

However Client records are configured in Eclipse, the first thing that should be done is to identify the legal hirer for all clients who have Contracts actively running on the 1<sup>st</sup> October at least. This value is set in the 'Branches / Financial' tab of the Client screen. Where users do not have permission to set the Legal Hirer as identified earlier, then these fields will be locked and greyed out when trying to edit the Client. This will also be greyed out if the 'Invoice Details Authorised' field is ticked and will need to be un-ticked before being edited.

The screenshot shows the 'Client Details' window for 'Eclipse Software RM'. The 'Branches/Financial' tab is active. The 'AWR Legal Hirer' dropdown menu is open, showing three options: 'Unconfirmed', 'Self', and 'Other'. A callout box points to these options with the text: 'Select the 'AWR Legal Hirer' status. The options available are: Unconfirmed, Self, Other'. Another callout box points to the 'Client' field, which is 'Eclipse Software (M1 3LF)', with the text: 'Where 'Other' is selected, choose the Legal Hirer from the 'Client' field'.

The options within the 'AWR Legal Hirer' drop down list are:

- Unconfirmed
- Self
- Other

By default, Eclipse will set all Clients' Legal Hirer value to 'Unconfirmed' as part of the update.

If the Client is a single site entity and they are the Legal Hirer in their own right, then this value needs to be set to 'Self'. All Contracts for this Client will be linked to clocks directly linked to this Client only.

If the Client is part of a larger group of Clients and is not the official 'Legal Hirer' then this field should be set to 'Other' and then the Client record that should be recognised as the 'Legal Hirer' chosen from the Client selection screen.

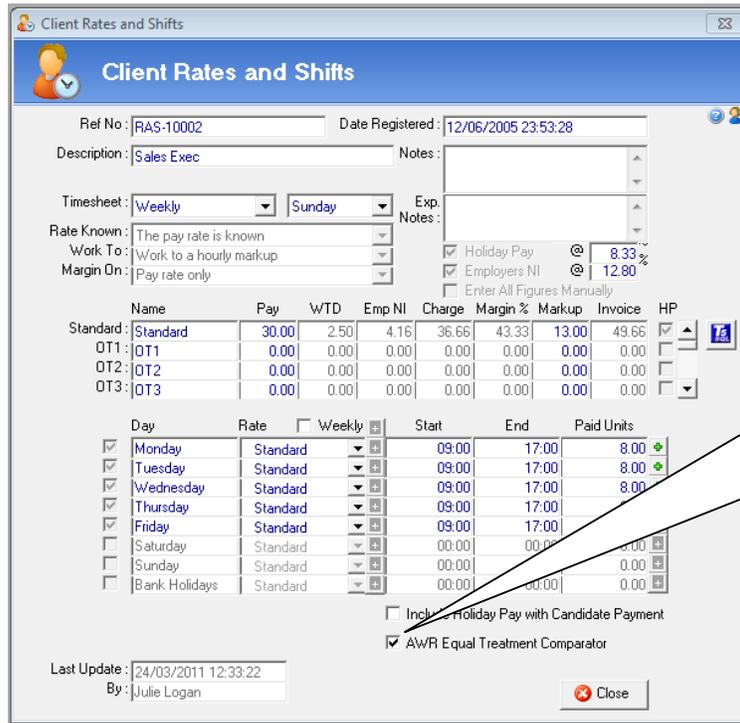
**Note:**

If a Client that is selected as the Legal Hirer for another Client has a Legal Hirer value of 'Unconfirmed' then it will be set to 'Self'. If the chosen Client already has a Legal Hirer value of 'Other' then it will not be possible to select them as the Legal Hirer.

It is also possible to set these values from the 'AWR Clock Assignment' screen described later in this document.

## 2.2 Clients – Setting up ‘Equal Treatment’ Rate Templates

Setting ‘Equal Treatment’ rate templates in Eclipse is one of the most important aspects of managing AWR compliance. These templates are used as ‘Equal Treatment’ safe comparator rates when setting up Equal Treatment Contracts and can be used when creating a Contract. If a tick is placed in the ‘AWR Equal Treatment Comparator’ box, then this will copy through to the Contract, allowing uninterrupted processing of timesheets and negating the need to split a Contract when equal treatment is reached.



Selecting the box ‘AWR Equal Treatment Comparator’ allows uninterrupted processing of timesheets in Eclipse after the initial 12 week period of employment, negating the need to split the contract

In order to identify equal treatment rates quickly in the ‘Default Rates and Shifts’ section of the maintenance menu, an extra column has been added on the right labelled ‘ET’. Where the ‘AWR Equal Treatment Comparator’ box has been selected the ‘RT’ column will display ‘Y’.

A	Ref No.	Description	ET
	RAS-10001	Band1 - Lecturer	N
	RAS-10002	Sales Exec	Y
	RAS-10003	Floor Cleaner	N
	RAS-10004	Telesales Op	N
	RAS-10011	Design Engineer	N
	RAS-10020	Programmer	N

Where the ‘AWR Equal Treatment Comparator’ box has been selected the ‘RT’

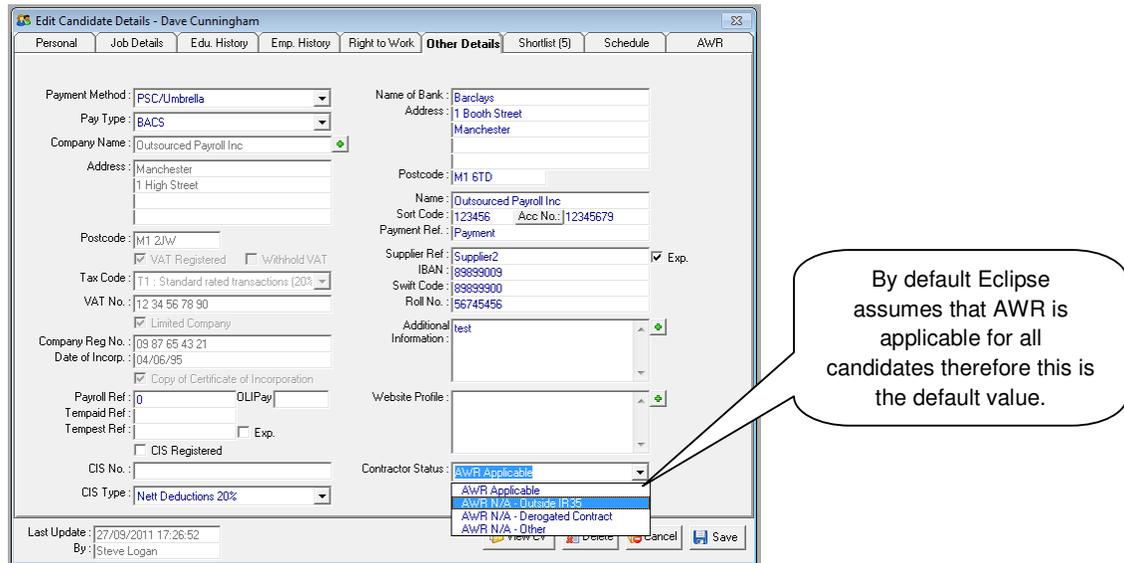
### 2.3 Candidates - Identifying Non-Applicable Candidates

In order for the AWR clock system to work in Eclipse, It is important to identify which candidates need to be monitored for AWR compliance. Once the AWR update is installed, Eclipse will assume by default that all candidates are relevant for AWR monitoring.

A new field called 'Contractor Status' has been added to the 'Other Details' tab on the Candidate screen which details the AWR contractor status. By default, the update will set this status to 'AWR Applicable' and will automatically also apply this value to any existing contracts that have a day scheduled on or after the 1<sup>st</sup> October.

Many agencies will operate with Candidates that are employed through derogated contracts either directly as PAYE or indirectly via Umbrella Companies and some candidates may also be employed as Limited Companies. In these cases, it is necessary to specify that the Candidate record is outside of the AWR. This is performed by changing the Contractor Status to one of the 'AWR N/A' statuses. These are:

- **AWR N/A – Outside IR35**, for Self- Employed, Limited Company contractors who 'supply' the agency on a contractual basis which is outside IR35 regulations
- **AWR N/A – Derogated Contract**, for PAYE candidates that you are employing on a derogated contract basis or for candidates that operate through an Umbrella Company where their contract with the Umbrella is a derogated contract
- **AWR N/A – Other**, for candidates that you deem to be outside of AWR for any other reason.



Upon changing this status from being AWR applicable to AWR N/A or vice versa, Eclipse will warn the user if there are any active contracts that are currently in place on the basis of the old value and present them in the Main Contract List so that the Contract's Contractor Status field can be amended or the Contract split from the date of the status change.

## 2.4 Candidates – The AWR Tab / Creating Clocks

Eclipse will handle the creation of AWR clocks automatically for Candidate / Legal Hirer combinations as and when Contracts are created within Eclipse but as the regulations state that every Agency must be aware of work completed by a Candidate through external sources, there is the facility to manually create clocks so that previous / external qualifying work periods can be recorded against Candidates and Clients.

All of this information is accessed from the new 'AWR' tab on the Candidate screen and should ideally be entered against any Candidates that are to be assigned to Contracts in Eclipse before they are actually placed.

The example below shows some existing clocks for the candidate. The creation of the clocks themselves will be explained in the next section.

The screenshot shows the 'Candidate Details - John Abbott' window with the 'AWR' tab selected. It contains three data tables:

A	Legal Entity	Name	Start Date	Predicted End	AWR Status
✓	ABC Telecoms (WA7 I...	ABC Telecoms	01/10/2010		Week 4

A	Type	Client Name	Job Title
✓	Internal	ABC Telecoms (WA7 IGL)	Engineer
✓	External	()	
✓	External	()	

A	Actual	Predicted	Start Date	End Date	Status
✓	-	11	26/10/2011	01/11/2011	Pending
✓	-	10	19/10/2011	25/10/2011	Pending
✓	-	9	12/10/2011	18/10/2011	Pending
✓	-	8	05/10/2011	11/10/2011	Pending
✓	-	7	28/09/2011	04/10/2011	Pending
✓	-	6	21/09/2011	27/09/2011	Pending
✓	-	5	14/09/2011	20/09/2011	Pending
✓	4	4	22/08/2011	28/08/2011	Worked

Callout boxes provide the following explanations:

- The top section shows all existing clocks filtered by 'Legal Hirer'
- The second list shows all Contracts, Pauses and Work History records related to the selected Clock.
- The third list shows all weeks related to the Clock if no specific Contracts are selected from the middle list or just those relevant to the selected Contract

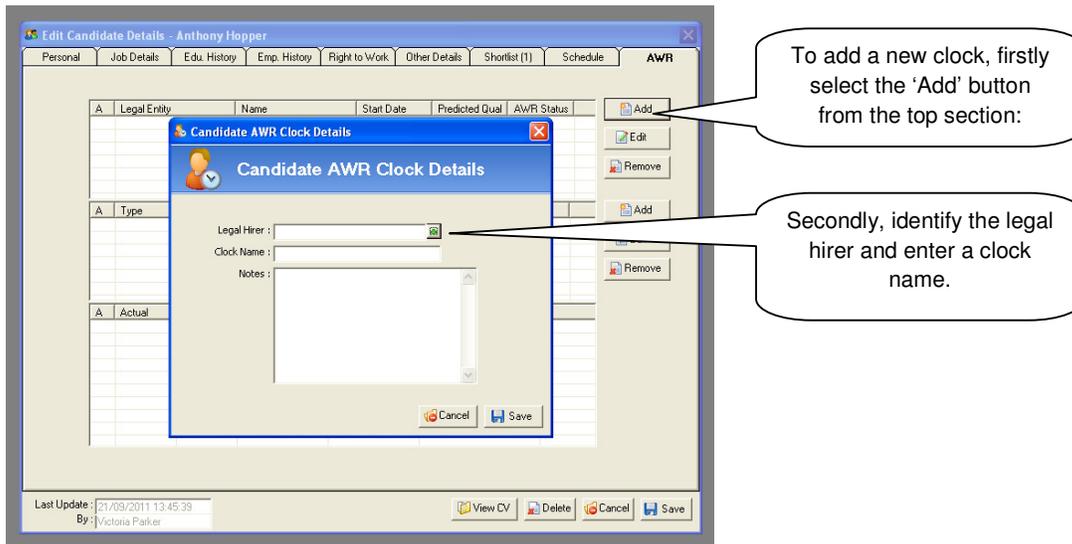
The top list shows all existing Clocks for that Candidate identifying the Legal Hirer, Clock name, and dates relevant to Equal Treatment qualification. The Clock List will also show the 'Predicted End' date which is the assumed earliest date that the Candidate would qualify for 'Equal Treatment' based on the data linked to that Clock. The 'AWR Status' column shows which week of the qualifying period the Candidate is currently in based on the most recently submitted timesheet for that Clock. (This doesn't include / account for pending timesheets.)

The second list shows all Contracts, Pauses and Work History records related to the selected Clock.

The third list shows all weeks related to the Clock if no specific Contracts are selected from the middle list or just those relevant to the selected Contract. The Actual column shows which week of the qualifying period the Candidate is currently in based on the most recently submitted timesheet for that Clock. The Predicted column shows the week of the qualifying period for the entire duration of the Contract as booked in the Contract Schedule and allows the prediction / visibility of when the Candidate is likely to become eligible for Equal Treatment and also shows whether it is likely to happen during the duration of the selected Clock based on current bookings. A Qualifying week would be denoted with a 'Q' after week 12.

## Creating a New Clock

To create a new clock, click the 'Add' button next the top list on the AWR section of the Candidate screen:



Click the green '+' button against the 'Legal Hirer' field so select the Legal Hirer. Next enter a name for the Clock. This could be the candidate's job title within that organisation. (By default, Eclipse will use the legal hirer name as the Clock Name.)

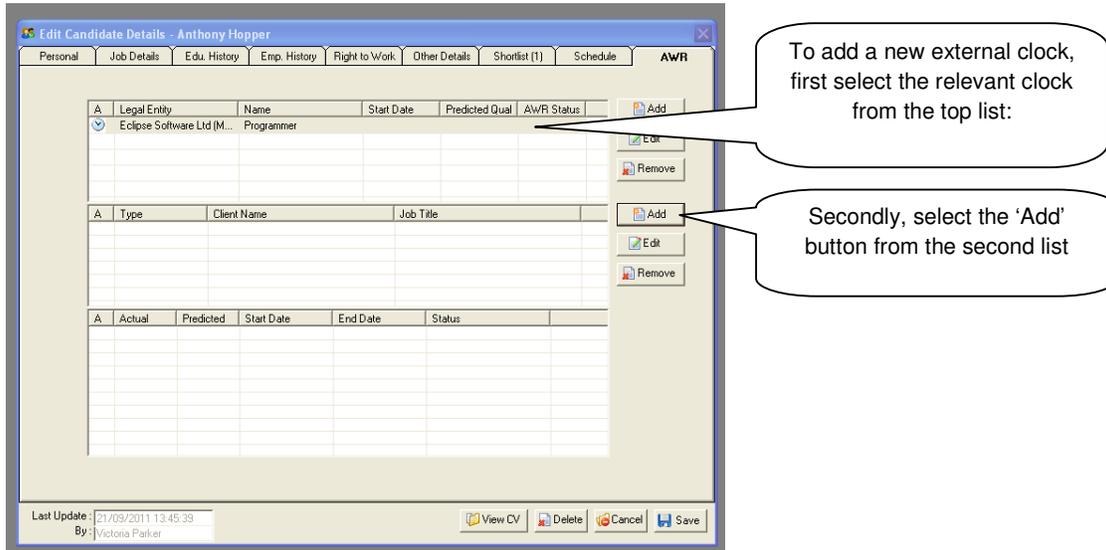
### **Note:**

In order to create a new clock for a Client, only the Clients that are marked with a Legal Hirer value of 'Self' must be selected.

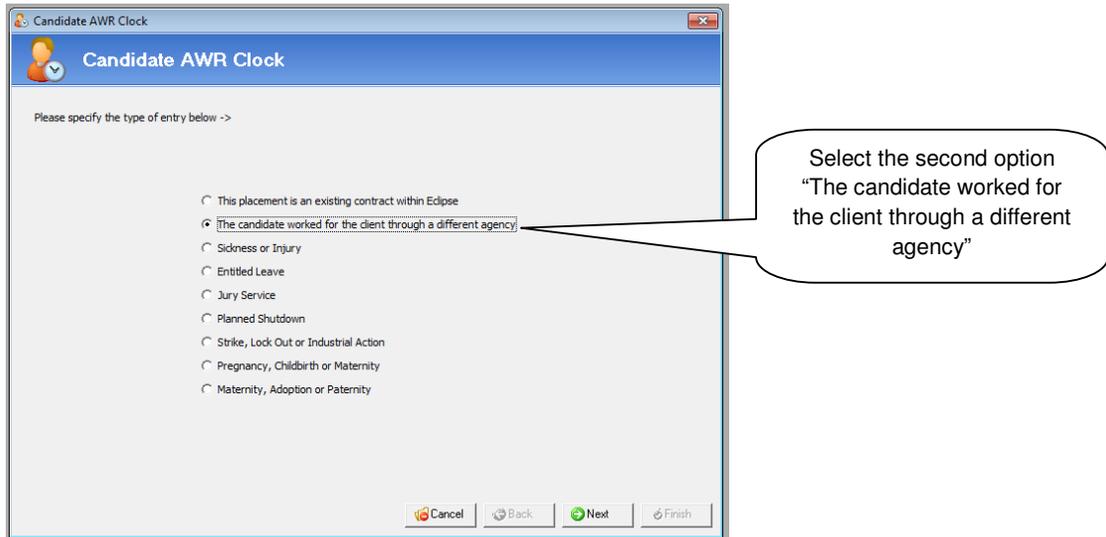
To edit an existing clock, simply double-click on it from the top list on the AWR section of the Candidate screen. The data that can be linked to a clock can be a combination of any number of Contracts, pauses or periods of work through third parties.

### **Adding External Work History to the Clock**

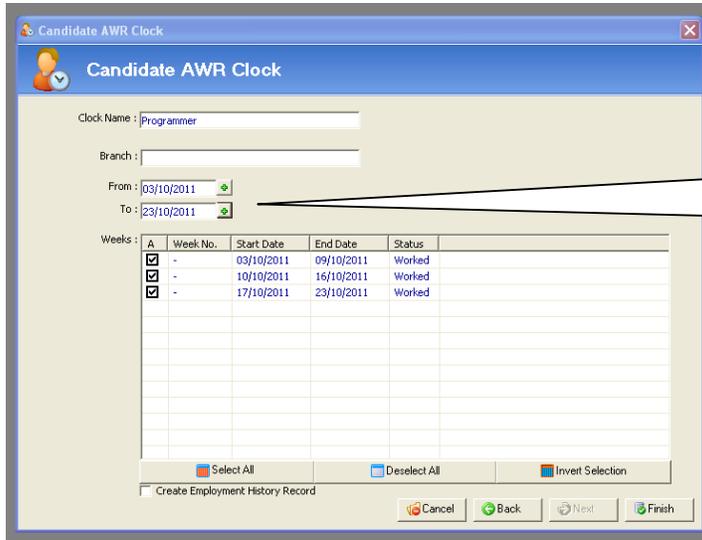
To add a new external work history record to a Clock, first select the relevant Clock from the top list, then click the 'Add' button to the right of the middle list:



The following screen is displayed:



After clicking 'Next' the following screen is displayed: This allows entry of the employment start and end dates completed by the Candidate by another agency.



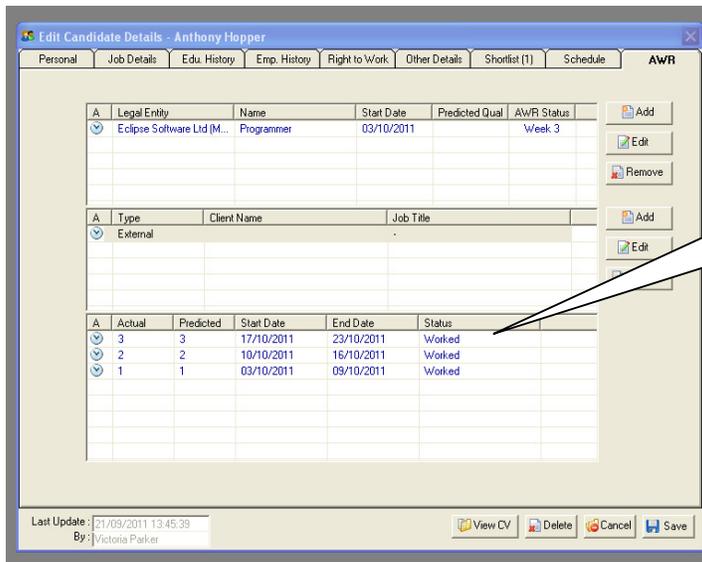
Enter the period of employment for the candidate with the legal hirer

Upon entering the period of employment, Eclipse presents a list of weeks that span that period of work. From here the actual weeks worked can be ticked / un-ticked. Eclipse will automatically identify if they are relevant to a clock based on the current date and then assign them a week number between 1 -12 if appropriate.

**Note:**

The week number that is assigned is based on the earliest qualifying date ascertained from the combination of qualifying weeks identified in that particular work period and all other Contracts, pauses or periods of work that are linked to that Clock so it is completely feasible that the first week number assigned may not be '1' if the work period being added is not the first for the Candidate at that Hirer.

Once the entry has been saved, it appears as follows in the candidate's AWR screen:



The candidate's AWR screen shows all the information relating to the candidates existing clocks

### **Add an Existing Contract to the Clock**

It is possible to add an existing temp contract in Eclipse to a clock that has already been created.

In this example, the candidate had previously worked with 'Eclipse Software' through a different agency and a clock had already been created for that period of work. The candidate has then been placed with Eclipse Software' within the same role and a temp contract created in Eclipse in the normal way. The two periods of employment now need to be linked to the same clock in Eclipse.

The middle list on the AWR tab lists all of the Contracts, pauses or external work records that relate to the selected Clock from the top list. In this example, the only clock is for an external period of work.

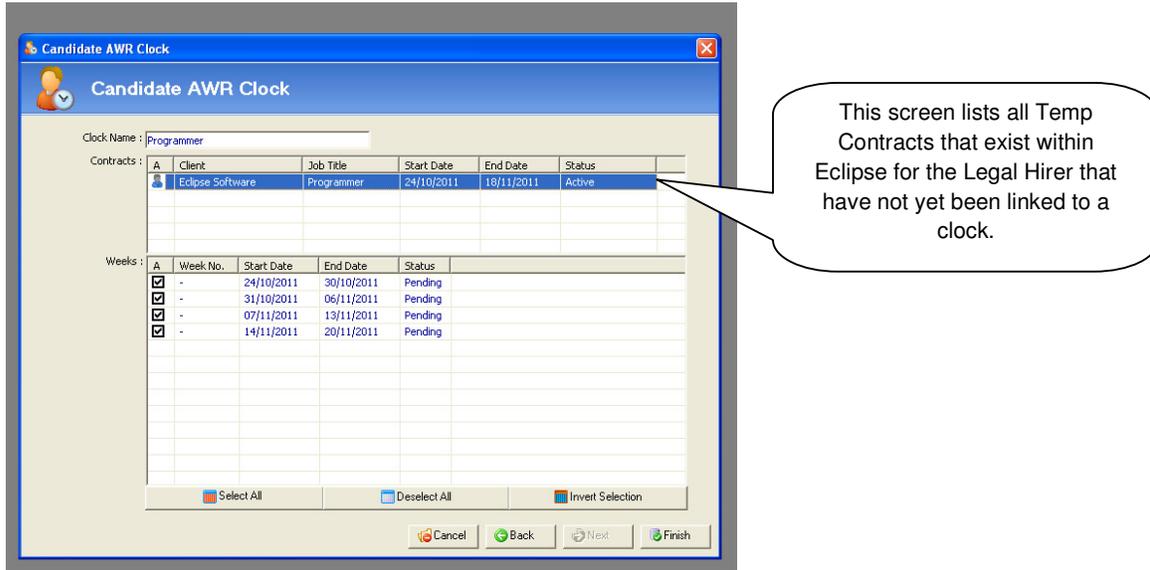
To link the existing Temp Contract record to the external clock, first select the Clock from the top list and then click the 'Add' button to the right of the middle list.

To link the existing Temp Contract record to the external clock, first select the Clock from the top list and then click the 'Add' button to the right of the middle list. The following screen is displayed:

Select the top option  
'This placement is an existing contract within Eclipse'

Select the top option 'This placement is an existing contract within Eclipse':

The next screen will list all Temp Contracts that exist within Eclipse for that Legal Hirer that have not yet been linked to a clock. This will include Contracts linked to other Clients so long as they have a link to the specified Legal Hirer.

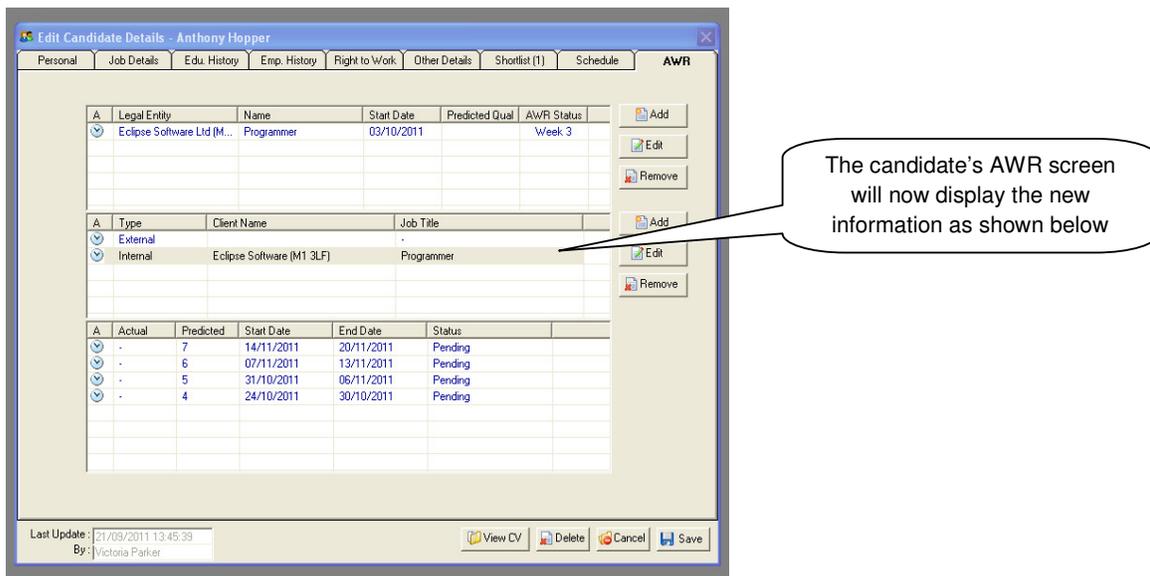


Clicking on one of the AWR-Applicable Contracts presents a list of weeks from that Contract with identification of the week number related to the Equal Treatment qualifying period. These week numbers will automatically be identified based on the current date and the permitted gaps between qualifying dates if they are relevant based on the clock that they are being added to. This number will be between 1 -12 if appropriate.

**Note:**

The week number assigned is based on the earliest qualifying date ascertained from the combination of qualifying weeks identified in that particular work period and all other Contracts, pauses or periods of work that are linked to that Clock so it is completely feasible that the first week number assigned may not be '1' if the Contract being added is not the first for the Candidate at that Hirer.

Click the 'Finish' button to save the information. The candidate's AWR screen will now display the new information as shown below:



### **Adding a 'Pause' to a Clock**

There are a number of scenarios that could occur which would enable a Candidate's clock to 'Pause' so that the 6 week gap between qualifying weeks is effectively on hold therefore allowing the Candidate to resume their Clock at a later date. These reasons include:

- Sickness or Injury
- Entitled Leave (Holiday)
- Jury Service
- Pregnancy
- Etc

These 'Pauses' can be manually added to a clock in much the same manner as an external period of Work through another agency.

#### **Note:**

It is worth noting though that a 'Pause' cannot count as the valid start date of a Clock and would never have a qualifying week.

It is also not possible to add a 'Pause' or an 'External Work History' to an existing clock that pre-dates either October 1<sup>st</sup> 2011 or the start of the earliest Contract linked to a Clock once a timesheet has been processed.

## 2.5 Clients – Viewing Existing AWR Clocks

Clocks that already exist for a particular Client will be displayed on the 'AWR' tab of the Client screen.

A	Candidate	Name	Start Date	Predicted Qual	AWR Status
	Jonathan McMorris (N...	Carpenter & Sons Limited	10/08/2011		
	Charles Gardiner (pe4 6...	Carpenter & Sons Limited	16/05/2011	08/08/2011	Week 3
	Pieter Wood (EN1 1EL)	Carpenter & Sons Limited	28/02/2011	23/05/2011	

The top list shows all existing Clocks for that Legal Entity related to that Client identifying the Candidate, Clock name, and dates relevant to Equal Treatment qualification. The Clock List will also show the 'Predicted End' date which is the assumed earliest date that the Candidate would qualify for 'Equal Treatment' based on the data linked to that Clock. The 'AWR Status' column shows which week of the qualifying period the Candidate is currently in based on the most recently submitted timesheet for that Clock. (This doesn't include / account for pending timesheets.)

The second list shows all Contracts, Pauses and Work History records related to the selected Clock.

The third list shows all weeks related to the Clock if no specific Contracts are selected from the middle list or just those relevant to the selected Contract. The Actual column shows which week of the qualifying period the Candidate is currently in based on the most recently submitted timesheet for that Clock. The Predicted column shows the week of the qualifying period for the entire duration of the Contract as booked in the Contract Schedule and allows the prediction / visibility of when the Candidate is likely to become eligible for Equal Treatment and also shows whether it is likely to happen during the duration of the selected Clock based on current bookings. A Qualifying week would be denoted with a 'Q' after week 12.

**In summary, there are pre-requisite steps that must take place before creating temp contracts with AWR clocks in Eclipse. These are:**

- Identify client 'Legal Hirers'
- Update candidate's AWR status
- Update AWR candidate's previous work history

**Once these steps have taken place, temp contracts with AWR clocks can be created in Eclipse:**

## 2.6 Creating AWR Applicable Contracts

For the most part, nothing really changes when creating Temp Contracts with the exception of a handful of new fields that have been added to the Contract Record and a little more information when assigning a Candidate to a Contract.

### Assigning a Candidate to a Contract

When creating a Temp Contract in Eclipse, it is assumed that all Contracts are 'AWR – Applicable' until a Candidate is assigned to it. When assigning a candidate (on the 'Assign Candidate' screen when editing a Contract or on stage 3 of the New Contract wizard), two additional columns have been added to the Assign Candidate List. These show values pertinent to each Candidate shown in the list. These are:

- **ET Qual.** – This is the estimated date that the Candidate would be eligible for Equal Treatment based on the most recent clock for that Candidate & Legal Hirer and only on the assumption that Equal Treatment status would be achieved within the duration of this Contract.
- **AWR Status** – This field is an estimation based on the most recent existing clock for that Candidate & Legal Hirer and assumes that all 'Pending' timesheets already related to that Clock will be submitted as worked. This value shows the AWR Qualifying Week that would be applicable to the Candidate on the first day of the Contract. These fields don't apply to 'AWR - N/A' candidates and this will be reflected in the 'AWR Status'. Candidates are shown in red if they are going to reach Equal Treatment status during the duration of that Contract.

The screenshot shows the 'Assign Candidate' window with the following data in the table:

A	Ref No	Surname	Forename	Discipline	Tel No	Status	Days Av.	ET Qual	AWR Status
<input type="checkbox"/>	CAN-10565	Brown	William	Chemical Enginee...	0141 423	Glasgow	4	-	Week 1
<input type="checkbox"/>	CAN-10008	Conney	Sean	Web Developer (IT)	0131 276 3...	Edinburgh	4	-	Week 1
<input type="checkbox"/>	657576576	Cunningham	Andy	Electrician (Constr...	07932 674 ...	Manchester	4	-	Week 1
<input type="checkbox"/>	CAN-10010	Cunningham	Dave	Buyer (Food Man...	0161 23710...	Manchester	4	-	Week 1
<input type="checkbox"/>	CAN-13725	Fleet	Richard	Sous Chef (Hospit...	07876779532	Guildford	4	-	Week 1

Callout boxes provide the following explanations:

- This is the estimated date that the Candidate would be eligible for Equal Treatment
- This value shows the AWR Qualifying Week that would be applicable to the Candidate on the first day of the Contract.

When selecting a Candidate, if the Candidate has the Contractor Status 'AWR N/A – Derogated Contract' then a warning is displayed so the candidate's status can be checked e.g. confirm that the Candidate is still within a Derogated Contract.

### **Note:**

When opening this screen, if the user has the permission to set the 'Legal Hirer' for the Client, Eclipse will check to see what the Legal Hirer value is for the Client. If this is 'Unconfirmed', Eclipse will display the following prompt:

The dialog box contains the following text:

**Eclipse Recruitment Manager**

The AWR legal hirer is currently unconfirmed for the client.  
Would you like to select the legal hirer for the client at this time?

Buttons: Yes, No

Callout box text: Eclipse will provide this warning where the legal hirer status is not yet confirmed

This prompt allows the setting of the legal hirer before continuing. If not, the Client's Legal Hirer value will be left as 'Unconfirmed' and a Clock will not be created as part of this process. In this case the clocks will have to be created manually and will appear in the AWR Alerts screen as a reminder.

Assuming that the Legal Hirer value is set for the Client, then Eclipse will proceed to assign the Contract to a Clock.

**Assigning the Clock**

After selecting a Candidate, Eclipse will check the database to see if there are any existing Clocks for that Candidate & Legal Hirer. If no clock exists, Eclipse will automatically create a new Clock and add the Contract to it. If there are existing Clocks in place, the following screen, 'Assign Contract to AWR Clock' is displayed.

From this screen, a new AWR Clock can be created if the job is entirely different from the existing clock or alternatively add the Contract to the existing Clock.

**Please Note:**

If the contract has been 'split' or 'modified' and as a result is a Child-Contract that has an existing Clock, the new Child-Contract will be automatically assigned to the same Clock if the same Candidate is assigned.

### New AWR Related Fields for 'Active Contracts'

Once a candidate is assigned to a Temp Contract and it becomes Active, the new AWR related fields on a Contract record become important.

- **AWR Status** – This can be found on the 'Contract Details' tab of the Temp Contract and shows which qualifying week the Candidate is at for this Contract. This is based on the processed timesheets related to the associated Clock. If no Clock is linked to the Contract, it will simply have a value of 'No Clock Found'

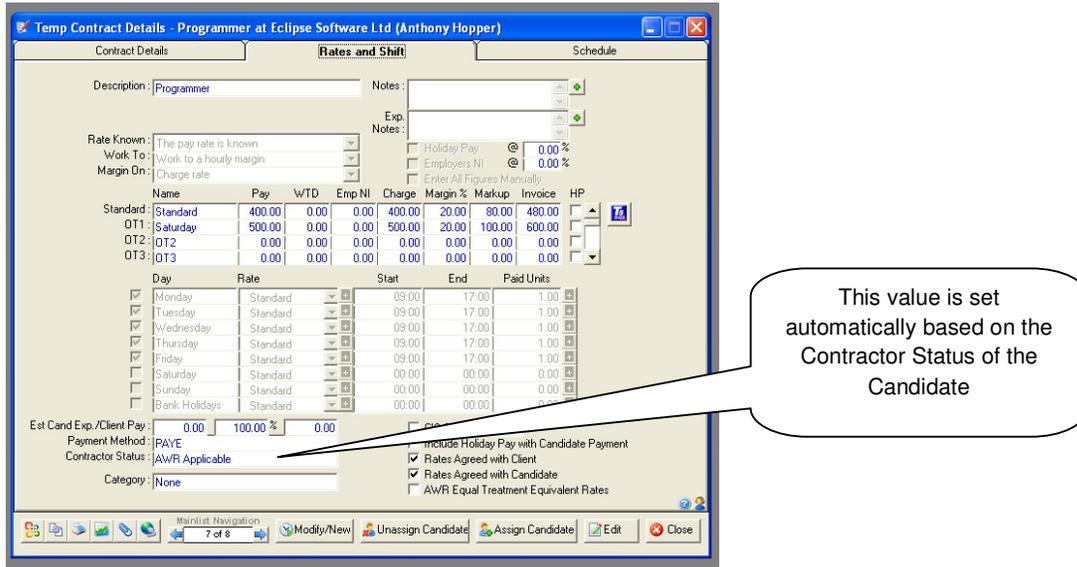
#### **Please Note:**

If the value in this field does not match the value stored against the Candidate then the Contract will be included amongst the Contract Alerts when logging in. (or by pressing CTRL-F3).

It is possible to manually change the value in this field up until the first timesheet is processed (after 1<sup>st</sup> October 2011). Once a timesheet has been processed, the value is 'locked in' to the Contract and the only way to change it would be to 'split' the Contract.

The screenshot shows a web-based application window titled "Temp Contract Details - Programmer at Eclipse Software Ltd (Anthony Hopper)". The window is divided into three tabs: "Contract Details", "Rates and Shift", and "Schedule". The "Contract Details" tab is active, displaying various fields for the contract and candidate information. The "AWR Status" field is highlighted with a callout box. The callout box contains the text: "This field shows which qualifying week the Candidate is at for this Contract. This is based on the processed timesheets related to the associated Clock." The "AWR Status" field is currently empty. Other fields include "Ref No: CON-11733", "Date Registered: 24/10/2011 11:57:15", "Candidate: Anthony Hopper", "Client: Eclipse Software Ltd", "Address: Portland Tower, Portland Street, Manchester", "Postcode: M1 3LF", "Status: Active", "Charge client: 100", "Type: Consolidated Invoicing", "Invoice Address: Portland Tower, Portland Street, Manchester", "Postcode: M1 3LF", "Division: Manchester", "Reason: N/A", "SMS Sent: [checked]", "Terminated: [unchecked]", "PD No. Required: [checked]".

- **Contractor Status** – This field is found on the Rate and Shift tab of the Contract screen and is set automatically based on the Contractor Status of the Candidate.



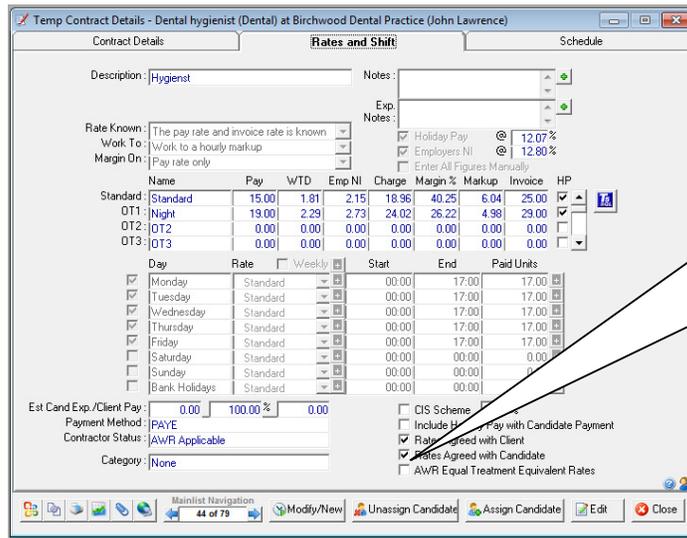
The value in this field defines whether or not it is necessary for a Contract to be associated with a Clock and this is only the case if the status is 'AWR – Applicable'. If the Contractor Status is set to any of the three 'AWR – N/A' statuses, then the Contract record will not be considered towards any AWR clocks.

If the 'Contractor Status' of a Candidate changes mid-way through a Contract, Eclipse will provide a warning in case the Contract needs to be split and the Contractor Status for the specific Contract needs to be changed. Whether or not this is required will be dependent on the checks applied and paperwork issued to Candidates when assigning them to Contracts.

- **AWR Equal Treatment Equivalent Rates** – This box will be ticked automatically if the Contract was originally created using a rate template where the box was ticked. Ticking this box means that the pay rates and holiday pay % set against the Contract are suitable to be considered as Equal Treatment pay rates. The Temp Contract will not need to be 'split' and have new rates assigned after the qualifying 12 weeks.

If the holiday pay and pay rates are NOT considered suitable after the Equal Treatment period starts, then depending on the system settings configured at the beginning of the process (See section on Eclipse Default Preferences) it may be not be possible to process timesheets once the point that Equal Treatment begins for the associated Candidate Clock.

In this instance, attempting to process the timesheet will check whether or not the System setting is 'Block', 'Warn' or 'Allow' and take the necessary action. If set to 'Block', it will be necessary to 'split' the Contract from the relevant 'Equal Treatment Date' and assign new rates to the 'Child Contract' ensuring that the 'AWR Equal Treatment Equivalent Rates' box is ticked.



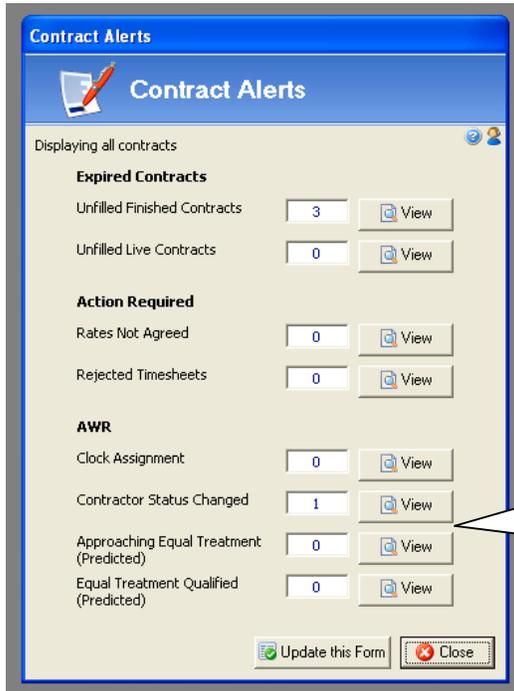
This box will be ticked automatically if the Contract was originally created using a rate template where the box was ticked. Ticking this box means that the pay rates and holiday pay % set against the Contract are suitable to be considered as Equal Treatment pay rates.

**Note:**

Where the online timesheet integration module in 'Eclipse WI' is being used, special consideration is required as the website will allow processing and authorisation of timesheets regardless of the warn or block setting within Eclipse.

## 2.7 Dealing with Clock AWR Warnings

Upon opening Eclipse, the Contract Alerts screen pops up to warn that there are Contracts with issues that need to be rectified. A new section dedicated to the AWR has been added:

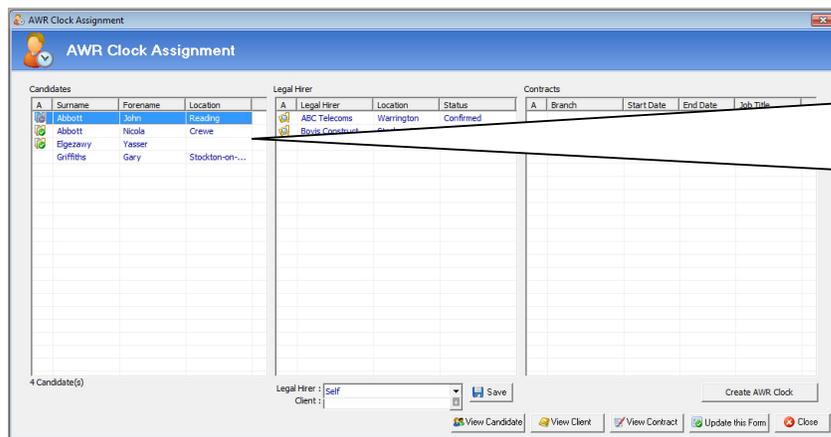


The alerts show will be restricted to either 'All', 'Division' or 'Own' as per the 'Contract Alert' permissions set in each user profile.

The alerts show above will be restricted to either 'All', 'Division' or 'Own' as per the 'Contract Alert' permissions set in each user profile.

### AWR - Clock Assignment

Clicking on the 'View' button will show the AWR Clock Assignment screen.



Eclipse will scan through the list of 'Clock-less' contracts and present a list of candidates that have Temp Contracts in Eclipse which are not assigned to a Clock.

Eclipse will scan through the list of 'Clock-less' contracts and present a list of candidates that have Temp Contracts in Eclipse which are not assigned to a Clock. The reasons for this could be as follows:

- The Client for the Contract has no Legal Hirer value set and the Contract was created by a user that did not have permission to set this.
- There is an existing Clock already active for this Candidate / Legal Hirer which may or may not be for a similar employment type so requires a manual decision on whether to create a new clock or add to the existing one.

Clicking on the Candidate's name will present a list of Legal Hirers / Proposed Legal Hirers in the second list. If the Status within the Legal Hirer list is set to Unconfirmed, it is possible to select the Client and set the Legal Hirer at the foot of the list.

Once the client's status is changed from 'Unconfirmed' to one of the confirmed statuses, Eclipse will again re-scan and automatically create any Clocks that it can.

If there are any left in the list, clicking on the legal hirer in the middle list will present a list of applicable Temp Contracts that are not assigned to a Clock. Choose one of the contracts in the list and click the 'Create AWR Clock' button. The 'Clock Assignment' screen will be presented. The process from here is identical to that explained earlier.

Assign Contract to AWR Clock

The candidate will need to be assigned to an AWR clock for this contract. Please select below to create a new AWR clock or assign to an existing one.

Legal Hirer: ABC Telecoms (WA7 IGL) Branch: ABC Telecoms (WA7 IGL)  
Candidate: John Abbott (RG9 SPB) Contract: Programmer

Create a New AWR Clock  
ABC Telecoms

Assign to an Existing AWR Clock

A	Legal Entity	Name	Start Date	Predicted End	Status
⌵	ABC Telecoms (WA7 IGL)	ABC Telecoms	01/10/2010		Week 4

View Candidate Cancel Save

Either create a new AWR clock or assign to an existing AWR clock

### **Contractor Status Changed**

This is a warning list of any Temp Contracts where the Candidate's Contractor Status e.g. 'AWR N/A – Derogated Contract' does not match that of a Contract that is live and Active. This will typically occur if the Status of a Candidate has changed after the creation of the Contract.

### **Approaching Equal Treatment (Predicted)**

This is a list of all Contracts that are approaching the Equal Treatment 12 week qualifying period based on the current date. The default warning period is 7 weeks or above. This is based on the 'Predicted AWR Status' rather than the actual which also includes Pending Timesheets rather than just Processed Timesheets.

### **Equal Treatment Qualified (Predicted)**

This is a list of all Active Contracts that have now exceeded the 12 week qualification period for Equal Treatment and should now be considered as such. Please note that this is also based on Pending Timesheets rather than the 'Actual figure' based on Pending Timesheets. It does also include Contracts where the pay rates that the Contract is based on are already deemed to be 'Equal Treatment Equivalent'.

## 2.8 Searching

There have been additional fields added to both the Candidate and Contract Search screens to enable searching of AWR Qualifying Week Value or the Contractor's AWR eligibility Status.

The screenshot shows the 'Candidate Search' window with three tabs: 'General', 'Additional', and 'Industries/Disciplines/Skills'. The 'Additional' tab is active, showing search criteria for 'Qualifications' (BA, BSc, City and Guilds, Five star, HNC, HND), 'Shift Availability' (Days, Evenings, Nights, Weekends), and 'Willing to Work' (Ref No., Client). Other fields include 'Contractor Status' (Any), 'Contract AWR Status' (Any), and 'On your Website' (Either). A callout bubble points to the 'Contract AWR Status' field.

There are additional search fields in both the Candidate and Contract Search screens to enable searching of AWR Qualifying Week Value or the Contractor's AWR eligibility Status

The Values that can be searched on are as follows:

**Contractor Status** – This relates to the value on the Candidate's 'Other Details' tab.

- AWR Applicable
- AWR N/A – Outside IR35
- AWR N/A – Derogated Contract
- AWR N/A – Other

**Contract AWR Status** – This will return any Candidates that have a Contract with an AWR Status as below for their point in the Qualifying Period

- Qualified
- Week 0 +
- Week 1 +
- Week 2 + etc ....
- Week 0 Only
- Week 1 Only
- Week 2 Only etc....

**Note:**

If a value is chosen with the '+' then all Weeks after that week will also be considered e.g. 'Week 7 +' would also include 'Week 8', 'Week 9' etc but not include 'Qualified'.

To search Contracts, the exact same two search options are available with the only difference being that the Contractor Status relates to that stored against the Contract rather than the Candidate.

## 2.9 Reporting

There have been no additional specific reports added to Eclipse at the point of release of the AWR update. There is a future release planned in the forthcoming weeks to enable the printing of some of the additional information added as part of this update.

In the mean-time, several new fields can be exported / printed or emailed using mail-merge via the document template section of Eclipse. These are:

### Contract

- Contract Contractor Status (the Candidate's applicability for AWR at time of assignment)
- AWR Equal Treatment Equivalent Rates (the equal pay tick box)
- AWR Legal Hirer (the name of the Legal Entity)
- AWR Start Date (first date of the related clock)
- AWR Status (current qualifying week based on last processed timesheet)
- AWR Predicted End Date (The assumed Equal Treatment qualification date)

### Candidate

- Candidate Contractor Status

The screenshot shows the 'Document Details' window in Eclipse. The window title is 'Document Details'. The main area contains several input fields and a description:

- Ref No: DOC-10028
- Date Registered: 01/01/2010 01:00:00
- Type: Contract
- Output Type: Word
- Name: Client / Candidate Booking Confirmation
- Description: This document is to be sent to a client to confirm a booking
- Last Update: 01/01/2010 01:00:00
- By: System
- Locked:

On the right side, there is an 'Available Fields' list with checkboxes for various fields:

- Contract RateRules PaidUntil2 2
- Contract RateRules PaidUntil2 3
- Contract RateRules PaidUntil2 4
- Contract RateRules PaidUntil2 5
- Contract RateRules PaidUntil2 6
- Contract RateRules PaidUntil2 7
- Contract RateRules PaidUntil2 8
- Contract ContractorStatus
- Contract AWREqualTreatmentEquivalentRates
- Contract AWR LegalHirer
- Contract AWR StartDate
- Contract AWR Status
- Contract AWR PredictedEndDate
- Client RefNo
- Client DateReg
- Client Name
- Client A1
- Client A2

Below the list are three buttons: 'Select All', 'Deselect All', and 'Invert Selection'. At the bottom right, there are three buttons: 'Amend Template', 'Close', and 'Save'. The text '557 Fields' is visible below the list.