Welcome to CWP!

New Contingent Worker Request

e-form and process

This document provides a quick guide to Chronos Workflow Platform (CWP) and how to initiate a **New Contingent Worker Request** to Chronos EOR agency with completing an easy-to-use e-form.

The highlighted **Try it** text indicates the optional tasks to be performed.

Brief introduction to the system

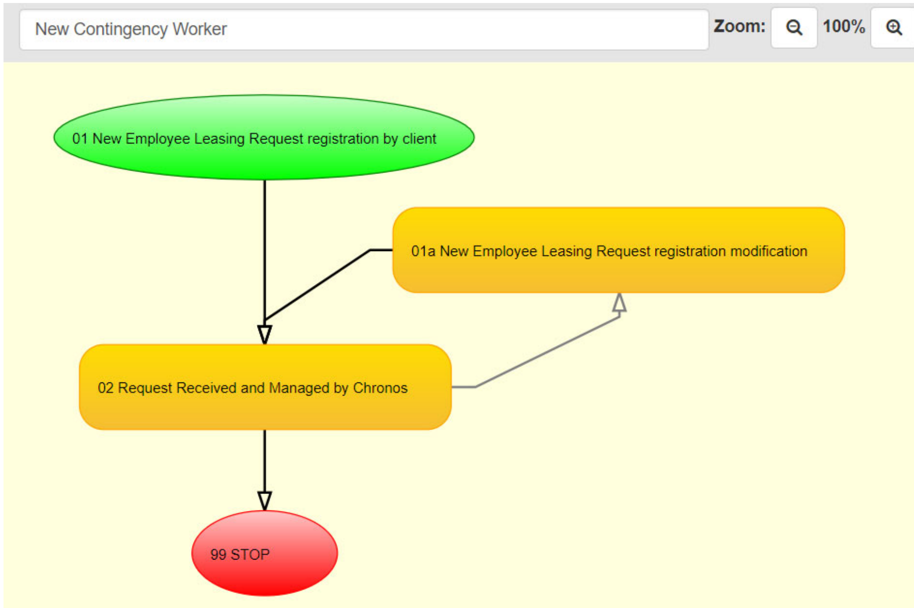
Chronos Workflow Platform **(CWP)** is a highly popular business process automation (BPA) solution developed by Chronos Systems. Any companies and agencies can automate, manage and change their own business processes in a self-service way, without the use of any development resources. The framework provides unlimited processes and unlimited internal / external users options.

Simplify and submit requests, applications, orders in a more convenient way with your forms digitized into CWP. Why not build processes and interact with your colleagues by the power of **combining the digitization and complete automation** that makes your business life more efficient. CWP is also GDPR-ready from 1st of May 2018.

New Contingent Worker Request

Within CWP system, the following and simple process chart map is drawn, we automate the activities with no coding. By such automation we can avoid sending e-mails back and forth with excel forms between client and agencies but helping a task-drived communication.

Automation is also helps to get each parties be compliant with the GDPR regulations.

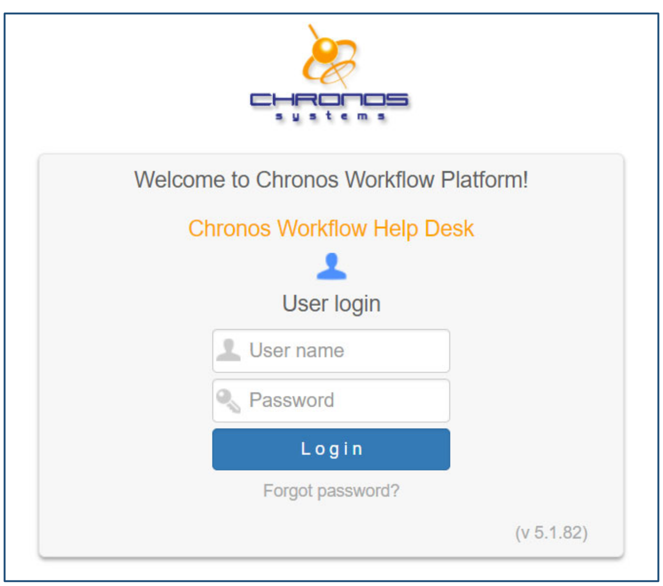


Login to the CWP

as a Client

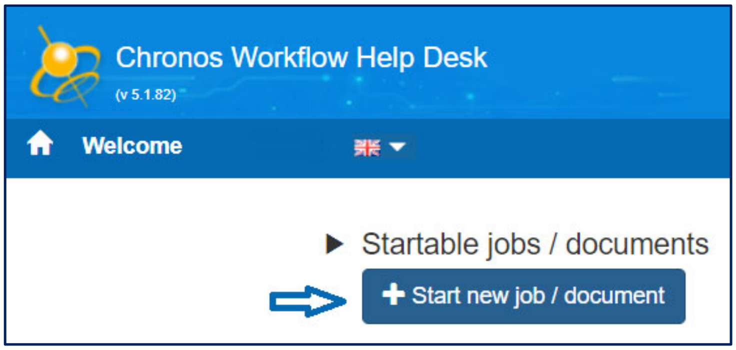
The web-based and SaaS system is available at a dedicated URL address to our Clients.

The following login screen shows up and you may login with the user details provided to you by Chronos Systems.



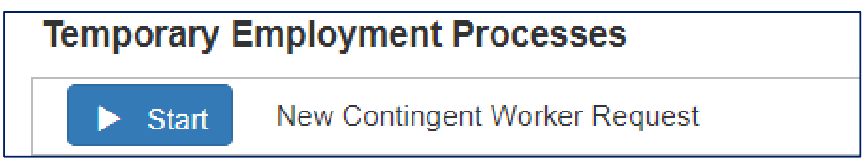
Start a new request –
e-Form to complete by Client

1. Click on the **+Start new job/document** option.



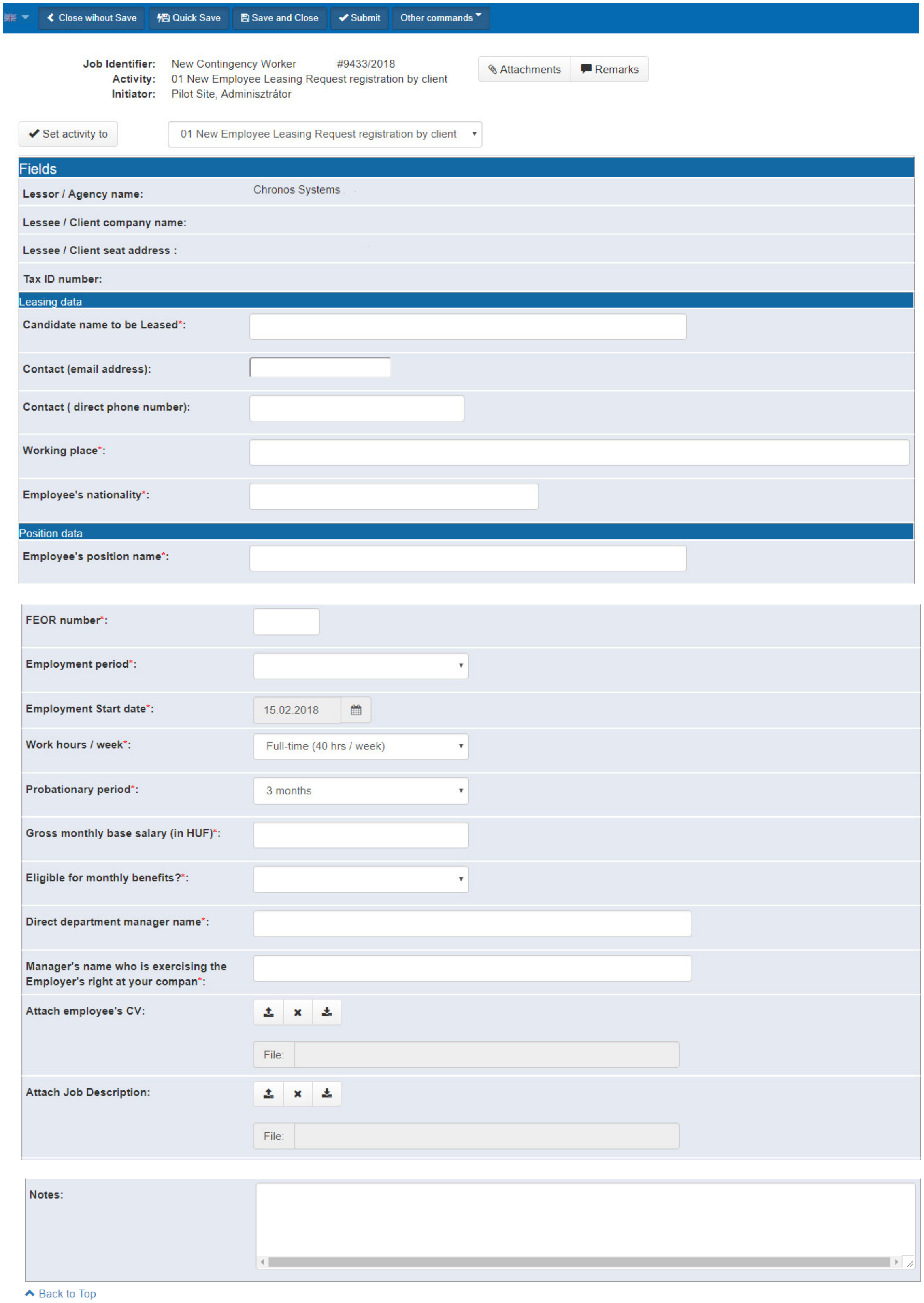
2. Start the **New Contingent Worker Request** process.

The related e-Form will show up and complete it as a client who requests a new contingent worker from the Chronos EOR agency.



3. The below e-form will show up.

Mandatory fields are marked with red * sign. You can add the most important details of the candidate (future leased employee / contractor) and also upload his/her CV and the Job Description.


Close wihout Save | Quick Save | Save and Close | Submit | Other commands

Job Identifier: New Contingency Worker #9433/2018
Activity: 01 New Employee Leasing Request registration by client
Initiator: Pilot Site, Adminisztrátor

Attachments | Remarks

Set activity to | 01 New Employee Leasing Request registration by client

Fields

Lessor / Agency name:	Chronos Systems
Lessee / Client company name:	
Lessee / Client seat address :	
Tax ID number:	

Leasing data

Candidate name to be Leased*:	
Contact (email address):	
Contact (direct phone number):	
Working place*:	
Employee's nationality*:	

Position data

Employee's position name*:	
FEOR number*:	
Employment period*:	
Employment Start date*:	15.02.2018
Work hours / week*:	Full-time (40 hrs / week)
Probationary period*:	3 months
Gross monthly base salary (in HUF)*:	
Eligible for monthly benefits?*:	
Direct department manager name*:	
Manager's name who is exercising the Employer's right at your compan*:	
Attach employee's CV:	File:
Attach Job Description:	File:
Notes:	

Back to Top

At the end of the e-form, you may enter a free text you wish to share with your Agency.

Try this:

1. By clicking on the **Quick Save** the information given on the e-form will be saved but not submitted to the Agency yet. You may continue the completion later with accessing the e-form from the Home page under *My ToDo* list.

Submit your request

to the Agency

2. Once all mandatory fields are completed, press the **Submit** command for sending the request to the Agency within the system.

Subsequently, the process automatically proceeds to Step #2, meaning that the user of the Agency receives the client's request notification and can start processing it. Of course, agency users must have the appropriate rights to work on the submited request

Processing the request

by Agency

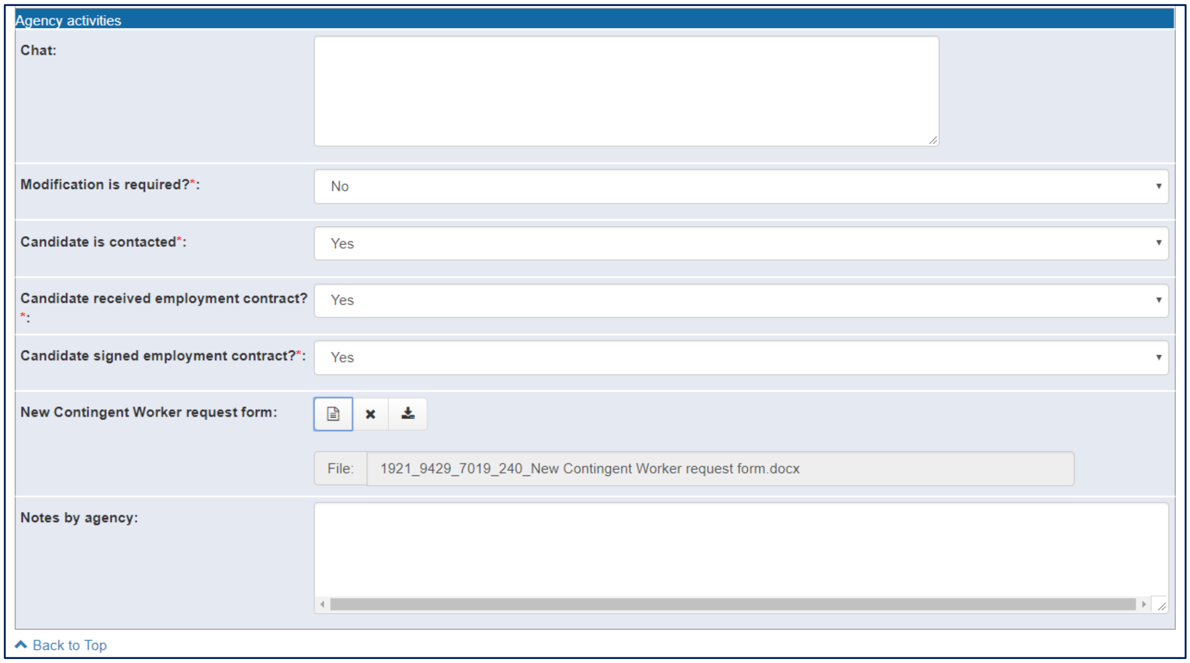
The system sends an automatic e-mail to the user of the Agency that a new Contingent Worker Request has arived from the client. The Agency user can login tot he system by using the login URL.

The notification email includes the below and previously set details:

- the requested employee's and position name
- planed Start date
- Client's name

Try this:

1. Agency opens the e-form and can se alt he data previously given by the client.
2. While processing the new request, Agency can fill-in additional information by scroling down on this same e-form (adding Agency activities).



Once the Agency completed all related activities the e-Form can be **downloaded into a WORD** file and also the process can be closed by clicking on the **Submit** command.

Client will receive a notification e-mail about the tasks Agency just completed

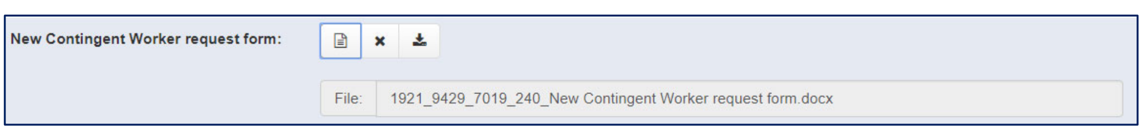
Change Request and Collaboration

If Agency needs to **initiate any changes or clarify details** with the client, just **submit and send back the e-Form** (the process itself) to the Client with indicating the modification request.

Client will be able to modify or adjust the e-Form data and resubmit tot he Agencz with notes.

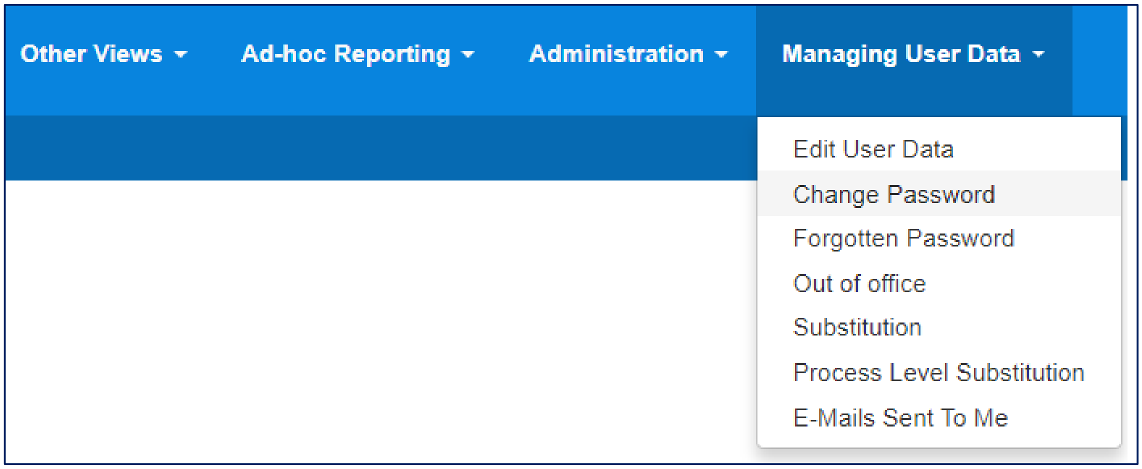
Try this:

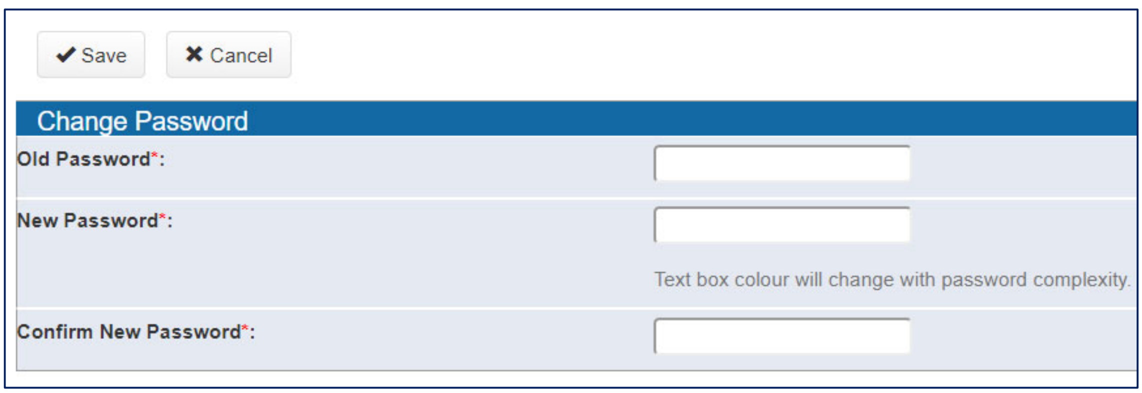
1. Client can also **download the modified request form** into a Word file in order to Save or Print into their files.



Change user password

Within CWP system, choose the **Managing User Data > Change Password** option.





Keep in touch!

Please share your thoughts and ASK A FREE DEMO today.

Thank You!

CWP@chronossystems.com

www.chronosworkflow.com