

CHRONOS WORKFLOW PLATFORM (CWP)

New Contingent Worker Request

How to request a new contingent worker from the Chronos EOR agency in CWP, using one easy e-form. Steps marked "Try this" are optional.

ABOUT CWP

Chronos Workflow Platform (CWP) is a business process automation solution developed by Chronos Systems. Companies and agencies use it to automate, manage and change their own business processes in a self-service way, without development resources.

It supports unlimited processes and unlimited internal and external users.

WHY THIS PROCESS

Instead of sending emails and Excel forms back and forth between client and agency, the whole request runs in CWP, with no coding. Each party works on its own tasks.

The automation also helps both sides stay compliant with GDPR.

THE PROCESS AT A GLANCE

01 · CLIENT

Registers the request on the e-form

02 · AGENCY

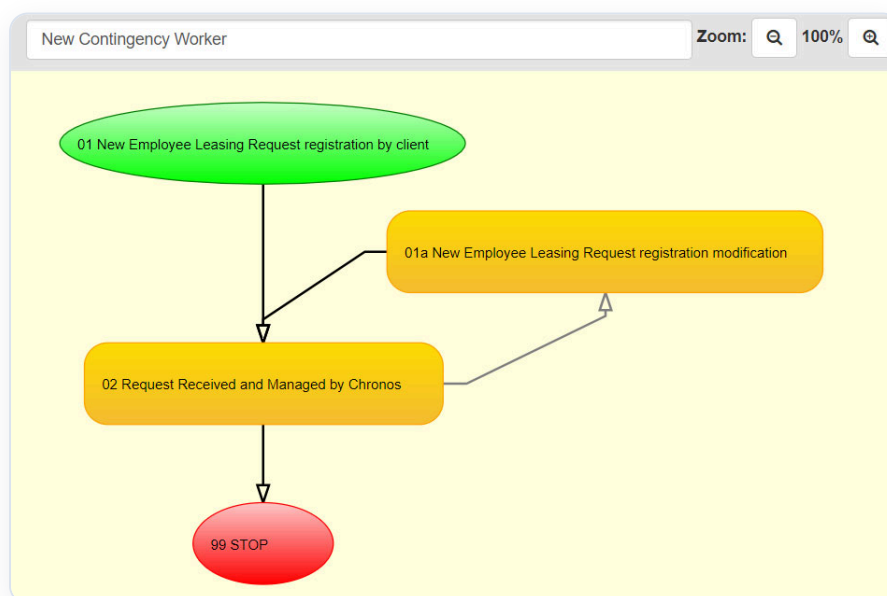
Reviews and manages the request

03 · CHANGES

Sent back to the client if needed

04 · CLOSE

Agency completes and closes it

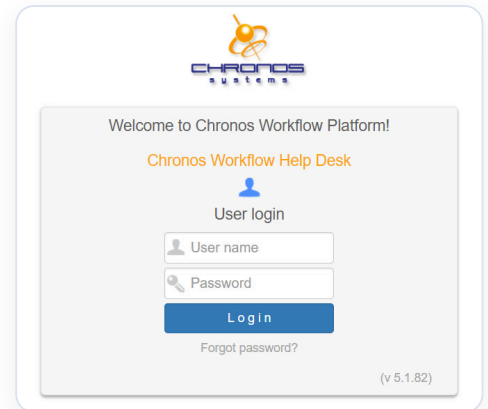


The New Contingent Worker Request process in the CWP process designer.

1 Log in to CWP

As a client

CWP is web-based and available as SaaS at a dedicated URL for each client. Log in with the user details you received from Chronos Systems.



Welcome to Chronos Workflow Platform!

Chronos Workflow Help Desk

User login

User name

Password

Login

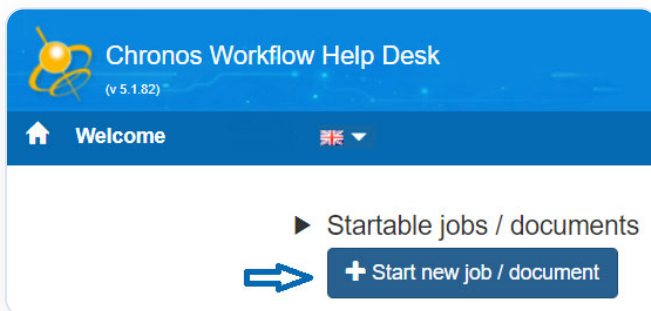
Forgot password?

(v 5.1.82)

2 Start a new request

E-form completed by the client

1. Click + **Start new job/document**.
2. Under **Temporary Employment Processes**, start **New Contingent Worker Request**.



Chronos Workflow Help Desk (v 5.1.82)

Welcome

Startable jobs / documents

+ Start new job / document

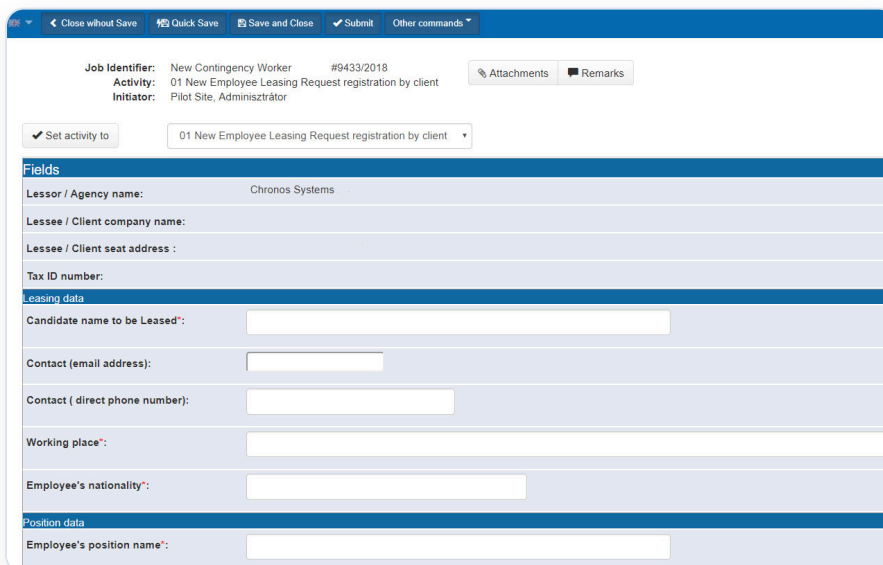
Temporary Employment Processes

Start

New Contingent Worker Request

3 Complete the e-form

Required fields are marked with a red asterisk (*). Add the key details of the candidate (the future leased employee or contractor), and upload the CV and the job description. At the end of the form, you can add a note for the agency.



Job Identifier: New Contingency Worker #9433/2018

Activity: 01 New Employee Leasing Request registration by client

Initiator: Pilot Site, Administrator

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*:

TRY THIS

Click **Quick Save** to save the e-form without sending it to the agency. You can finish it later from the Home page, under **My To-Do list**.

4 Submit the request to the agency

When all required fields are complete, click **Submit**. The process moves to the next step automatically: the agency user is notified and can start working on the request. Agency users need the right permissions to work on submitted requests.

[← Close without Save](#)
[🔌 Quick Save](#)
[📄 Save and Close](#)
[✓ Submit](#)
[Other commands ▾](#)

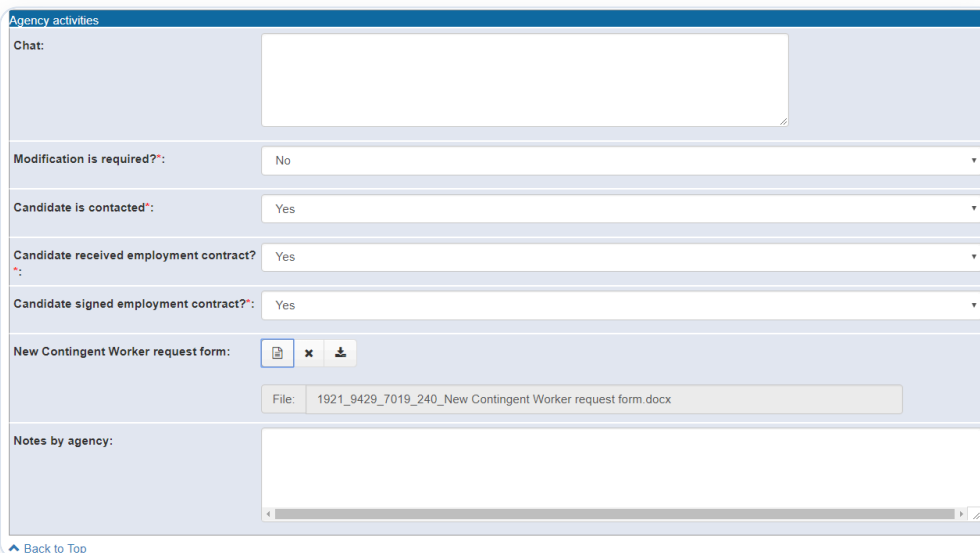
5 The agency processes the request

CWP emails the agency user that a new request has arrived, with a link to log in. The email includes:

- the requested employee and position name
- the planned start date
- the client's name

TRY THIS

- The agency opens the e-form and sees all the data the client entered.
- While working on the request, the agency adds its own information further down the same e-form (agency activities).



When all tasks are done, the agency can download the e-form as a Word file and close the process with **Submit**. The client then gets an email about the completed tasks.

6 Change requests and collaboration

If the agency needs changes or more details, it sends the e-form back to the client with the modification request. The client edits the data and resubmits it to the agency with notes.

TRY THIS

The client can download the updated request form as a Word file to save or print.

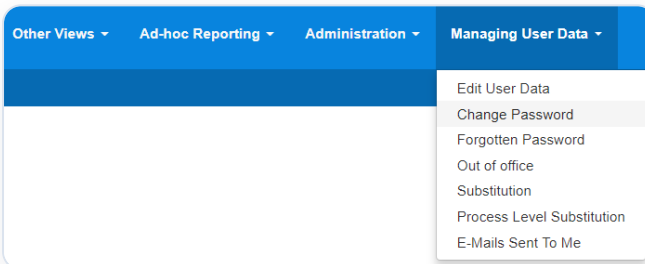
New Contingent Worker request form:



File: 1921_9429_7019_240_New Contingent Worker request form.docx

7 Change your password

In CWP, choose **Managing User Data > Change Password**.



Change Password

Old Password*:

New Password*:

Confirm New Password*:

Text box colour will change with password complexity.

Questions or ideas? Let's talk.

Ask for a free demo at chronosworkflow.com or write to CWP@chronosystems.com.

[Ask for a Demo →](#)