→ talentsource

RESOURCESOLUTIONS

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Johnathan Edwards
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New Job Renewal
Administrator FB (858760)

Expand

⊞ Job Overview

⊞ Renewal Overview

⊞ Contract

⊞ Current Renumeration Information

⊞ Assigned To

✔ Approve

☑ Send to Hiring Manager for Revisions

✖ Reject

🖨 Print

Context

talentsource includes a renewal processing feature for contingent workers. When a contractor is coming to the end of their current assignment, depending on the rules provided by your business, **talent**source will send their Hiring Manager an email reminding them to consider renewing the resource with a link to the associated Renewal Task in the application.

If the Hiring Manager chooses to request the renewal of the contingent worker / contractor, you will receive a **Renewal Authorisation task** notification by email with a link to the related task in **talent**source. This will only apply if you are an authoriser in the list of authorising managers associated with the role.

You will have the opportunity to either **approve** or **reject** the renewal or send suggested **revisions** back to the Hiring Manager for review.

One of the major benefits of **talent**source over legacy renewal systems, is that this is all happening in one central, accessible place with a clear audit trail and enhanced 'task management'.

Process steps

1. Click on the link in the **email notification** you received. This will take you to the **talent**source application. After logging in you will be taken directly to the **New Job Renewal** screen, where you can complete the renewal authorisation task.

2. There are 5 collapsible sections in the renewal request which you can review, these are:

    a) **Job Overview** – This includes the Job Name, Job ID, Cost Code, Contractor Name and Line Manager.

    b) **Renewal Overview** – This is the most important area for you to review as an authoriser. It contains the current renewal status, the date the request was submitted and most crucially the **Proposed Job End Date** as well as any related comments and business justification.

    c) The other three areas are **Contract**, **Current Remuneration Information** and **Assigned To**. The last section allows you to see the Hiring Manager and associated Authorising Mangers including yourself.

Approving, rejecting or requesting a revision

3. Now that you have **reviewed** the renewal request you can take one of three actions:

    a) Clicking **Approve** will mean the request will pass on to the next authoriser. If you are the final or only authoriser this will finalise the renewal request. The new end date will be reflected in the relevant parts of the system meaning the Contractor will be able to submit timesheets for the newly extended period.

    b) Clicking **Send to Hiring Manager for Revision** will display a box for comments before sending the task back to the Hiring Manager.

        Please note: After the Hiring Manager makes the amendments the Renewal will come to you for authorisation again.

    c) Clicking **Reject** will bring up a rejection reason box for you to select a **reason** from a dropdown list and a comment box for you to add notes to. Taking this action will mean that the resource will expire on the current end date.