SCENARIO 3
POST JOB WITH FIXED HOURS

Scenario Introduction and Description

The Department Coordinator wants to create a booking for a Front of House Support, Payrate £10.00 (hourly rate), Thursday from 14.00 - 22.00. A total of 8 hours.

The Department Coordinator has a number of workers registered who they want to advertise the role to and then select from the pool of workers who have registered their interest in the job.

The Post Job with Fixed Hours type of booking is used when the following criteria exists:

1. You require a specific number of workers but want to choose who you select for the job from a pool of interested workers. You are going to advertise (post) the job and will choose from the selection of workers who register their interest in doing the job.
2. The worker booking is for a set number of hours, at a specific time, on a specific day.
Step 1
Sign into the UAT Dashboard using your Department Coordinator account.
https://cambridgeastest.demodashboardtechnology.co.uk
Step 2
Select the **Bookings** button.

Step 3
Our first step is to create the Booking itself. Once we have done this, we will advertise (post) the job to a selection of workers. The workers will receive an email, and we will choose who we want to select from those workers who registered their interest in doing the job.

On the **Bookings** page select the green **+Booking** button.
Step 4
On the **Create new Booking** page, choose **Post Job** from the **Booking Type** drop down menu.
Step 5

Complete the other fields as necessary, see screenshot plus field help tips below.

Title
Enter a title for your booking. Include enough information so you and other staff members using the system will understand it. Do not make it too short or too long.

Booking Date
This is the date of the booking, in other words, the date the worker will come and do their work for you.

Start Time
This is the start time of the booking, in other words, the time the worker will start their work for you.
End Time
This is the end time of the booking, in other words, the time the worker will finish their work for you.

Expiry Date
This is the cutoff date and time you choose to fill the booking with a worker. If the worker, you have chosen has not responded by this date and time then you need to find another worker to fulfil the booking.

Contact
If you have a member of staff responsible for this booking, or possibly in charge of running the event and they can act as a contact for the worker then they can be entered here.

Cost Code
Enter the appropriate cost code and percentage for this booking. In other words, how is it being paid for or who is paying for the work.

Note! It is possible to split a booking into multiple cost codes (up to five different codes) adding the percentage each cost code will pay. The total must add up to 100%.

If you wish to do this enter the first cost code and percentage and then select the green Add Cost Code button.

Expenses Require Different Cost Code
From this drop-down field, Yes or No can be selected.
If **No** is chosen, then any expenses claimed by the worker will be paid for using the Cost Code from above.

If **Yes** is chosen, an extra panel will appear with an additional drop down and percentage fields for the Expense Cost Code.

**Note!** It is possible to split an Expense into multiple cost codes (up to five different codes) adding the percentage each cost code will pay. The total must add up to 100%.

If you wish to do this enter the first cost code and percentage and then select the green **Add Expenses Cost Code** button.

Hover over the blue help tip icon for more information.

**Quantity**

This field is for you to enter the number of workers you require. In this scenario it is just the one.
Job
Select the appropriate job from this drop-down menu. Doing so will then populate the hourly rate shown in the blue boxes.

Note! If the Job Title and associated pay rate you need does not appear, you will need to contact casual.workers@admin.cam.ac.uk and ask them to add the new role details.

Event
If your job booking is for a specific event which had been created in the system, you can select it from here. Otherwise choose None.

Unpaid Breaks
A worker is allowed a 20-minute (minimum) break after 6 hours of work. Our worker will be working from 14.00 - 22.00, a total of 8 hours. In this case 30 (the number of minutes) has been allowed and has been entered in this field. For more information, hover over the help tip icon.

Instructions for Worker
Enter any further instructions for your worker in here. These instructions will be emailed to the worker so include information such as a specific location where the work will take place, contact, or phone number.
Repeat Booking
It is possible to set up a repeat booking by checking this tick box. An example of this would be if you require Front of House Support every Thursday from 14:00 to 22:00 for 4 weeks.

☐ Would you like to repeat this booking, starting this week?

Saving a booking as a template
If this type of booking is going to be a regular occurrence, then it’s worth saving this as a template by checking this tick box.

☐ Save this booking as a template?

Creating the booking
Lastly press the green Create button.

Step 6
Assigning a worker to the booking.
Select the Bookings page by selecting the Bookings button from the Home screen,
or by selecting the Bookings page from the left hand menu.

Step 7
Locate your booking in the calendar.
It will be coloured blue, indicating that a worker has yet to be assigned to the booking. Click on the booking to open it.

At the bottom of the page select the **Find Workers** button.
Step 8

On the **Find Workers** page select the **Filter** button at the top of the right-hand panel.

**Note!** Although the Filter panel allows you to filter workers on various criteria, you can simply press the **Filter** button to list all workers available in your department.
Step 9

Your workers will now be listed. Tick the box to the left of the name of all the workers you wish to post the job to. Then press the green **Post Job** button.
The calendar booking will now be orange, indicating that the job has been offered. A yellow message will be displayed at the top, stating an email has been sent to the worker.

You can also view your bookings in **List View** by selecting **List View** from the left-hand menu.
Step 10

Assigning a worker to the booking.

Once a worker has accepted the job offer, which they can do either via the email they have received or through their Dashboard Jobs listing page, you can then choose which worker to assign to your job.

To do this click on the orange booking in the calendar to open it.

Press the green **Confirm Worker** button.
Step 11

The Confirm Worker page will list all the workers who have accepted the job offer.

Select the worker you wish to employ by ticking the box to the left of their name, and press the green **Confirm Worker** button.
Step 12

The Dashboard screen will return to the calendar. Now the booking will be green indicating a worker has been assigned to the job.

A yellow message will also be displayed at the top indicating that a worker has been chosen.
You can also view your bookings in **List View** by selecting **List View** from the left-hand menu.

Hovering over the green **Accepted Full** button in the **Status** column at the right-hand end of the booking will show the name of the worker you have assigned to the Job Booking.

**Finish**