END-TO-END PROCESS
TEMPORARY RECRUITMENT

Step 1
Ensure relevant internal Kier approval has been obtained.

Step 2
Log into 3SS or contact Kier Staffing Solutions to raise temporary vacancy.

Step 3
Vacancy requisition created in 3SS; as the Hiring Manager you will be required to provide relevant details and codes such as; Group, Section, Unit, Resource Code, Oracle Project Code, job description, qualifications, length of contract (start/end date), expenses? name of requested candidate? etc..

- Vacancy will require approval via Kier's defined approval process

- If a functional role, additional approval will be required by Group HR.

- If pay rate to the candidate is £500+ per day additional approval required by Group HR.

- Determination of permissible pay type based on outline of Kier Tax internal IR35 process.

Step 4
3SS email notification sent to the listed approver, the vacancy must be approved for Kier Staffing Solutions to release the vacancy to suppliers for sourcing.

Step 5
Once approved Kier Staffing Solutions will release the vacancy to suppliers with capabilities for your business stream and region.

Step 6
Suppliers confirm available candidates in line with the permissible pay types with KSS and submit all candidates to 3SS vacancy.

If Hiring Manager is reviewing CV's these will be available to view on the 3SS vacancy.

Step 7
Hiring Manager reviews CVs and arranges interviews (if required)

Step 8
Hiring Manager confirms with KSS suitable candidate to be offered.

Step 9
Supplier completes compliance and confirms permissible pay type for individual requirement to KSS.

Step 10
KSS confirm starter details with Hiring Manager and Supplier.

Step 11
KSS create placement in 3SS.

Step 12
KSS will contact the Hiring Manager on start date to confirm worker is on site.

Step 13
The contingent worker will submit their timesheet in 3SS at the end of each week.

Step 14
Hiring Manager will receive a 3SS email notification to approve the submitted timesheet. This must be approved by close of business every Monday to avoid delay in payment to the temporary worker.

- Hiring Manager to click Approve if the submission is correct.

- Hiring Manager to click reject if there is any discrepancy with the submission and add comments to outline the reason for rejection.

- The same will also apply to any expenses that were approved at vacancy requisition stage for a worker to claim.

Step 15
Supplier receives 3SS notification advising timesheet/expenses has been approved/rejected:

If approved, supplier pays the contingent worker on the Friday.

If rejected, timesheet/expense will need to be adjusted according to Hiring Manager comments and resubmitted for review and approval.

Step 16
KSS send one invoice to Kier each Friday for all temporary spend.

Step 17
Invoicing received and completed by FSSC.

Step 18
Hiring Manager receives 3SS notification when temporary contract is approaching it's end date.

Step 19
Hiring Manager to submit Change Order in 3SS to extend contract end date, change rates etc...

Step 20
KSS reviews and obtains the Change Order approval (as per Kier internal approval process).

Step 21
Kier to approve Change Order for new end date/rates to be applied to the contingent worker contract. Approvals required for any contract extension as per step 1.

Step 22
Contingent worker continues to submit timesheets till the confirmed end date of the contract or if notice needs to be served.

- Notice period for blue collar workers is 24 hours.

- Notice period for white collar workers is 1 week.