

KIER STAFFING SOLUTIONS FOR ALL TEMPORARY AND CONTRACT RECRUITMENT

Kier Group's managed service provision for the recruitment of temporary and contract workers is provided by Enterprise Solutions and its recruitment team, known as 'Kier Staffing Solutions'.

The team is dedicated to Kier and is the single point of contact for all temporary and contract requirements including delivery, supply chain management, policy adherence management and process.

Kier Staffing Solutions are based in two locations; Rushden and Leicester

Contact:

Rushden

kierstaffingsolutions@kier.co.uk

Leicester

kierstaffingsolutions@hays.com



Kier vacancy requirements

Kier Staffing Solutions ensures compliance to Kier's health and safety training requirements and therefore they require advance notice.

Kier personnel requiring White or Blue collar contingent workers will need to create the temporary vacancy in 3SS. If you are unable to raise a vacancy, please call the Kier Staffing Solutions Team.

When you raise a vacancy in 3SS, your Kier Staffing Solution contact will engage with you to define all/ any specific skills, training, site requirements.

Once the details of the vacancy are finalised, the Kier Staffing Solutions team will confirm the Kier approval process. Those confirmed as approvers have been provided by Kier in line with their internal processes. The approvers are linked with the Oracle DOA spend

The approver will receive an email notification when the vacancy has been assigned in 3SS for approval. A contingent worker cannot start until the approval has been processed

Supply Chain Management

Kier Staffing Solutions will be your single point of contact from vacancy requisition, through to assignment end. There should be no need for direct contact with the suppliers as Kier Staffing Solutions will liaise with the appropriate suppliers and optimise delivery

Timesheet Authorisation

All timesheets should be submitted via 3SS. Once the timesheet has been submitted, automatic email notifications will be sent to the approver for sign-off. 3SS will continue to email notifications until the timesheet is approved.

Timesheets must be approved by close of business every Monday to ensure temporary workers are paid on time.

It is recommended there should be two approvers for each timesheet. This ensures automatic cover should there be absence.

Submitted timesheets cannot be amended, should the submission be incorrect, the timesheet will need to be rejected with comment.

Absence from Work

If you are absent from work for an extend period of time i.e annual leave, we suggest you set up a delegate through the user profile in 3SS or call the Kier Staffing Solutions team. The delegate must be of the same level as yourself or above

Temporary/contract worker extensions

All contingent workers will have a set end date in 3SS. As the Hiring Manager you will receive an email notification to submit a change order if you wish to extend the contingent workers assignment. Assignment extensions equal changer orders in 3SS and will require approval to progress

Email notifications alert preference descriptions

3SS will notify you via email of the recruitment activity that is associated to you. In the user profile you are able to manage/limit the email notifications received.

