

Welcome to CWP!

New Contingent Worker Request e-form and process

This document provides a guide to Chronos Workflow Platform (CWP) and how to initiate a **New Contingent Worker Request** to Chronos Employment Agency with completing an easy-to-use e-form.

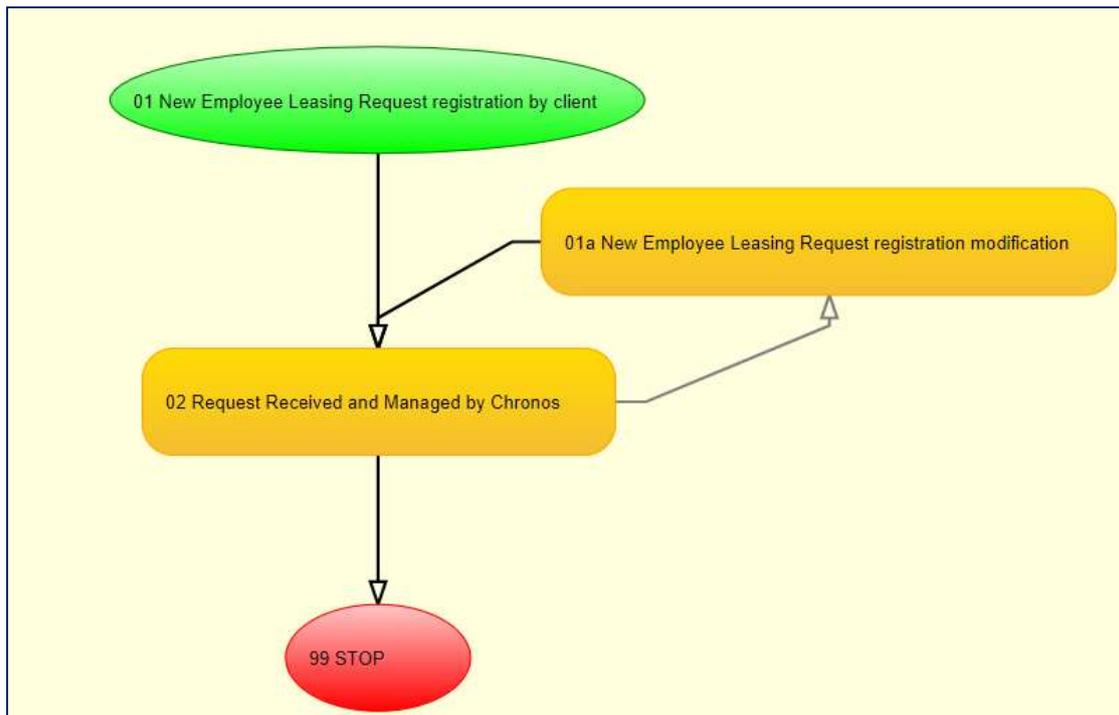
Brief introduction to the system

Chronos Workflow Platform (CWP) is a highly popular business process automation (BPA) solution developed by Chronos Systems. Any companies and agencies can automate, manage and change their own business processes in a self-service way, without the use of any development resources. The framework provides unlimited processes and unlimited internal / external user options.

Simplify , submit and approve requests, applications in a more convenient way with your forms digitized into CWP. Why not build processes and interact with your colleagues by the power of **combining the digitization and complete automation** that makes your business life more efficient. CWP is also GDPR-ready from 1st of May, 2018.

New Contingent Worker Request

Within CWP system, the following and simple process chart maps and digitizes the activities, which are usually executed by sending several e-mails back and forth with excel forms between client and agencies to complete.



Login to CWP as a Client

The web-based and SaaS system is available at a dedicated URL address for your company upon request.

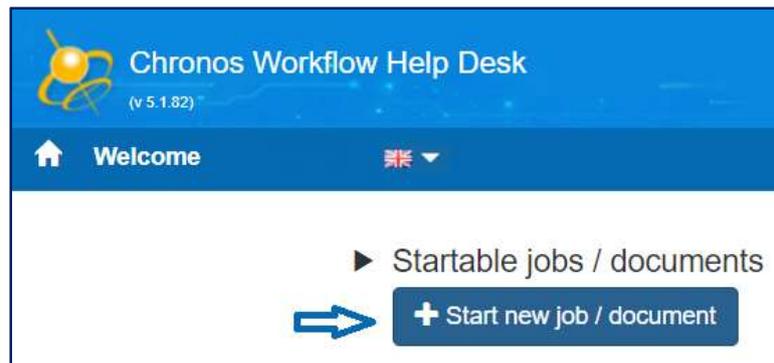
The following login screen will show up and you may login with the user details provided to you by Chronos Systems.



The screenshot shows the login interface for the Chronos Workflow Platform. At the top center is the 'CHRONOS systems' logo. Below it, the text reads 'Welcome to Chronos Workflow Platform!' followed by 'Chronos Workflow Help Desk' in orange. A blue user icon is positioned above the text 'User login'. There are two input fields: 'User name' with a person icon and 'Password' with a key icon. A blue 'Login' button is located below the password field. At the bottom of the login area, there is a link for 'Forgot password?'. The version number '(v 5.1.82)' is displayed in the bottom right corner.

Start a New Request – e-Form to complete by Client

1. Click on the **+Start new job/document** option.



2. Start the **New Contingent Worker Request** process.

The related e-Form will show up. Complete it as a client who requests a new contingent worker from Chronos EOR Agency.



3. The below e-form will show up.

Mandatory fields are marked with red * sign. You can add the most important details of the candidate (future leased employee or contractor) and also upload his/her CV and the Job Description.

Job Identifier: New Contingency Worker #9433/2018
Activity: 01 New Employee Leasing Request registration by client
Initiator: Pilot Site, Adminisztrátor

[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*:

FEOR number*:

Employment period*:

Employment Start date*: 15.02.2018

Work hours / week*: Full-time (40 hrs / week)

Probationary period*: 3 months

Gross monthly base salary (in HUF)*:

Eligible for monthly benefits?*

Direct department manager name*:

Manager's name who is exercising the Employer's right at your compan*:

Attach employee's CV:

Attach Job Description:

Notes:

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At the end of the e-form, you may enter a free text as notes you wish to share with the Agency.

Try this:

1. By clicking on the **Quick Save** the information given on the e-form will be saved but not submitted to the Agency yet. You may continue the completion later with accessing the e-form from the Home page under *My ToDo* list.

Submit the Request to Agency

2. Once all mandatory fields are completed, press the **Submit** command for sending the request to the Agency within the system.



Subsequently, the process automatically proceeds to Step #2, meaning the user of the Agency receives the client's request notification and can start processing it. Of course, agency users must have the appropriate rights to work on the submitted request

Processing the Request by Agency

The system sends an automatic e-mail to the user of the Agency that a new Contingent Worker Request has arrived from the Client. The Agency user can login into CWP by using the dedicated login URL.

The notification email also includes the below and previously set details:

- the requested employee's and position name
- planed Start date
- Client's name
- CWP login link

Try this:

1. Agency opens the e-form and can see all the data previously given by the client.
2. While processing the new request, Agency can fill-in additional information by scroling down on this same e-form (adding Agency activities).

Agency activities

Chat:

Modification is required?*:

Candidate is contacted*:

Candidate received employment contract?*:

Candidate signed employment contract?*:

New Contingent Worker request form:

Notes by agency:

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Once the Agency completed all related activities, the e-Form can be **downloaded into a WORD** file and also the process can be closed by clicking on the **Submit** command.

Client will receive a notification e-mail about the tasks Agency just completed

Change Request and Collaboration

If Agency needs to **initiate changes or clarify details** with the client, just **submit and send back e-Form** (the process itself) to the Client with indicating the modification request.

The Client will be able to modify or adjust the e-Form data and resubmit tot he Agencz with notes.

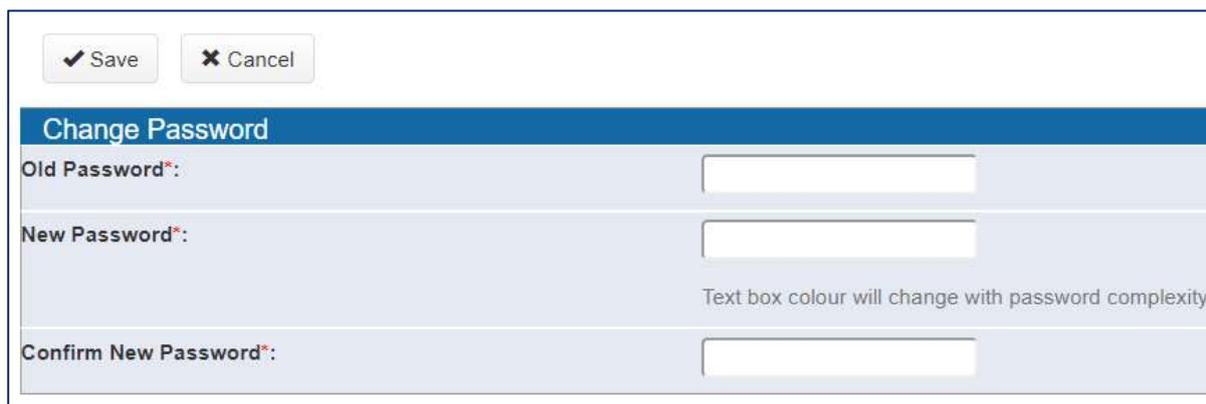
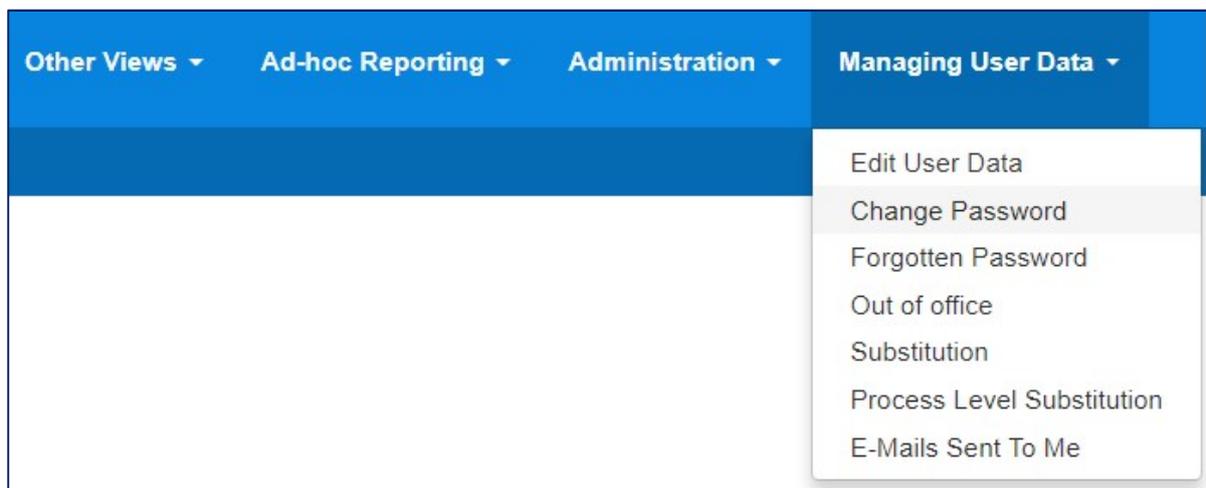
Try this:

- 1.** Client can also **download the modified request form** into a Word file in order to Save or Print into their files too.

New Contingent Worker request form:

Change User Password

Within CWP system, choose the **Managing User Data > Change Password** option.



The screenshot shows the 'Change Password' form. At the top, there are two buttons: 'Save' (with a checkmark icon) and 'Cancel' (with an 'X' icon). Below the buttons is a blue header with the text 'Change Password'. The form contains three input fields: 'Old Password*', 'New Password*', and 'Confirm New Password*'. The 'New Password*' field has a note below it: 'Text box colour will change with password complexity.'.

Keep in Touch!

Please share your thoughts and [ask a free demo](#) today.

Thank You!

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