



Please raise any shifts that require cover onto the <https://heritagecare-mors.career-portal.co.uk/portal.php?&>

Shifts can be raised up to 3 months in advance.

\*If you are unsure about how best to proceed, or need emergency cover please contact the Heritage Temp Team on 0121 713 6945 who can offer advice.

The Heritage Temp Team will receive automatic notification of the shifts and release these to all agencies on the PSL, with a deadline for candidate submission.

If the Heritage Temp Team are aware of any preferred workers or pre-booked shifts, these will be released to the relevant agencies to cover.

If there are no preferred workers or workers who have been before, the Heritage Temp Team will review the candidates put forward by the agencies and contact you to advise of the available cover.

Once you confirm which temporary workers you wish to attend the shift, the Heritage Temp Team will book the worker, agree the time of arrival and re-confirm with the agency. The shift is now covered.

If you wish to check the cover you have booked, you can check the system at any time via the 'Job Summary' tab.

At the end of each week, the Agency Worker (or their agency) submit their timesheet to you, electronically via the timesheet portal, for approval.

All that's left for you to do now is to approve the timesheets for the candidates when they submit them via the Heritage Career Portal. Please refer to the Powerpoint Presentation regarding timesheets for assistance with this, or call the Heritage Temp Team on 0121 713 6945