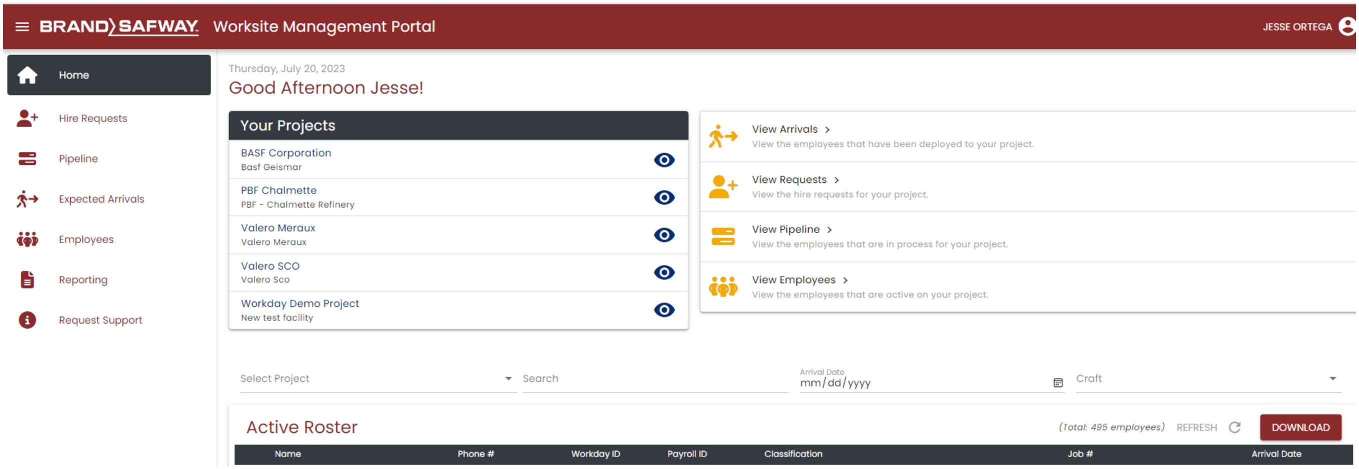
WORKSITE MANAGEMENT PORTAL USER GUIDE

Welcome to the Worksite Management Portal User Guide. Below, you will find the Table of Contents to help you navigate through this user guide.

For any questions, contact worksite@brandsafway.com

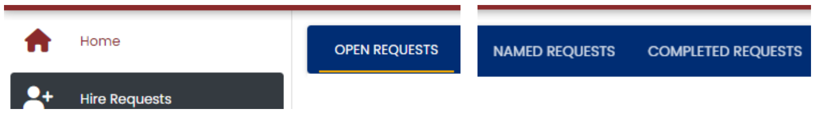
How to use the Worksite Management Portal.



- **Hire Requests**: Submit staffing requests directly to the Hiring Center
- **Pipeline**: Monitor candidates currently in the process through the Hiring Center queue.
- **Expected Arrivals**: Keep track of employees deployed to your project. Mark employees as "Arrived" when they show up at the job site.
- **Employees**: Review the active employee roster and initiate the release of employees when necessary.
- **Request Support**: Where to contact support if assistance is needed.

HIRE REQUESTS

How to manage the Hire Requests options in the Worksite Management Portal.



Worksite Management Portal – Hire Requests

Under the main menu, select **Hire Request**
Within this category, there will be three tabs:

Open Requests: Displays records of requisitions created for a project. It provides information such as request number, offers deployed, and balance. Clicking on the eye icon opens a new window with detailed information, including four subtabs: Classifications, Applicants' Names, Offers Made, and the Pipeline.

<u>NOTE</u>: If you manage multiple projects (job sites), select the specific project from the dropdown list.

Named Requests: This shows a list of submitted candidate names. If there are multiple projects as listed above, select the specific project from the dropdown.

It's important to monitor the status of named requests, particularly those labeled "Has Not Arrived." If an applicant hasn't arrived to begin the onboarding process, the requester can select the candidate and click "Remove."

Completed Requests: Displays records of closed and completed requisitions. You can still view the request details by clicking on the eye icon for additional details.

Step-by-step instructions on how to submit a hiring request on the Worksite Management Portal.

How to Submit a New Hire Request

1. From the main menu, Select Hire Request.
2. Select + Add New Request.
3. Proceed through the stages of the request by selecting the project, entering general information (including request reason and type), entering classifications, and reviewing the final details.
4. Provide necessary information like job number, contact, notes, craft, classification, quantity, and rate.
5. Review the information and submit the request to finalize the process.

Types of New Hire Requests

Request Reasons

Request Reason	Comments
Backfill	An employee was release/Terminated
Increase in Manpower	We need more employees on site

Request Types

Request Type	Comments
Open	Will not be able to add names to this type of request
Name Request Only	If there are not provide enough names or if the people requested do not show up, the hiring center will not assist with filling this request.
Mix	Represents a combination of Open and Name requests where for example if the requisition is for 10 positions and the site only submits 5 candidate's names, there will be 5 remaining available positions where hiring center can assist with filling the remaining 5 positions.

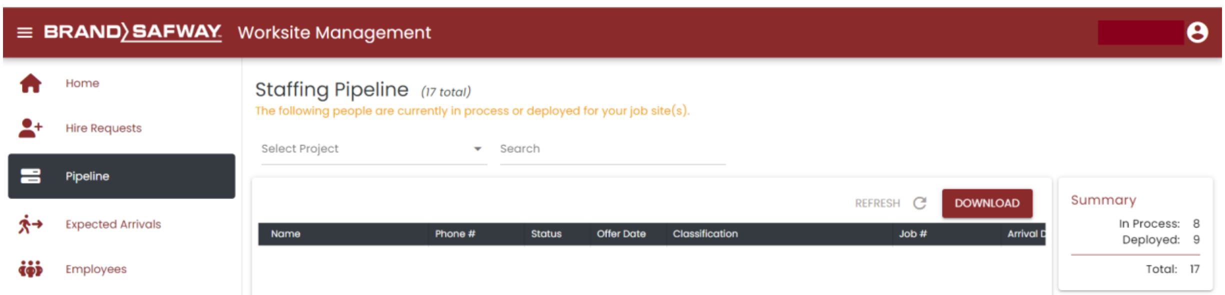
NOTE: Job site users only have access to submit Hire requests for their assigned projects. If a user gets awarded a new project (Job Site), submit a Support Aid request to set up a new project.

NOTES

PIPELINE

Step-by-step instructions on how to navigate through the Pipeline on the Worksite Management Portal.

From the main categories, select **Pipeline**. Within the Pipeline, you will find a combined list of applicants currently in process and deployed for the job site.



Features within the Pipeline include

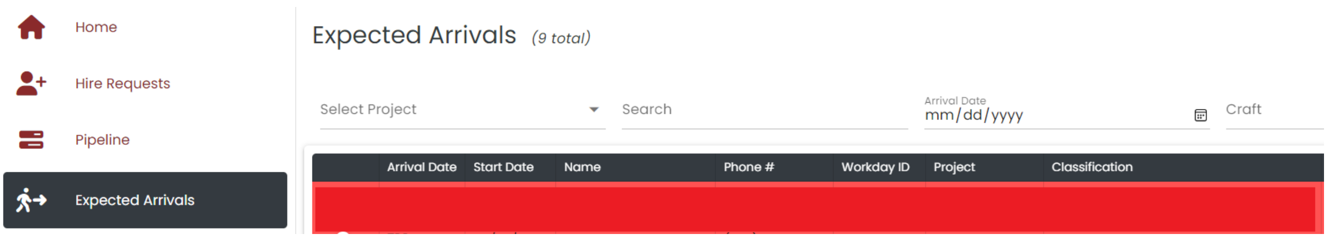
- Ability to search for a specific candidate using the search field at the top
- Download records, and export the data into an Excel workbook
- Summary that provides the number of applicants in process and deployed, along with a sum

> **NOTE:** The records are regularly updated, so it is recommended to click on the "Refresh" button after selecting the project.

EXPECTED ARRIVALS

How to navigate through the Expected Arrivals on the Worksite Management Portal.

From the main menu, select **Expected Arrivals**. Expected Arrivals provides a list of previous dates from the Arrive Date selection and have been instructed to report.



Two types of Actions Required

Arrived Status: Once new hires are marked as arrived, they will be removed from this list and their information will be moved to the Active employee roster.

Did Not Arrive: Selecting this option will generate a release to remove the employee from your project/ job site.

Features within Expected Arrivals include

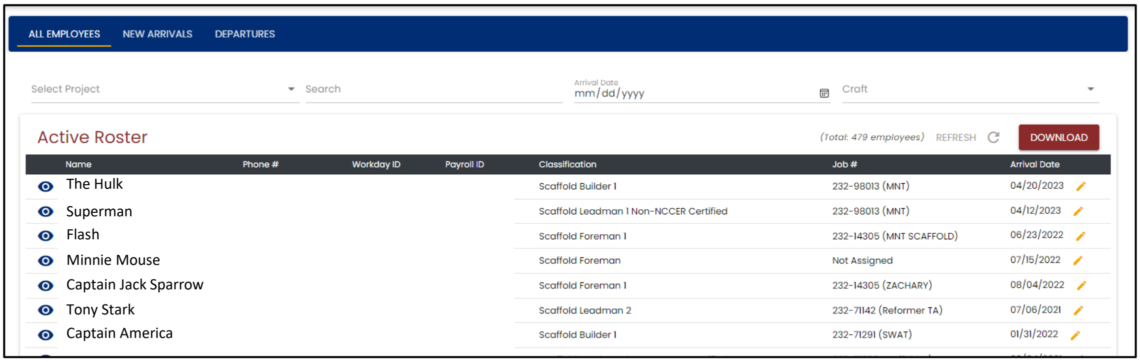
- Option to select an individual project
- Search for a specific new hire by name, arrival date, and craft

NOTE: Log into the Worksite Management Portal promptly to acknowledge if a new hire has arrived or did not arrive on job site.

Any delays will impact the course of process.

How to navigate through the Employees on the Worksite Management Portal.

From the main menu, select **Employees**. Within the Employee category, you will find the following three tabs in the blue top ribbon.



NOTE: It is very important that the roster is kept up with. Maintaining accurate data is imperative to the system, as it reflects the total head count.

Using the All Employees tab

When selecting the eye icon next to the name of an employee, it will open a window that will include two additional subtabs: Summary and History.

Summary (Subtab): Provides the Employee Information, ID's and Job Details

History (Subtab): Provides Offers, Processing, Deployments, Assignments, and Releases

NOTE: The All-Employees tab offers a Download button option which will export all the data into an Excel workbook.

Using the Departures tab

Shows the records of recent departures (Release/Terminated). Clicking on the eye icon next to an employee opens a new window with release details.

NOTE: You have the option to print the employee release form from this window.

NOTES

Step-by-step instructions on how to submit releases through the Worksite Management Portal.

How to Submit a Release

1. From the main menu, Select the **Employees**.
2. Navigate to **All employees** within the Employees category.
3. Locate the individual employee you want to release. You can either select them directly from the active roster or use the search filter.
4. Select the employee's icon to access their profile.
5. In the employee profile, review the employee's information and job details.
6. To initiate the release, select **Release**.
7. This will take you to the electronic release form.
8. Fill in the required information and ensure all applicable details are provided.
9. If there are any supporting documents required, you can upload them using the provided option.
10. Complete the CAAP rating, selecting the evaluator from the drop-down list.
11. In the comments section include any relevant comments related to the release.
12. Once all the information is filled out, select **Submit** to finalize the release process.

HR Worksite Management Portal User Guide for Processing Releases:

This guide should be used by Authorized Site Representative to ensure releases are completed accurately and timely in the Worksite Management Portal.

Completing a Release Form*:*
Release forms should be completed by the employee's Supervisor. An authorized Site Representative may process the release in the Worksite Management Portal within 24 hours following the separation event.

Employee Information
- Complete this section in its entirety.
- First day worked-the date the employee arrived on site
- Last day Worked -the last day the employee was physically on the job site.
- Term Effective Date- The date the team member's employment ends with the company. Usually, this is the date that you communicate to the employee that they are terminated.

Example: Employee is suspended pending investigation on Monday June 1st following a safety infraction. Safety recommends release for the infraction. The Supervisor calls the employee on Friday, June 5th and states that his employment is terminated. The employee's last day worked is June 1st. His term effective date is Friday June 5th.

Employee Performance Evaluation- CAAP Survey
This section must be completed by the person that supervised the employee. Ratings are based on the employee's overall performance. Recruiters use this section to consider an employee's eligibility for reassignment or rehire. Be fair and honest in your assessments.

- All Competencies must have a rating.
- Please provide supporting documentation for Ratings of 1 or comment in the remarks section of the release form.
- Please stay away from errors of recency (rating an employee based on a recent event)

Example of Error of Recency: John has been a model employee. He has good attendance, safety conscious, and good performance. John reports to work on Monday to turn in his equipment because he found other employment. Supervisor ask John if he would work through the end of the day to complete a hot job. John refuses and leaves the site. The Supervisor complete the CAAP Survey and Strongly disagrees with the statement on Attendance/Initiative/Dependability, Safety, Building Skills and Promotion. The Supervisor's CAAP rating does not reflect the employee overall performance. This is not acceptable.

HR RECOMMENDATIONS (CONTINUED)

Release Information

When selecting a term reason, consider the triggering event that led to the separation and choose the code that applies to that event. Example 1: Security notified the manager that a BrandSafway employee was speeding through the parking lot while on a cell phone and requested that the employee is removed from the site. The term code that should be applied is Violation of Company Policy. BrandSafway policy requires its employees to follow the job site safety rules. Only one term code should be selected.

- Provide supporting documentation for all Involuntary term codes
- Involuntary term codes (Never Eligible for Rehire requires HR Review and approval)
- Upload all documents into the Worksite Management System.
- Supervisor must make a recommendation for rehire. The request should be based on a combination of the employees CAAP Survey and the release reason.
- The comment section should be used to state facts. Refrain from sharing your opinion.

Example 2: An employee with a history of poor attendance that has received three verbal warnings in the past is caught sleeping on the job. The Supervisor terminates the employee. The triggering event is “the employee sleeping”. The release should be coded as a Violation company policy. It would be best to reflect poor attendance in the CAAP rating.

Release Checklist

- All PPE Returned
- Release Network Access Complete
- Company computer collected and returned to PC Depot

Employees on FMLA

- Employees must apply for a leave of absence by contacting MetLife at 1-888-463-1922 ore log on to www.metlife.com/my benefits; and inform their supervisor of their leave of absence request. Supervisors must notify Human Resources. Employees that are on an approved leave of absence Workday status will be updated in with the applicable leave code by Human Resources.

- In the event of a Project Completion, do not transfer/terminate an employee on an approved leave of absence. Human Resources will work with the employee to return them to a similar position when their leave period is over.

Please note an employee on an approved leave of absence is entitled to up to 12 weeks of unpaid leave. During this period their jobs are protected and must remain active in benefits. Don't hesitate to contact your Human Resource Representative if you have any question about an employee's leave status. If an employee has questions regarding their separation, they may contact Human Resources

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NOTES

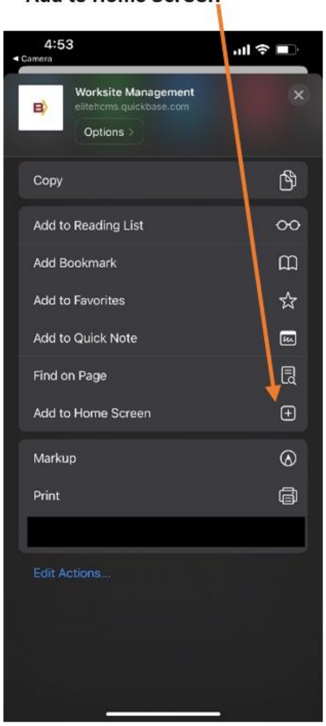
Step-by-step instructions on how to add the Worksite Management Portal to your device.

How to Add to your Device

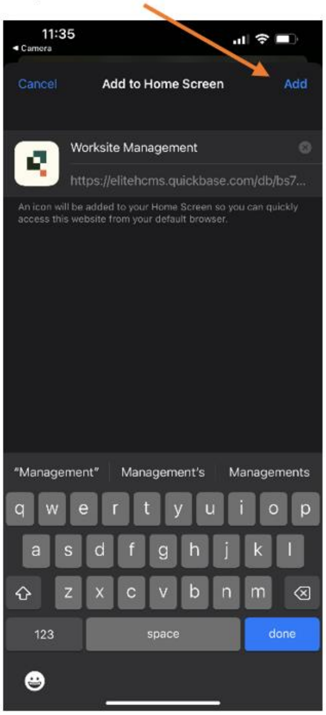
1. Scan QR Code to get started. Link will open Internet browser to the Worksite Management Portal. Select the **middle box**
2. Select **Add to Home Screen**
3. Select **Add**

Step 1 Select this Option

Step 2 Select this Option **Add to Home Screen**



Step 3 Select **Add**
Optional You can edit Icon Name



Step 4 Icon is now on your Home Screen

Instructions on how to Request Support in the Worksite Management Portal.

From the main menu, select **Request Support**.