







Notes and Action Points: Roadshows


Time

- Share an excel FG77 Tool with Rob 
-  look into the Time approvals for the managers, so that managers can see the expected hours. Actuals versus YTD
-  Keep the managers informed as well on the shortfall quarter reports.
- look into facilitating deductions in February and not March.
-  • TES contractor clocking guide to be sent out to managers to assist in managers understanding Contractor requirements and expectations and further.
- Send Jacobus information on how to view time statement of contractors.
- Training on time sheets for managers. 
- Share calendar of time submissions.
- Share monthly report with Managers, specifically Jacobus who requested it monthly.


Onboarding

- Taz Ramphisa asked to have a look at the onboarding slides to understand if onboarding covers all the necessary needs of the new starter. 


YUBIKEY

-  • Suggestion to replace YubiKey with NetIQ because some contractors do not use YubiKey and YubiKey is expensive.


DOI

-  • Complaints from Managers not receiving the DOI.
- A request to have another session about the process of DOI.


Sourcing

- look into assisting managers with direct referrals, to save costs when sourcing. 
- Revisit pre-screening recruitment methods to verify candidate's CVs.






Rate Adjustment

- Contractors wait 6 months for their rate adjustments, this needs to be reviewed by PE-66 in conjunction with Planning and Steering also the Financial Controller 
- 6-month rule is to assess the performance of the Contractor, suggestion for CS to have stronger communication because it is a tough communication to have.

Exit medical form

- From an ISO perspective we should look at enforcing the exit medical form and investigate on how we can do that. 

Suggestion

-  New managers should be onboarded by CS, this session to teach them how to manage their contractors.
- Have a separate onboarding specific for new managers.
-  Create a condensed 30 minutes to 1 hour roadshow to also reach current managers.
- Can CS with training centre put together a training on myTMS for managers about contractors and associates. 
-  Send the roadshow slides to the managers.
- Create Checklist for onboarders so managers understand distinctly what is needed from. 
- Add conflict of interest, conflict of time, conflict of relationship and conflict of service onto the DOI. 