A story of flexible staffing using SETU messages

Introduction

The following text serves to illustrate the use of SETU message in the process of flexible staffing between the employment agency and their client. By using the SETU messages the entire process can be handled via electronic messaging. However, parties can decide for themselves whether they use all SETU messages. The story is fictional but the details in it, such as the name 'Piet van der Berg', correspond to the details in the accompanied example XML messages.

Story

Henk de Vries is owner of welding company Van Klanteren B.V. located at the Diemerkade 11 in Diemen. The number of activities in 2017 is increasing and Henk needs temporary extra manpower to meet demand. In the search for new welders for the Production department, Van Klanteren B.V. ended up at Uitzendbureau X from Katwijk, a big name in the temporary employment sector. Henk sends an application (***StaffingOrder – RFQ***) to Uitzendbureau X in the hope of finding a suitable candidate. Henk makes clear what the salary options are and that he wants to have a response by the 22nd of July at the latest.

The temporary employee will be a welder in the workplace of Van Klanteren B.V. at the Wisselwerking 2 in Diemen. It is a temporary appointment for 32 hours spread over 4 days a week and has a duration of 6 months, from 1 August 2017 to 1 February 2018. They are searching for someone with both a completed MBO education (where knowledge of safety is required) and a welder *kwalificatiecertificaat (niveau AWS D1.1)*, which is a certain certificate. He/she must also be in the possession of a driving license of type B. The wage is determined in accordance with the 'Metaal & Techniek – Metaalbewerkingsbedrijf' collective labour agreement (Dutch: *cao*).

Uitzendbureau X is looking for a suitable candidate based on this information. One mr. Van der Berg living in Weesp meets the requirements and expresses his interest and availability. He completed his studies in the summer of 2015. He did an internship at Lasbedrijf X and remained employed there for a while, but that ended in April 2017. Since then he has been registered with Uitzendbureau X. By this, Uitzendbureau X has found a suitable candidate and informs Van Klanteren B.V. through an offer (***HumanResource – offer***).

Henk from Van Klanteren B.V. reviews the offer and invited the candidate for a meeting. After the meeting Henk agrees with the suggested temporary employee and the proposed basic wage. He sends the order (***StaffingOrder – order***) to Uitzendbureau X for acceptance. Acceptance is processed there and additional information about the temporary employee is then shared (***HumanResource – x-assigned***). With this Van Klanteren B.V. receives the complete profile of the temporary employee Piet van der Berg, including contact details. The assignment has been realised and is being registered (***Assignment***). Piet can work at his new, temporary employer from the beginning of August. With this the last details are arranged, such as rates for overtime and things like insurance and travel allowances. In practice the latter two messages will often be offered simultaneously, with the *Assignment* containing a reference to the relevant *HumanResource*. If there are changes to the rates after the placement, an update of the *Assignment* will be sent.

During the assignment of Piet, Van Klanteren B.V. sends weekly timecards to Uitzendbureau X to report the worked hours and other things such as allowances (***Timecard***). The timecard of his first full working week is sent by Henk on Sunday 13rd of August and immediately approved by Uitzendbureau X since the rates had already been agreed.

After the first week, an invoice is sent automatically from Uitzendbureau X to Van Klanteren B.V. (***Invoice***), based on the timecard. Van Klanteren B.V. must pay the invoice within 14 days on the stated account number. The invoice contains the VAT amount and the total amount including and excluding VAT. The invoice lines describe the costs for regular hours, overtime, shiftwork allowances and travel allowances.

Standards

The above story applies to the following examples messages:

- Assignment v1.3
- Assignment v1.4
- HumanResource offer v1.3
- HumanResource offer v1.4
- HumanResource x-assigned v1.3
- HumanResource x-assigned v1.4
- Invoice v1.4
- Invoice v2.0
- Invoice v2.1
- Invoice v2.2
- Invoice G-Account extension v2.2
- StaffingOrder order v1.3
- StaffingOrder order v1.4
- StaffingOrder RFQ v1.3
- StaffingOrder RFQ v1.4
- Timecard v1.4