



# eRe Staffing

Temporary Staffing Coverage Plan (Template)

## Company Details

Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone / WhatsApp: \_\_\_\_\_

Site Address: \_\_\_\_\_

## Coverage Objectives

- Absentee coverage (same/next-day call-offs)
- Overtime relief (reduce burnout, improve safety)
- Project & seasonal support (scale 2–5+ quickly)

## Requirements & Assumptions

Target throughput / KPIs: \_\_\_\_\_

Shifts & start times: \_\_\_\_\_

Roles needed: \_\_\_\_\_

Headcount range (min–max): \_\_\_\_\_

Start date / timeline: \_\_\_\_\_

## Plan Outline

Recommended staffing mix and shift coverage: \_\_\_\_\_

Backup bench / on-call strategy: \_\_\_\_\_

Safety & onboarding notes: \_\_\_\_\_

Employer of Record (payroll, I-9, taxes) handled: ✓