Adding Recruiter to by Location

Assigning a recruiter to a specific location allows greater flexibility for your business needs. By setting up Recruiters you can manage your recruiter enrollment counts and easily filter by specific employees.

To Assign Recruiter to Location

Under Enrollment>Assign Recruiter

Use the drop-down menu to assign a recruiter to a specific location.

Viewing Assigned Recruiter in Enrollment Tab

All NEW enrollments will show the recruiter assigned under the recruiter column in the enrollment grid after the recruiter has been set.

	NAME	TYPE	PACKAGE NAME	RECRUITER ▲
☐		⊗ ▾		⊗ ▾
☐	View Enrollment	Enrollment	Direct Contractor Enrollment	Steve Swedler
☐	View Enrollment	Enrollment	Simple Workflow	Steve Swedler

Enter text to search...
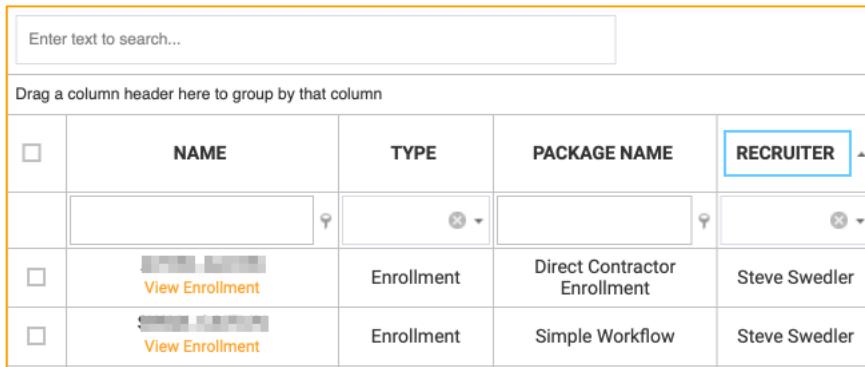
Drag a column header here to group by that column