



DAMSTRA

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Employee Mobilisation Requests

PRODUCT: EPP/WFM

VERSION:

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APPROVED BY:

Self-verification of employee mobilisation requests in EPP offers worksite users:

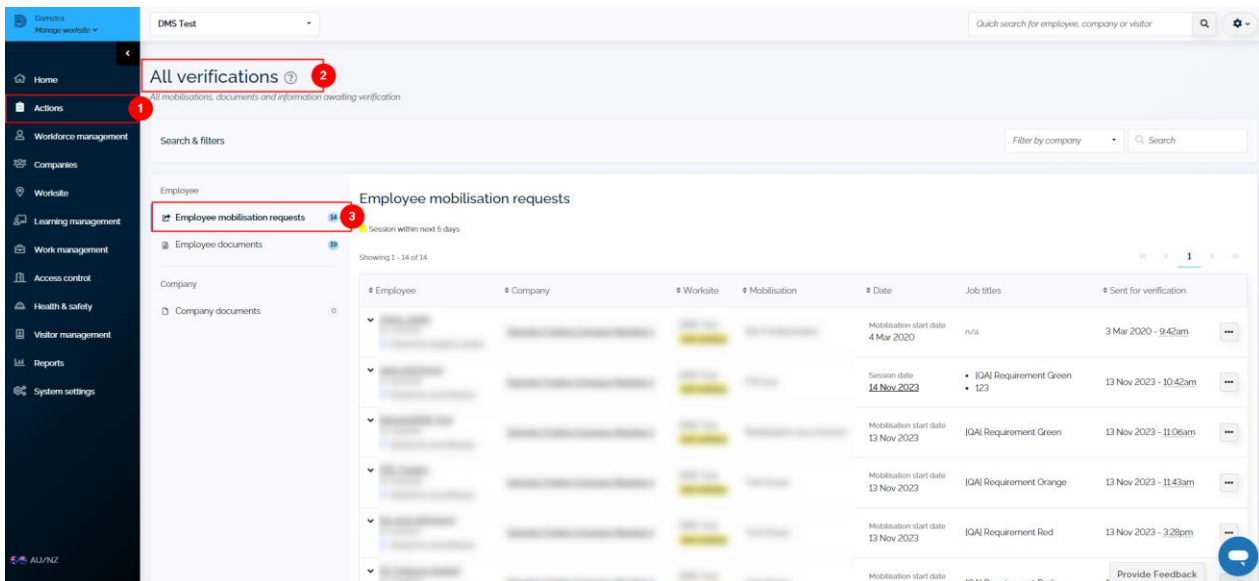
- full control over their worksite mobilisation requests
- ability to view, verify, approve, decline, and lock employee mobilisation requests
- eliminates the need to contact Damstra service desk
- increase process efficiency

Read more about All verifications’ permissions and access here.

Employee Mobilisation Requests

Employee Mobilisation Requests can be accessed by going to Actions via the left-sided navigation, select All verifications, the page landing page displays Employee mobilisation requests.

The employee mobilisation requests will display all the outstanding mobilisation requests submitted by contracting companies including requirements for the self-verifying worksite. Requests are ordered from earliest to latest submission date by default but can be customised. Sessions within the next 5 days will be highlighted in yellow to call the user’s attention to verify these requests as priority.



Employee mobilisation requests can come from new employees and existing employees.

1. **New employees** – new employee registration is verified by Damstra. Therefore, new employee mobilisation request will NOT be accessible for review and verification on the ‘All verifications - employee mobilisation requests page’ until the new employee registration is approved by Damstra.
2. **Existing employees** – any mobilisation request submitted for existing employees will appear in the employee mobilisation requests page of a self-verifying worksite as soon as sent for verification. However, employee detail updates are verified by Damstra. Information will be displayed in the employee details as below.


Employee	Company	Worksite	Mobilisation	Date	Job titles	Sent for verification
		DMS Test Self-verifying	Site Familiarisation	Mobilisation start date 4 Mar 2020	n/a	3 Mar 2020 - 9:42am

Name	Worksite	Start date	Expiry date	Required for
Employee details updates	n/a	n/a	n/a	n/a

Unable to review this item

Note: Worksite users with appropriate permissions can add permanent employees directly into EPP, as well as add mobilisations and job titles as part of adding permanent employee process. Read more about adding permanent employees here.

How to self-verify employee mobilisation requests?

1. Select and expand the employee mobilisation request by clicking 
2. Click **Review** to open the review document window that displays employee details, document details, and overall action.

Review document✕


Employee details


Employee <div style="background-color: #ccc; height: 20px; width: 100%;"></div>	Company <div style="background-color: #ccc; height: 20px; width: 100%;"></div>
	Registered name: <div style="background-color: #ccc; height: 20px; width: 100%;"></div>

Document details

Skill name <div style="background-color: #ccc; height: 20px; width: 100%;"></div>	Change skill name	Start date <input type="text" value="14/11/2023"/>	Expiry date <input checked="" type="checkbox"/> Never expires <small>Suggested expiry date: Never expires</small>
Communication <div style="background-color: #ccc; height: 20px; width: 100%;"></div>			
Worksite DMS Test		Level <input type="text" value="Competent"/>	


Download and review supplied files


.png

 Download file

Note (optional)

Overall action

 Download all supplied files before actioning this item

Approve

Decline

Lock this document

Approve document

3. Review the employee and document details. Document must be downloaded to be able to action the document. Skill name can be modified if needed.

Review document✕

Employee details

Employee [Redacted]	Company [Redacted] Registered name: [Redacted]
------------------------	------------------------------------------------------

Document details

Skill name [Redacted] Change skill name	Start date 14/11/2023	Expiry date <input checked="" type="checkbox"/> Never expires <u>Suggested expiry date:</u> Never expires
Communication [Redacted]	Level Competent	Note (optional) <input type="text"/>
Worksite DMS Test		

Download and review supplied files

📁 5 test.png

✔ Downloaded

Overall action


🔔 Download all supplied files before actioning this item




✔ Approve
 ✘ Decline
 🔒 Lock this document

Approve document


4. Approve, reject, or lock the document based on the worksite's acceptance criteria.
- Approve – approved mobilisation request for the employee will add them to the selected preferred session date's unconfirmed attendees' list.
Note: Declined document/employee requirement will appear in the EPP for Companies > Active mobilisation requests > attention required page awaiting to be resolved by company administrators.
 - Decline – declined mobilisation requests will be visible in the EPP for Companies > Active mobilisation requests > declined page with the information on why it was rejected.
 - Lock – lock documents for further review or approval. Explain reason for locking in the text area provided, then click Lock document. Locked documents can be unlocked by the locker.

Overall action

 Download all supplied files before actioning this item

-  Approve
-  Decline
-  Lock this document

Explain reason for locking



Lock document

Important note: Approving a request doesn't guarantee worker approval; it means the request is ready for processing.