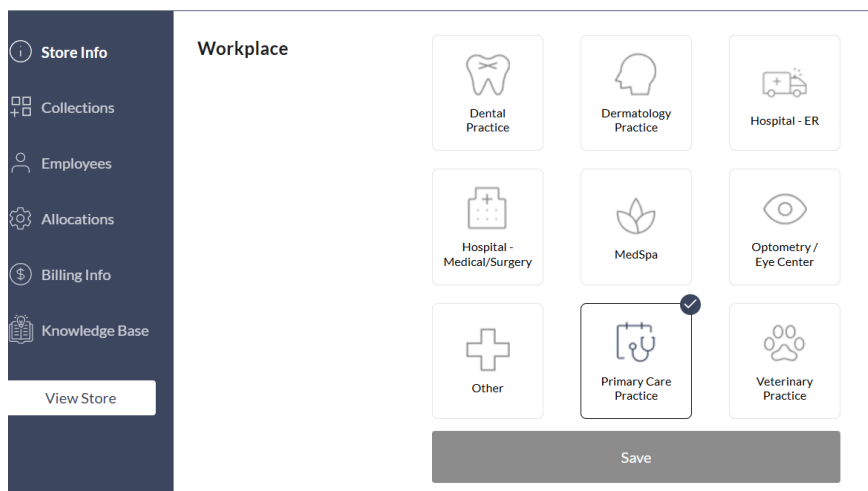# Uniform Stores

Allocation Eligibility Wait Period

The **Allocation Eligibility Wait Period** is a feature within the Uniform Stores platform designed specifically for allocation set ups that include **both** a **new hire allocation** that is assigned prior to the employee's actual hire date **and** a **recurring allocation** that is based on employee hire date. The use case for this feature is when an organization needs to assign a new hire allocation to an employee prior to their official start date so that they can be in uniform on day 1.

In this use case, the Uniform Store has this new hire allocation that is assigned when an account is created and the **New Hire** employee field is set to "yes". The site also has a recurring allocation that renews annually every year on an employee's hire date. If the allocation eligibility wait period is not used, an employee can receive their new hire allocation when created, exhaust that allocation prior to starting, and then when their start date hits, they can be assigned a recurring allocation as the system recognizes their hire date as the day to assign the recurring allocation.

To avoid these employees accidentally receiving a duplicate allocation, we can enter a number of days longer than the gap between when the account is created and when their hire date hits. During this window, the account will not be able to receive any additional allocations. This allows you to create a new hire with allocation prior to their start date, and then not have them receive their allocation renewal until the following year. Please read the steps below to see how to properly implement this feature.

Step 1: To create a new allocation for one or multiple employees, you will login to your admin portal, log into your microsite admin portal at https://admin.uniformstores.com. You can also go to your custom microsite URL (for example, companyname.uniformstores.com and select the **Microsite Admin** button at the bottom right.

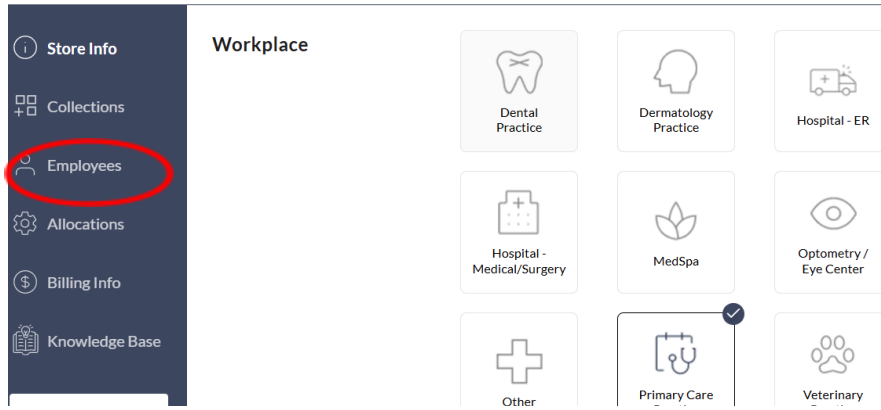**Step 2:**   Navigate to the menu located at the left of your screen and select **Employees.**

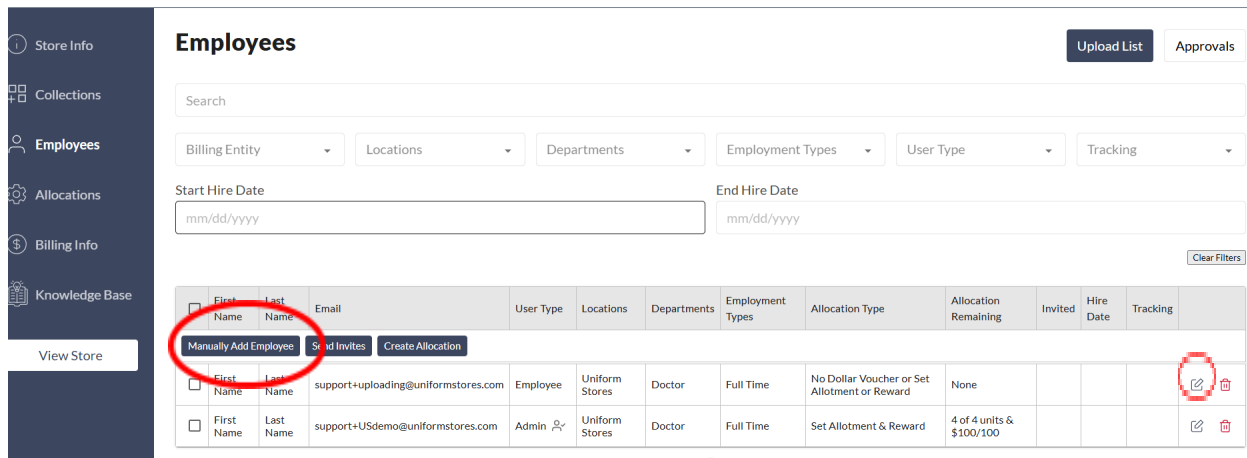**Step 3:**   Either manually add the new employee or if the employee's account is already created, click the edit (pencil) icon to view the employee's details.

Step 4: If manually adding a new employee, add all required fields. Then scroll to the bottom of the edit/ add employee page until you see **Allocation Eligibility Wait Period**. In this box, enter in a number of days that will cover the time between when you're adding this employee until after their hire date. For example, if you're adding an employee on January 23rd two weeks before their hire date on February 1st, you can add a 60 days allocation eligibility window to prevent that employee from receiving a 2nd allocation on their actual hire date. Once you've entered a date, click "add" or "save" at the bottom of the page to finish adding this allocation eligibility wait period. After the entered number of days has passed, that employee is able to receive any applicable allocations.

The selected employee should now have their new hire allocation prior to their hire date and won't receive any recurring hire date based allocations on that listed hire date due to the allocation eligibility wait period.

	First Name	Last Name	Email	User Type	Locations	Departments	Employment Types	Allocation Type	Allocation Remaining	Invited	Hire Date	Tracking		
☐														
	Manually Add Employee	Send Invites	Create Allocation											
☐	Allocation	Eligibility	support+eligibilitytest@uniformstores.com	Employee	Uniform Stores	Doctor	Full Time	Dollar Voucher	$150.00/150.00		02/01/2025		✎	🗑