Temp placement details

refers to:
placement form → details tab

Details that exist in the vacancy, (such as 'Position' and 'Their Ref') are imported from the vacancy. Details entered directly into the placement form do not update the vacancy since it is possible that there is more than one placement linked to a vacancy and they may have different details.

- References must be checked/entered as they will be passed through to the invoices.
- Enter the working days per work for calculation of holiday pay.
- Enter the details of any Items entered by your Agency, and also complete the questionnaire.

Rates are brought through from the vacancy and remain linked to it, while the client cells remain grey. If you have more than one placement and one is on different rates then either the cells can be edited or a different scheme selected using the **Add Rate** button. The cells will be white indicating that updates must be maintained from the placement. The text will change to red or blue to indicate whether it is more or less profitable than the original rates.

Notes

- If a Temp has more than one placement covering the same period, the first placement must have **Concurrent or Shift** ticked.
- Timesheets are usually maintained in the Temp Desk but are also shown attached to the placement, so the complete timesheet history can be seen.
- Make contact events for Contracts, etc from the placement form as they will then be available from the greatest number of places.
- Temp Placements generate the timesheets for the candidate in that placement so it is important to check the details are correct.
- The split view for fee share allocation only appears if requested by the Agency.

see also
4.5 How to complete/end a temp placement

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From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

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Last update: **2017/12/01 16:35**