How to complete/end a Temp placement

refers to:
placement form → details tab

- In the top right hand area, Enter a **Leave Date**.
- Open the Vacancy form using the **Vacancy** button and ensure it has a **final** status **and** an **End date** as appropriate.

Notes

- If the candidate is also leaving the agency the candidate must have a P45 date entered by either the consultant or accounts dept, depending on the agency practise. This will end the accrual of holiday pay.
- If the candidate is made permanent, you must finish the Temp placement, and in the same vacancy create a new Perm placement, which will generate the Temp to Perm invoice. The vacancy does not need to be recreated.
- A Placement will appear on the Temp Desk until the Leave Date has been reached. This means placements without leave dates appear for ever. It is important to keep the Temp Desk functioning to give a Leave date to a completed temp placement.

Back to Online Users Guide
Back to Placement Records

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