Temp Desk - Placements Tab

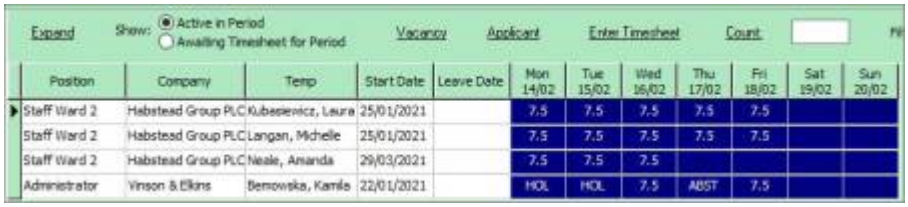
refers to:
temp desk form → placements tab

This is where you manage your group of placed candidates. All contacts can be made and recorded from this view.

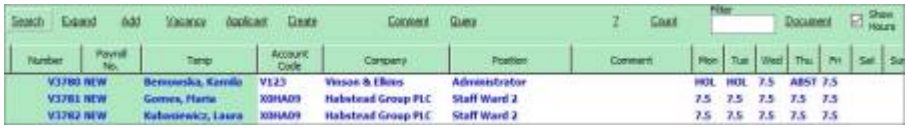
In order to save entry time a Placement is not required until a first Timesheet is Completed – IQX takes care of it in the background. This means that looking at the Placement list does NOT show who is working in the week.

If a Placement is needed because a Temp is getting different rates to the Vacancy then from the Vacancy it is possible to early-create the Placement **from the shift view** by clicking the **Placement/Rates** button. **Do not** use the normal method of adding a Placement as it will not see the shift links.

2.22.2+ If set up by your system administrator unavailability entered for a contract temp the reason is now visible onthe Placements, Timesheets and Availability views.



The Unavailability reasons will also show on the timesheet in place of the hours, if Show Hours is ticked.



Note Timesheets are generated from this list so it is important to only have current placements on this list.

See also
What do the colours mean?

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