Temp Desk - Placements Tab

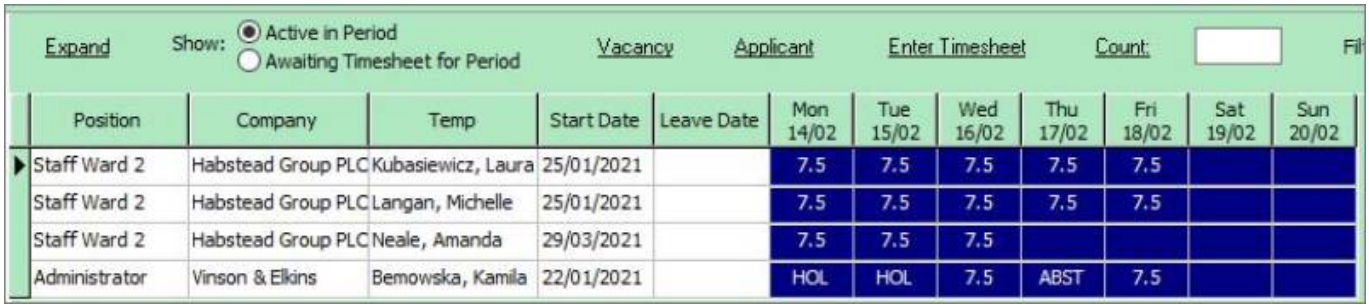
refers to:
temp desk form → placements tab

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.

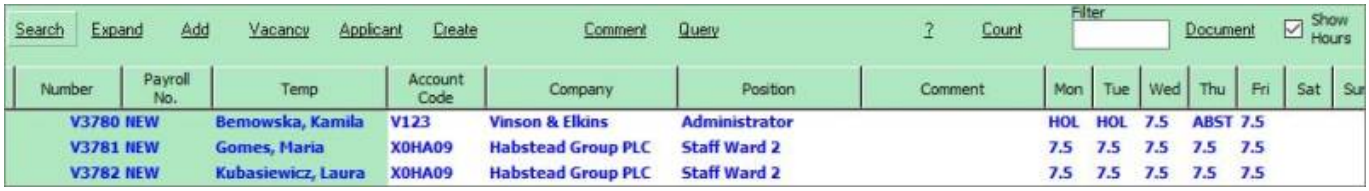
If a Placement is needed because a Temp is getting different rates to the Vacancy then from the Vacancy it is possible to early-create the Placement **from the shift view** by clicking the **Placement/Rates** button. **Do not** use the normal method of adding a Placement as it will not see the shift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



Position	Company	Temp	Start Date	Leave Date	Mon 14/02	Tue 15/02	Wed 16/02	Thu 17/02	Fri 18/02	Sat 19/02	Sun 20/02
Staff Ward 2	Habstead Group PLC	Kubasiewicz, Laura	25/01/2021		7.5	7.5	7.5	7.5	7.5		
Staff Ward 2	Habstead Group PLC	Langan, Michelle	25/01/2021		7.5	7.5	7.5	7.5	7.5		
Staff Ward 2	Habstead Group PLC	Neale, Amanda	29/03/2021		7.5	7.5	7.5				
Administrator	Vinson & Elkins	Bemowska, Kamila	22/01/2021		HOL	HOL	7.5	ABST	7.5		

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



Number	Payroll No.	Temp	Account Code	Company	Position	Comment	Mon	Tue	Wed	Thu	Fri	Sat	Sun
V3780 NEW		Bemowska, Kamila	V123	Vinson & Elkins	Administrator		HOL	HOL	7.5	ABST	7.5		
V3781 NEW		Gomes, Maria	X0HA09	Habstead Group PLC	Staff Ward 2		7.5	7.5	7.5	7.5	7.5		
V3782 NEW		Kubasiewicz, Laura	X0HA09	Habstead Group PLC	Staff Ward 2		7.5	7.5	7.5	7.5	7.5		

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?

Back to Online Users Guide
Back to Temp Desk

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

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug6-6&rev=1655113730

Last update: **2022/06/13 09:48**