



Placements

refers to:

vacancies form → placements

This table shows the candidates who have been placed in the vacancy. Normally you make a placement from the **Short List** but you can add it directly from here. The Placement holds all the details required for invoicing a Perm placement or generating timesheets for a Temp. **It is important to get the details correct.**

To place a candidate from the **vacancy placement screen** (no short list):

- Click on the **Placements** option on the left hand side of the screen.
- Click on the **Add** button. In the selector enter the **keyname** of the candidate you are entering.
- Select the candidate, and click **Ok**.
- Enter/confirm the **start date** and **Leave date** (if known) and click on **OK**.
- If the placement completes the number of posts to be filled you will be asked if you want to change the vacancy state to Filled and change the progress state of all unsuccessful candidates in the short list to Rejected. If you say **Yes** then the status will have to be manually changed when the placement comes to an end.
- Now **complete** the details of the Placement form.

Extending a Placement

When an existing placement requires to be extended rather than create a whole new placement users can use the Placement Extension System (from version 2.21.4 onwards).

Users with the layout role to enable them to authorise Placement Extensions will see this new button on Placements.

Temp Placement of Craig Adams as Scott Test 1 at A & M Stephens	
Details	Applicant: Craig Adams
Split	Company: A & M Stephens, A Stephens
Contact Events	Job Title: Scott Test 1
Rates	Client Department:
AWR Role	PO Number:
AWR Linked	Contract:
Placements	Placement Date: 09/04/2021
Shifts	Override Invoice Layout:
Timesheets	Sales Brand: Alt1
Accounts	Invoice Prefix: A1
Staged Invoices	Invoice Email: alt1@iqx.co.uk
Add Extension	
Start Date: 09/04/2021	
Leave Date: 13/06/2021	
Department: Events	
Consultant: SCOTTM	
Our Ref.: 3460	
Concurrent or Shifts: ☒	
Override IR35: ☐	
Days per Week: 5	
Work Pattern: MTWTF__ 09:00 7.5 hours	

When this is pressed you are then prompted to select the reason for the extension, the new leave date and the reporting start date, you can also add any relevant notes at this point.



The 'Add Placement Extension' dialog box contains the following fields:

- Extension Reason: (dropdown menu)
- Leave Date: 13/06/2021
- Reporting Start Date: 13/06/2021
- Notes: (text area)
- Buttons: Ok, Cancel

All of the changes made are detailed in a placement extension table which can be viewed at the bottom of the Placement. This shows the original Start Date, original Leave Date, the updated Leave Date as well as who changed it and when. This table is also updated if you manually change the Leave Date or create a Provisional Timesheet that is beyond the current Leave Date.

The screenshot shows the 'Temp Placement of Craig Adams as Scott Test 1 at A & M Stephens' window. The left sidebar lists various options, with 'Placement Extensions' highlighted. The main area displays a table of extension records.

Original Start Date	Original Leave Date	Reporting Start Date	Leave Date	Who Changed	When Changed	Who Authorised	When Authorised	Extension Reason
09/04/21			13/06/21	SCOTTM	26/05/21 10:33	SCOTTM	04/06/21 11:45	
09/04/21			06/06/21	SCOTTM	26/05/21 10:31	SCOTTM	26/05/21 10:31	More Time
09/04/21			06/06/21	SCOTTM	26/05/21 10:31			

This feature requires system administrator setup.

see also

[Short list](#)

Back to [Online Users Guide](#)

Back to [Vacancy Records](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-18&rev=1650017827

Last update: **2022/04/15 10:17**

