Placement

Creating and Managing Placements

One a Job has been created, the next step is to find a suitable Candidate and take them through a submission process. During this process, the Candidate will either be selected for the position or not. If they are selected, a Placement record is created. Create a Placement through the *Submission* process or create a Placement directly in Bullhorn. (See **Job_Creating and Managing Submittals** reference for information on the Submission process). Creating the Placement directly automatically creates a Submission record.

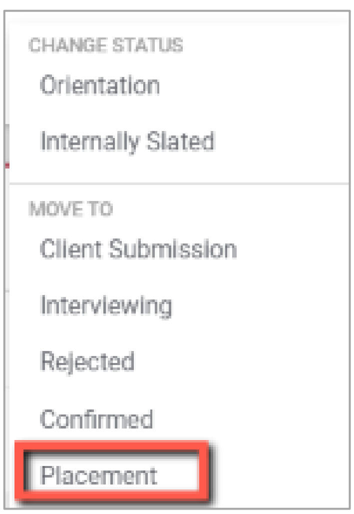
Creating a Placement

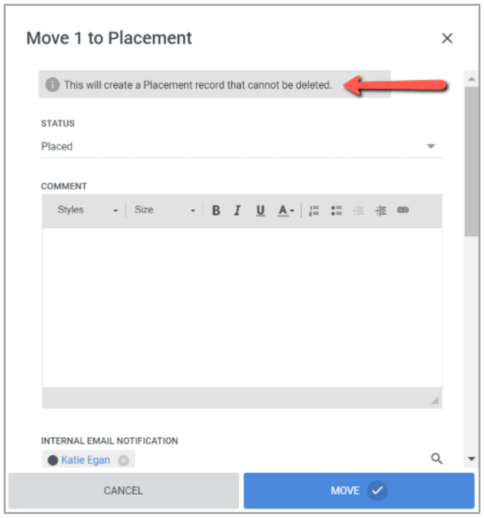
You can create a Placement for Job from a Submission or from a Job. If the Candidate must go through a submission process, Placements are created from the Submission. When there are no submission steps to go through, you can directly create a Placement from the Job, which automatically creates the Submission record which associates the Job and the Candidate.

Create Placement from Submission

When the Candidate accepts the offer, move the Submission to **Placement**. This creates the Placement record and ends the Submission process.

- Move to Placement populates with information from the Job and Candidate.
- Complete any other necessary fields and click **Move**. **This creates a Placement record that cannot be deleted.**
- The Submission status updates to Placed, the Candidate displays in the Placement section of the Submission tab and the Candidate status updated to Placed.



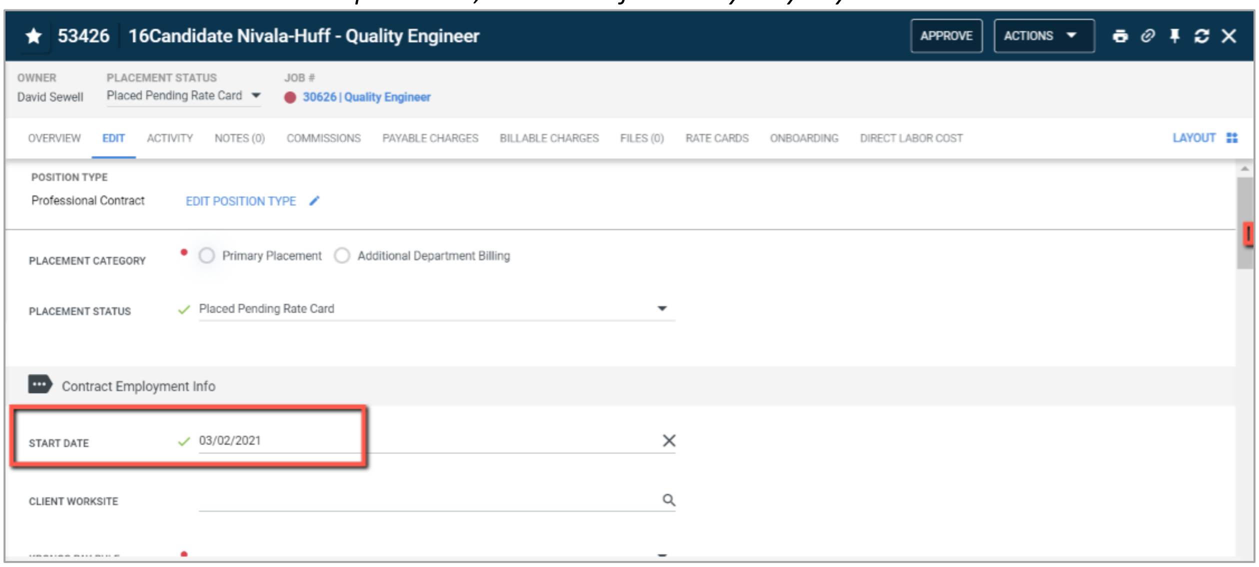


Placement

The new Placement Edit screen displays. Complete all required fields (with red dot displayed) and all business required details. In general, pay particular attention to:

- Ensure the **Start Date** is correct. The value populates form the Job and may not be accurate for this Placement
- If applicable, ensure the Estimated End Date or Duration is accurate
- Any shift or Placement specific details
- Time Approver fields
- Time and Expense fields (this impact how a candidate's time is captured and processed)
- After saving the Placement, create Placement Rate Card

This is a sample screen; Placement fields may vary in your environment



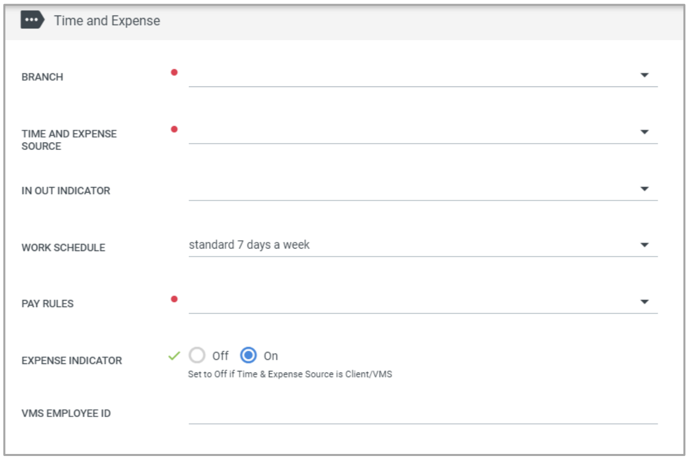
Placement Time and Expense

These fields, generally found at the end of a Placement screen, are used when Bullhorn Time and Expense is implemented. The fields define how a Candidate timesheet is created and whether the Candidate will enter their time via the Web or if time is received from a VMS tool or other source.

Fields available on the Placement vary by how your system is configured. The labels may be different.

- **Time and Expense Branch:** Select Branch from list
- **Time and Expense Source**: Click in field to select an option
  - **Web**: Candidate enters time and expenses via Bullhorn Time Entry (BTE)
  - **Client/VMS**: Time and expenses are captured in a client system, agency clocks, VMS tool, paper, or any other method
  - **BTE Clock**: Bullhorn clocks are installed for this Company
- **In Out Indicator:** Defaults to blank (which indicates time entry includes in and out times and breaks)
  - If Time and Expense Source = Web, leave default (blank). Candidate will enter time in and time out.
  - If Time and Expense Source = Client/VMS, select **Hours per Day**
- **Alternate Work Schedule:** Defaults to **Standard 7 days a week.** Leave as defaulted unless instructed to choose a **4/10 rule** or **9/80 template**

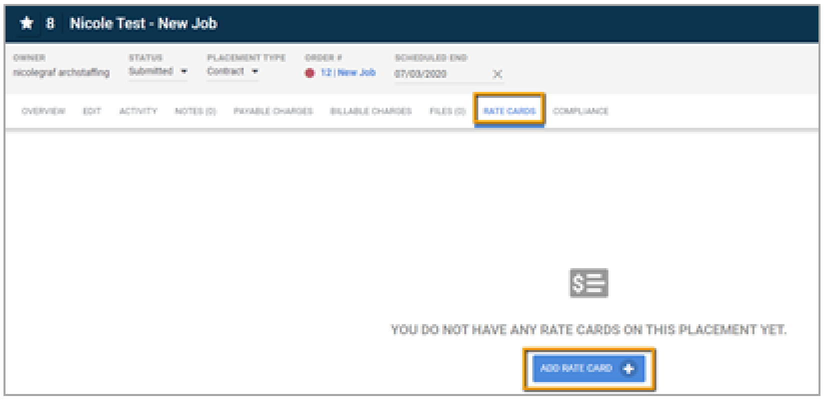
- **Pay Rules:** Select value for how Overtime is evaluated at this customer. It is critically important this is accurate as it impacts Pay and Billing. (Below are a sample of types of options; these will vary in your system)
  - **OT>40 hrs.** Overtime over 40 hours a week. Select unless worksite is in California or customer has a special rule
  - **California>8OT>12 DT.** California rule.
  - **OT>8+OT Sat+DT Sun.** Overtime over 8 hours in a day, Overtime on Saturday, and DT on Sunday. Customer rule
  - **Sunday DT+Weekly OT>40**. Overtime over 40 hours in a week, DT on Sunday. Customer rule
  - **OT>10+OT Friday & Saturday+DT Sun.** Working 4 10 hr days where OT over 10 in a day and on Fridays and Saturday, DT on Sunday. Customer rule.
- **Expense Indicator:** Determines if candidate can use the BTE Expenses screen to submit expenses. Defaults to **Off**. Set to On if candidate will have Expenses.



Placement Rate Card

On a **Placement**, navigate to the **Rate Cards** tab

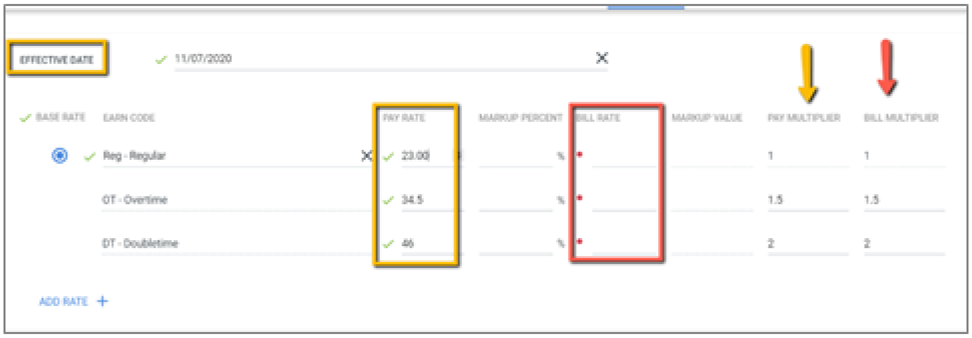
- Click **Add Rate Card**



The **Rate Card** detail screen displays with the Base Rate Earn Codes populated

- **Effective Date** is set as one day prior to the Placement Start Date.
- Complete the fields for Regular, Overtime and Double Time. All are required. Entering and updating fields will cause other fields to automatically calculate.
    - Enter a Regular **Pay Rate** (one may populate from Placement)
        - Overtime and Double Time Pay Rate automatically calculate based on the **Pay Multiplier**
    - For Regular, enter a **Markup** to calculate the **Bill Rate** or enter a set **Bill Rate**
        - The Overtime and Double Time **Bill Rate** calculates using the same Markup
    - If the Overtime or Double Time **Markup** or **Multiplier** is different than Regular, update the specific field
    - If Double Time is not applicable you can enter either 0 I the Rate fields or allow the calculated Double Time to remain. The Rate is not used unless Double Time is part of the client overtime rules

- Additional Earn Cdes may be populated, based on how the Company is configured.
    - Update the fields to the populate the correct Pay and Bill Rate
- If instructed to add additional Earn Codes, click **Add Rate.** *See Add Additional Earn Codes section for details*
- Click **Save**



Add Additional Earn Codes and Rates

When instructed, include additional Earn Codes on the Placement Rate Card. These indicate there are different items that may be paid and/or billed

- On a **Rate Card** click **Add Rate**
- Select an Earn Code
- Enter a Pay Rate and either a Markup or Bill Rate
    - If you are not billing a client, enter 0 in the Bill Rate field
    - If the Earn Code is Pay Only, the Bill fields are disabled
- Click **Save**

Important! Once all the appropriate fields are entered, including Time and Expense and Rate Cards, the Placement set the Placement Status to Approved. Follow local processes.

Placement