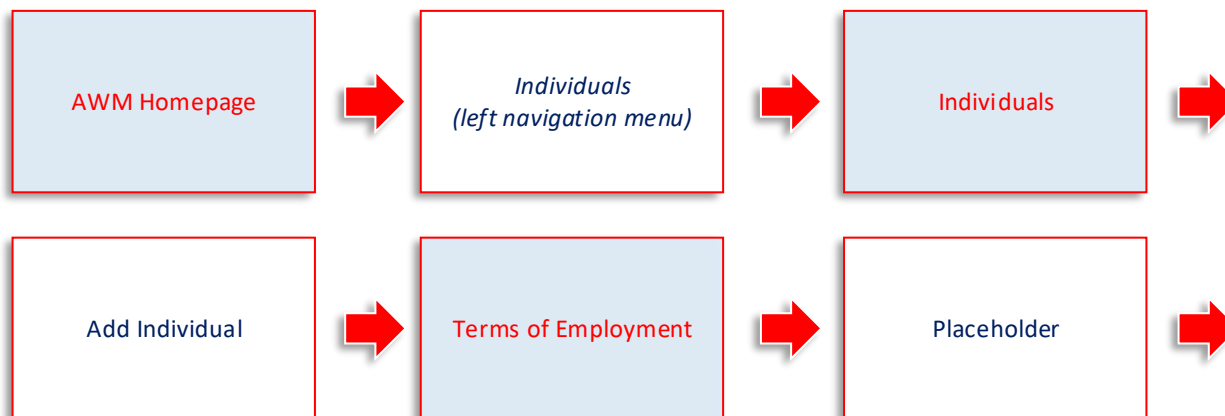




## Steps for Using a Placeholder for a Non-Sessional Academic

Navigate to appropriate screen



Input Data



### Key Factors to know when Entering Information

- In the instance of a vacant position, use the Placeholder feature.
- To be able to use a Placeholder for a Non-Sessional Academic role you must go via the Individual/Terms of Employment screen..
- Enter a name for your Placeholder workload that is unique and related to the purpose of the Placeholder.
- The Placeholder workload can be transferred to a real person at a later date.