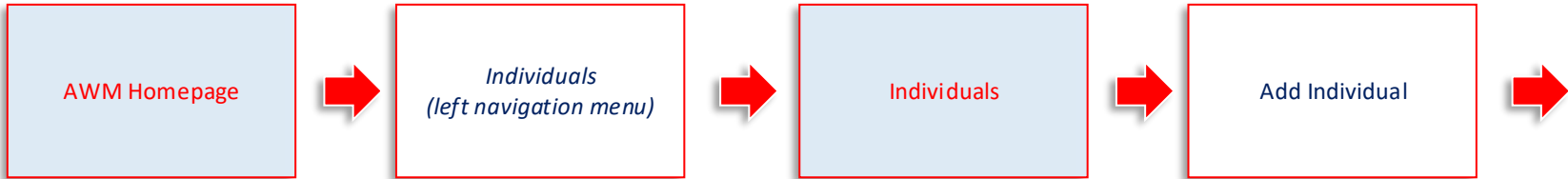


Set Terms of Employment for a Placeholder

Navigate to Terms of Employment page



Input Data



Key Points to know when Entering Information

- You can create Terms of Employment for vacant positions using the Placeholder feature.
- A Placeholder workload can be allocated to a person at a later date.
- All mandatory screens are the same as setting Terms of Employment for a Non-Sessional with the exception of the Discipline field. This is a requirement for a Placeholder.
- The Placeholder should be given a fairly generic name relevant to the purpose of the Placeholder (eg, replacement for Lecturer in Information Studies) rather than a specific person's name. This will save confusion.