# System Maintenance

## Collective or Wage Agreement

These agreements are needed so that they can then be assigned to employees, and their use is described under **Employment**.

The list of all created wage agreements is displayed here, and clicking "New" lets you create new wage agreements.

Currently available fields for this:

- Short name (required field)
- Name (required field)
- Notice period amount (required field)
- Notice period unit (required field)
- Description
- Advancement method (required field)
- Weekly hours (required field)
- "Public" checkbox

Tabs:

- Job/pay groups
- Ranges of job/pay groups
- Pay/advancement levels
- Minimum salaries

## Contract Type

The list of all created positions is displayed here, and clicking "New" lets you create new positions.

Currently available fields for this:

- Name (required field)
- Description
- Weekly hours (required field)

## Career Level

The list of all created career levels is displayed here, and clicking "New" lets you create new career levels.

Currently available fields for this:

- Client
- Short name (required field)
- Name (required field)
- Description

Tabs:

- Assigned positions

## Education

The objects described here (educational institution, educational institution type, and seminar group) are needed in order to be able to correctly enter and save further education and seminars of employees.

### Educational Institution

Currently available fields for this:

- Short name (required field)
- Name (required field)
- Address line 2
- Address line 3
- City
- Correspondence address
- State
- Street
- Postal code
- Website

Tabs:

- Educational institution type

### Educational Institution Type

Currently available fields for this:

- Name (required field)
- Description
- Parent educational institution type

Tabs:

- Subordinate educational institution types
- Educational institutions

### Seminar Group

Currently available fields for this:

- Client
- Short name (required field)
- Name
- Description
- Parent seminar group

## Companies

### Company

Currently available fields for this:

- Short name (required field)
- Name (required field)
- Homepage
- Industry
- Size

Tabs:

- Categories

### Company Category

Currently available fields for this:

- Name (required field)
- Description
- Parent category

Tabs:

- Companies
- Subordinate categories

## Certificates

Certificates and certificate groups are needed in order to be able to enter employees' certificates in the tab provided for this purpose.

### Certificate Group

Currently available fields for this:

- Client
- Short name (required field)
- Name (required field)
- Description
- At most one certificate of this group can be assigned to a person at any one time
- Parent certificate group

Tabs:

- Certificates

### Certificate

Currently available fields for this:

- Client
- Short name (required field)
- Name
- Certificate group (required field)
- Description
- Validity period (required field)
- Unit of the validity period

Tabs:

- Persons

## Qualifications

### Qualification

Currently available fields for this:

- Client
- Short name (required field)
- Name

- Active
- Description
- Validity period (required field)
- Unit of the validity period
- Qualification group

Tabs:

- Job families
- Jobs
- Persons
- Positions

### Qualification Group

Currently available fields for this:

- Client
- Short name (required field)
- Name (required field)
- Description
- Qualification type
- Parent qualification group

Tabs:

- Qualifications
- Levels

## Competencies

### Competency

Currently available fields for this:

- Client
- Short name (required field)
- Name (required field)
- Description
- Competency group (required field)
- Website

Tabs:

- Job competencies
- Job family competencies
- Person competencies
- Position competencies

### Competency Group

Currently available fields for this:

- Short name (required field)
- Name

- Description
- Client
- Parent group

Tabs:

- Competencies

## Assignments

### Assignment

Currently available fields for this:

- Client
- Short name (required field)
- Name (required field)
- Description
- Area of responsibility (required field)
- Valid from
- Valid until

Tabs:

- Detail assignments
- Job families
- Jobs
- Positions
- Observable criteria

### Area of Responsibility

Currently available fields for this:

- Client
- Name (required field)
- Description
- Parent area of responsibility

Tabs:

- Subordinate assignments