Tab Organization - Roles

A **role** describes a specific **function** within a company (supervisor, HR).
A role in HR-Expert is used to assign specific functions in the workflow process (e.g., supervisor: approval of vacation requests; HR: reviewing sick notes).

In the Personalwolke there are **two predefined roles** that can be assigned to individual persons or groups:

- **Supervisor**
  As the name suggests, this role is used to grant a person or group certain extended rights to approve or reject requests submitted by employees (vacation, doctor's visit, time off in lieu, etc.).
- **HR**
  This role helps with the analysis of employees. Various analyses can be created on different topics (accounts, sick leave days, vacations, statistics, attendance, etc.)

In principle, it is also possible to assign several roles to one person if this is necessary to represent their responsibilities and tasks.

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Important: Please observe Time limitation and historization[1], so that you achieve the intended effectiveness and historization!

In contrast to organizational structures (organizational units, permission groups), a role is **not reportable**. This means that no information functions of a role can be taken into account when querying information. If you still want to create **reports filtered by roles**, it is recommended to combine the role holders in a permission group. For example, all persons with managerial duties can be added to a permission group "Supervisors".

Note:
If you need additional roles for the specific recording of your personnel structure, please contact our setup experts.

1. /daisy/personalwolke-admin/7738-dsy.html?language=4