

# Organisation

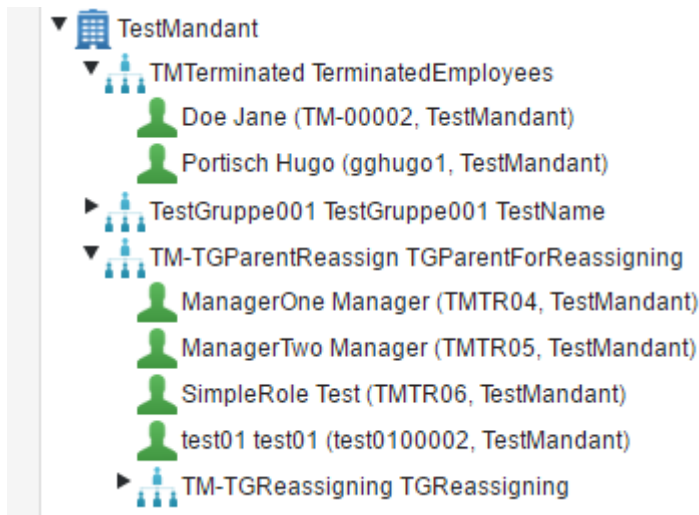
## Position plan

06.03.2017 MV-VERTR Muster Ve X ...  untergeordnete OEs einbeziehen + -

Typ	Tarif	SOLL	IST	Wochenstund	Beginn	Ende	Grund	Geplanter Austritt
▼ MV-VERTR - Muster Vertrieb		126,00	1,00	38,50				
▶ MV-VERTRAUSD - Vertrieb Ausland		58,00						
▼ MV-VERTRIND - Vertrieb Inland		10,00	1,00	38,50				
▶ ABTL 0000090 - Abteilungsleiter 0000090		1,00						
▶ BER 0000055 - Berater 0000055		1,00						
▶ BER 0000089 - Berater 0000089		1,00						
▶ ENTW 0000057 - Entwicklung 0000057		1,00						
▶ ENTW 0000074 - Entwicklung 0000074		1,00						
▶ ENTW 0000092 - Entwicklung 0000092		1,00	1,00	38,50				
▶ ENTW 0000093 - Entwicklung 0000093		1,00						
▶ ENTW 0000096 - Entwicklung 0000096		1,00						
▶ VER 0000088 - Vertrieb 0000088		1,00						
▶ VER 0000098 - Vertrieb 0000098		1,00						
▶ MV-VERWD - Verwaltung		58,00						

The **position plan** displays the position structure of the selected department on the key date. With the plus symbol all subfolders are expanded, with the minus symbol are hidden again.

## Organigramm



The **Organigramm** displays the company structure with all organizational units and groups and the assigned employees.

# Organizational Unit

Organisations-Einheit:

Mandant\*

Kurzname\*

Name\*

Beschreibung

Oberste Ebene

Gültig von\*

Gültig bis

Personen | Planstellen | Hierarchie

0 Elemente

Person	Gültig von	Gültig bis
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Frühere Zuordnungen (0 Elemente)

Person	Gültig von	Gültig bis
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The list of all created organizational units is displayed here and new organizational units can be created by clicking on "New".

For this, there are currently existing fields:

- Client (mandatory field)
- Short name (required)
- Name (required)
- Description
- Top level
- Valid from (Mandatory field)
- Valid until (01.01.3000)

Tabs:

- Persons
- Permanent posts
- Hierarchy
  - Parent group
  - Subordinate Group
- Roles
- Under the responsibility of

## Cost center

Cost centers are used, among other things, to allocate the costs of employee training.

Kostenstelle:

Abbrechen Speichern

Mandant\*

Kurzname\*

Name\*

Beschreibung

Gültig von\* 06.03.2017

Gültig bis 01.01.3000

Personen Planstellen

Stammkostenstelle Akontierung

Neu

0 Elemente

Person	Gültig von	Gültig bis
Frühere Zuordnungen (0 Elemente)		
Person	Gültig von	Gültig bis

The list of all created cost centers is displayed here and new cost centers can be created by clicking on "New".

For this, currently existing fields are available:

- Client (Mandatory field)
- Short name (required)
- Name (required)
- Description
- Valid from (Mandatory field)
- Valid until (01.01.3000)

Tabs:

- persons
  - master cost center
  - acconation
- permanent posts
- rolls
- Under the responsibility of

## Location

Standort:

Abbrechen Speichern

Mandant\*

Kurzname\*

Name\*

Beschreibung

Gültig von\* 06.03.2017

Gültig bis 01.01.3000

Adresse Personen Planstellen

Straße

Adresse-Zeile 2

Adresse-Zeile 3

Postleitzahl

Stadt

Land

Korrespondenz-Adresse

The list of all created locations is displayed here and new locations can be created by clicking on "New".

Fields currently available for this purpose:

- Client (mandatory field)
- Short name (required)
- Name (required)
- Description
- Valid from (Mandatory field)
- Valid until (01.01.3000)

Tabs:

- Address
  - street
  - Address line 2
  - Address line 3
  - postcode
  - town
  - country
  - Correspondence address
- persons
- permanent posts
- rolls
- Under the responsibility of

## Permanent post

Planstelle:

Mandant \*  Zustand  Leitungsstelle

Kurzname \*  Offen

Name \*  ab 06.03.2017

Beschreibung  bis 01.01.3000

Gültig von \* 06.03.2017

Gültig bis 01.01.3000

Stelleninhaber Stellen Organisation Anforderungen Stellenfamilien Positionshierarchie Arbeitsklassifizierungen Kompetenzen

0 Elemente

Person	Wochenstunden	Hauptverantwortlichkeit	Legt Organisationseinheit fest	Legt Kostenstelle fest	Legt Standort fest	Veränderungsgrund	Gültig von	Gültig bis
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Frühere Zuordnungen (0 Elemente)

Person	Wochenstunden	Hauptverantwortlichkeit	Legt Organisationseinheit fest	Legt Kostenstelle fest	Legt Standort fest	Veränderungsgrund	Gültig von	Gültig bis
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The list of all posts created is displayed here and new positions can be created by clicking on "New".

For this, there are currently existing fields:

- Client (Mandatory field)
- Short name (required)
- Name (required)
- Description of the
- state

- management position
- Open from
- Open until
- Valid from (Mandatory field)
- Valid until (01.01.3000)

Tabs:

- position holders
- positions
- organization
  - organizational units
  - locations
  - cost centers
- requirements
  - experience levels
  - qualifications
  - responsibilities
- job families
- Position hierarchy (position plan hierarchy)
  - Higher-level positions
  - Subordinate positions
- job classifications
- skills

## Maintenance

### Position

Stelle:

Abbrechen Speichern

Mandant

Kurzname\*

Name\*

Beschreibung

Gültig von\* 06.03.2017

Gültig bis\* 01.01.3000

Kompetenzen Stellenfamilien Qualifikationen Aufgaben Arbeitsklassifikationen Personen Planstellen

Neu

0 Elemente

Kompetenz	Gültig von	Gültig bis

Frühere Zuordnungen (0 Elemente)

Kompetenz	Gültig von	Gültig bis

The list of all created jobs is displayed here and new jobs can be created by clicking on "New".

For this, currently existing fields:

- client
- Short name (required)
- Name (required)
- Description

- Top level
- Valid from (Mandatory field)
- Valid until (01.01.3000, mandatory field)

Tabs:

- skills
- job families
- qualifications
- assignments
- positions
- job classifications
- persons
- permanent posts

## Job family

Stellenfamilie:

Abbrechen Speichern

Kurzname \*

Name \*

Mandant

Aufgaben Erforderliche Qualifikationen Planstellen Stellen Kompetenzen

Neu

0 Elemente

Aufgabe	Gültig von	Gültig bis

Frühere Zuordnungen (0 Elemente)

Aufgabe	Gültig von	Gültig bis

The list of all created jobs is displayed here and new jobs can be created by clicking on "New".

Fields currently available for this purpose:

- Short name (required)
- Name (required)
- client

Tabs:

- assignments
- Qualifications required
- permanent posts
- positions
- skills