# Groups

## General

A group allows several persons to be grouped into organizational units, which can serve different grouping purposes in the context of the employee portal:

- department
- team
- area

The assignment of the group to the organizational structure indicates whether the group is a hierarchical organizational unit (referred to in the personnel cloud as "organizational chart XXXX", where XXXX corresponds to the client abbreviation) or a loose group.

## Hierarchical Group

If the group is part of a hierarchical organizational plan (organizational chart XXXX), additional relationship options to other groups are available: These relationships to each other are regulated, for example, by determining a "top group in the structure" or a higher-level or lower-level group.

If a higher-level group is selected, all other groups in the organizational chart appear subordinate to this group. A higher-level group can have several subgroups.

## Loose Groups

The non-hierarchical (loose) groups are groups without a systematic organisational purpose, i.e. these groups do not have hierarchical relationships with each other that allow employees to be grouped according to various criteria (e.g. full-time employees, part-time employees, flat-rate employees, departures, maternity/ paternity leave, projects, etc.). Employees can be assigned to several loose groups at the same time.

Depending on the account type (TimeFree, TimeBase, TimeProfessional), loose groups are created in the personnel cloud by default from the beginning, via which the possibilities of the employees assigned to them are controlled.

### TimeFree

- **XXXX-ALLE**
  *Basis group to which all employees must be assigned*
- **XXXX-Management**
  *Group, the employees who are to receive extended rights (person/group administration, correction/ absence client, various evaluations and statistics).*

### TimeBase & TimeProfessional

- **XXXX-ALLE**
  *Basis group to which all employees must be assigned*
- **XXXX-Management**
  *Group for employees with extended rights (account evaluation, absence calendar, statistics)*
- **XXXX-Admin**
  *Group for employees with extended rights in client administration (organization chart, person administration, group administration, role administration, user switching)*

WARNUNG

Each employee MUST be added to group XXXX-ALLE (where XXXX stands for the respective fixed client abbreviation).

By adding to one or both other loose groups, additional rights can be granted to the employee.

## Group membership and group change

Members of groups are persons. For hierarchical groups, one person must be assigned to exactly ONE group at a time. If a person is assigned to a hierarchical group, this person loses membership of his or her previous hierarchical group.

If the group is a loose group, persons can be members of several such groups at the same time!

The assignment of employees to a group can be planned in advance by determining the validity date of the respective employee in a group. For example, you can plan that an employee assigned to group A is to be assigned to another group (group B) from a certain date (valid from - to).

## Roles

Roles can be assigned to groups created by the user. All employees in this group are then the owners of the assigned role(s) ( Manager, Personnel).

# Felder

| Name | Wert |
|---|---|
| Modul | Time & Attendance (ta) |
| Webdesk Actionname | showGroups |
| Artefakt-Typ | Action |