Groups

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General

A **group** allows several persons to be combined into organizational units, which can serve various 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 an organizational unit or a permission group.

Hierarchical group

If the group is part of a hierarchical organizational structure (as an organizational unit), additional options for relationships to other groups are available: these relationships to each other are regulated, for example, by specifying a "top group in the structure" or a higher-level or lower-level group.
If a higher-level group is selected, all other groups appear subordinate to this group in the organizational chart. A higher-level group can have several subgroups.

> WARNUNG
>
> **Every employee MUST be assigned to a hierarchical group.**

Permission groups

The non-hierarchical permission groups are groups without a systematic organizational purpose, i.e., these groups have no hierarchical relationships to each other and allow employees to be grouped by a wide range of criteria (e.g., full-time employees, part-time employees, flat-rate employees, departures, parental leave, projects, etc.). Employees can be assigned to several permission groups at the same time.

In Personalwolke, permission groups are created by default from the start, and they control the options available to the employees assigned to them.

- **XXXX-ALLE**
  Base group to which all employees must be assigned
- **XXXX-Management**
  Group for employees with extended permissions (account report, absence calendar, statistics)
- **XXXX-Admin**
  Group for employees with extended permissions in client administration (organizational chart, person administration, group administration, role administration, switch user)

> WARNUNG
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> **Every employee MUST be added to the group XXXX-ALLE (where XXXX stands for the respective fixed client abbreviation).** In addition, every employee can be assigned to an unlimited number of permission groups.

By adding an employee to one or more permission groups, they can be granted additional permissions.

Group membership and group change

Members of groups are persons.

Every active person must be continuously assigned to a hierarchical group. Creating a person without assigning them to a hierarchical group is not possible.

Assigning a person to a hierarchical group causes that person to lose membership in their previous hierarchical group. Memberships in hierarchical groups replace each other without interruption. When changing from one group to another, entering a start date for the membership automatically sets the expiration date for the previous group.

You can find information on how to carry out a group change in the chapter "Transferring employees (department, group, location, cost center)[6]" in the FAQs.

If the group is a permission 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 specifying the validity date of the respective employee in a group. For example, you can plan that an employee who is assigned to group A is to be assigned to a different group (group B) from a certain date (valid from - to).

If A and B are hierarchical groups, entering the validity date for the assignment to B automatically sets the expiration date for the assignment to A.

Roles

Roles[7] can be assigned to groups you have created yourself. All employees in this group are then holders of the assigned role(s) (supervisor, personnel). They have inherited these roles (= because of their group membership); they are "**inherited roles**".

Felder

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

1. /daisy/webdesk-manual-admin/6433-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5886-dsy.html?language=4