Organization

The Organization area can be opened at any time via Webdesk.

Clicking "Organization" in the menu bar opens the dropdown menu.

Below you will first find an explanation of the terms used:

Staffing plan

The **staffing plan** displays the job structure of the selected department as of the reference date. The plus symbol expands all subfolders, and the minus symbol collapses them again.

Organization Chart

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

Clicking an organizational unit or an employee displays it in the field to the right of the organization chart for viewing and editing.

Organizational Unit

The list of all created organizational units is displayed here, and clicking "New" lets you create new organizational units.
An overview of the input options in this area can be found under Organizational Units Field Directory[1]

Deleting an Organizational Unit

Did you create an organizational unit that is not needed after all?
Click the organizational unit to be deleted in the list. Next to the "Edit" button you will find the "More" button. Clicking it opens a Delete button. Clicking it deletes the organizational unit.

If the deletion takes place on the day this organizational unit was created, the system assumes a mistake and carries out the deletion without asking for confirmation.
Caution! This deletion of an organizational unit without roles, personnel, etc. on the day of creation is irreversible!

If the deletion takes place from the next day onward, the data can be restored. In such a case, please contact our administrators and experts at Workflow!

Cost Center

Cost centers are used, among other things, to assign the costs of employee further education. A prerequisite for using cost centers is a corresponding organizational structure in your company.

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

An overview of the available fields can be found under Cost Centers Field Directory[2]

Location

The list of all created locations is displayed here, and clicking "New" lets you create new locations. A prerequisite for using locations is a corresponding organizational structure in your company.

Position

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

Currently available fields for this:

- Client (required field)
- Short name (required field)
- Name (required field)
- Description
- State
- Leadership position
- Open from
- Open until
- Valid from (required field)
- Valid until (01/01/3000)

Tabs:

- Position holders
- Jobs
- Organization
  - Organizational units
  - Locations
  - Cost centers
- Requirements
  - Experience levels
  - Qualifications
  - Assignments
- Job families
- Position hierarchy (staffing plan hierarchy)
  - Parent positions
  - Subordinate positions
- Work classifications
- Competencies

Maintenance

Job

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

Currently available fields for this:

- Client
- Short name (required field)

- Name (required field)
- Description
- Top level
- Valid from (required field)
- Valid until (01/01/3000, required field)

Tabs:

- Competencies
- Job families
- Qualifications
- Assignments
- Jobs
- Work classifications
- Persons
- Positions

Job Family

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

Currently available fields for this:

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

Tabs:

- Assignments
- Required qualifications
- Positions
- Jobs
- Competencies

1. https://extranet.workflow.at/daisy/personalwolke-default/9315-dsy.html
2. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/7608-dsy/9321-dsy.html