

## Tab Organisation - Roles

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In this area, the assignment of the person to different roles is historized. It is possible to assign more than one role per validity period.

### **Neuer Text -ACHTUNG: Rollenbezeichnungen anpassen!**

The feature Role in HR-Expert provides a documentation of the functions of an employee and the competences connected with this functions, e.g. unit director: permission of vacation requests, personnel administration: processing sick leave reports.

HR-Expert standardizly offers two roles to assigne to employees or groups of employees:

director: this role provides advanced competences to approve or declain certain requests of employees concerning vacation, day offs, legal time off for medical issues etc.

personnel administration: supporting evaluations and creations of reports concerning certain topics, e.g. bank accounts, sick days, vacations or other statistics to other subjects

HR Experts offers the option of linking more than one role to an employee if necessary to visualize a persons responsibility and tasks.