Organisation

In this menu, you define in which departments, plan and cost centers, but also to locations, payroll areas and self-defined groups an employee is a member.

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Important: Consider Time limitation and Historisation[1] so that you achieve the intended effectiveness and historization!

Groups

In this area, the assignments are assigned to:



Organizatio

units,



cost centers,



locations, and **payroll areas** (without symbols) are maintained historically. At least one hierarchical organizational unit must exist for each client. This enables the administrator to maintain his or her complete organizational chart in HR Expert. (Organization Menu)

The use of cost centers, locations and payroll areas is optional, but simplifies administration and payroll accounting.

The advantage of these group assignments is the better manageability of the employees.

If locations are entered and assigned to the employees in the Tab Contact information - Company addresses [2] , this does not have to be entered manually.

Roles

In this submenu the employee can be assigned 1 or more roles (with corresponding rights and duties), an overview of all assigned groups is also displayed here. A list below shows the expired role assignments.

Under the responsibility of

In this submenu, all roles that affect the employee are displayed, including cross-client roles. The validity period of these roles is also displayed here, along with the role owners.

The data is entered elsewhere and is displayed here as a non-editable summary.

These can be edited at their respective places of origin:

- Organization - Roles
- possibly in other places, depending on the client configuration

Acconations

In this submenu, one or more cost centers can be assigned to an employee. The name is entered in the "Cost center" field, either manually or with the list button.

The sum of all "cost center shares" must always be 100, and can be adjusted in the text fields. The validity period can also be entered.

If several cost centers are used, one must be marked as primary with a check mark, preferably the one with the highest percentage. Expired entries are displayed in a list below the current cost centers.

Positions

In this submenu it is possible to assign one or more configurable jobs [3] to an employee and assign them a validity date. Assignments that are no longer valid are also displayed here in the history.

Budgeted posts

When working with **budgeted positions**, it is not possible to enter an employee directly in an organizational unit or department.

In this case, the **employee** is assigned one or more **budgeted positions** that are in turn assigned to the **organizational unit**. A budgeted position can be filled by one or more employees, and an employee can also be assigned to several budgeted positions, in which case one of the positions must be flagged as **primary**.

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Important: Please observe Time Limitation and Historization[1] so that you achieve the intended effectiveness and historization!

1. /daisy/webdesk-manual-en/hr-expert/g1/7738-dsy.html

Responsibilities

In this submenu, it is possible to assign responsibilities to the employee that correspond to his or her area of responsibility, and to assign them a comment and a validity period.

Current and expired responsibilities are displayed in this menu.

1. /daisy/webdesk-manual-en/hr-expert/g1/7738-dsy.html
2. /daisy/webdesk-manual-en/7746-dsy.html
3. /daisy/webdesk-manual-en/hr-expert/7608-dsy/7611-dsy.html