Organization

This menu defines the departments, position and cost centers, as well as locations, payroll groups, and self-defined groups of which an employee is a member.

NOTIZ

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

Groups

In this submenu the employee can become a member of various groups, and an overview of all assigned groups is also displayed here. A list below it contains the expired groups.



Organizational units,



cost centers,



locations, and payroll groups (without icon) are maintained in a historized manner. At least one hierarchical organizational unit must exist per client. The administrator thus has the option to maintain the complete organization chart in HR-Expert. (Organization menu)

The use of cost centers, locations, and payroll groups is optional in each case, but facilitates administration as well as payroll accounting.

If locations are entered and assigned to the employees in the Contact Info tab - Business 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), and an overview of all assigned groups is also displayed here. A list below it contains the expired role assignments.

Under the Responsibility Of

This submenu displays all roles relating to the employee, including cross-client roles. The validity period of these roles and the role holders are also displayed here.

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

It can be edited at its respective places of origin:

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

Account Assignments

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

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

When using multiple cost centers, 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.

Jobs

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 Assignments that are no longer valid are also shown here in the history

Positions

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**.

NOTIZ

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 the employee responsibilities corresponding to their area of duties, and to provide them with a comment and a validity period.

Current and expired responsibilities can be seen in this menu.

1. /daisy/webdesk-manual-en/hr-expert/g1/7738-dsy.html
2. /daisy/webdesk-manual-en/hr-expert/7589-dsy/7595-dsy.html
3. /daisy/webdesk-manual-en/hr-expert/7608-dsy/7611-dsy.html