Position Management

Webdesk HR-Expert includes **position management**. It allows you to define a position for every workplace in the company and to assign it to an organizational unit. The hierarchical organizational structure is thus extended by an additional level between the employee and their organizational unit, namely the position they "sit" in.

A position thus describes a workplace or a role in the company with a specific job description, including the hours per week that are to be worked in it.

Position Staffing

In principle, a position is normally filled by exactly one employee, who provides the required number of weekly hours of employment. However, it may also be the case that a full-time position is filled by 2 part-time employees, who "share" the working time.

If a position is not filled, it is vacant, so to speak, and should be filled, or it has the status "planned" and is only to become active, i.e., filled, later.

Work Classification

To enable precise staffing and planning according to positions, the position must be defined with regard to the following attributes:

- Status
- Full-time weekly hours
- Number of weekly hours
- Full-time equivalent
- Collective or wage agreement including classification (optional)

Placement in the Organization

Assigning a position to a hierarchical organizational unit is mandatory. Optionally, the position can also be assigned to a location and to one or more cost centers. If the position is assigned several cost centers at the same time, one assignment must be primary, while the others are secondary.