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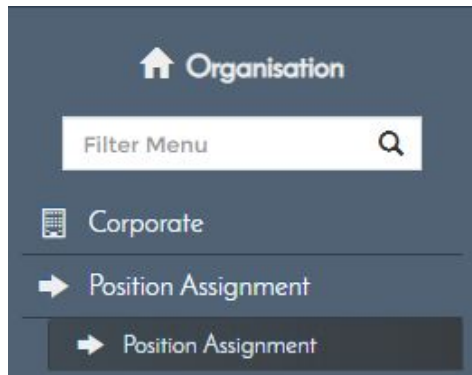
How to: Assign Positions



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Position Assignment



Access the Position Assignment report and assign positions by:

- Navigate to HR > Organisation
- Click Corporate from the side menu
- Click Position Assignment

Position Assignment

Search

Clear

Advanced

Download xls

Edit	New	Person ID	Name	Position ID	Position	Assignment Type	Reporting Type	Allocation %	Location	Org Unit	Start Date	End Date	Record	Active
		30847	ABBERLEY, Roland	STUDR4	Ravenclaw Student 4	Primary	Reporting			Ravenclaw	27/01/2020			
		30831	ABBOTT, Hannah	STUDH1	Hufflepuff Student 1	Primary	Reporting			Hufflepuff	17/05/2017			
		30835	CHANG, Cho	PREFR	Ravenclaw Prefect	Primary	Reporting		Hog1	Prefect	17/05/2017			
		30837	CLEARWATER, Penelope	STUDR2	Ravenclaw Student 2	Primary	Reporting		Hog1	Ravenclaw	17/05/2017			



This Position Assignment report allows you to edit or create new position assignments in the system.

- Click the icon to edit an existing position assignment for an employee
- Click the icon to create a new position assignment for an employee

You will also be able to determine if the position assignment is currently active or not, by the traffic light icon in the 'Record' column, in conjunction with the start/end dates.

- The icon signifies the position assignment is active
- The icon signifies the position assignment is inactive

You will also be able to determine if the employee is currently active or not, by the coloured person icon in the 'Active' column.

- The  icon signifies the person is active
- The  icon signifies the employee is inactive

The 'Assignment Type' column indicates whether the position assignment is either a 'Primary' or 'Secondary' assignment.

- Note: Employees should only ever have one active primary position assignment at a time, whilst an employee can have many active secondary position assignments at one time.

The 'Reporting Type' column indicates whether the position assignment is either a 'Primary' or 'Secondary' assignment.

- Note: Employees should only ever have one active reporting position assignment at a time, whilst an employee can have many active non-reporting position assignments at one time.

Set the Assignment type to 'Secondary' if the employee has more than one active position assignment and set allocation to the relevant percentage split between these assignments i.e. dotted line reporting.

✓ Save

✗ Delete

Position Assignment



ABBERLEY, Roland 30847

Position : **Ravenclaw Student 4** Date Joined : 24/02/2014
Location : **Hogwarts Castle** Manager : **FILIUS, Flitwick**

Assignment

Person  **ABBERLEY, Roland ***
Position  **Ravenclaw Student 4 ***
Location
Region

Period of Assignment

Start Date 
End Date 

Nature of Assignment

Assignment Type ☒ **Primary** ☐ **Secondary**
Reporting Type ☒ **Reporting** ☐ **Non-Reporting**
Reason
Allocation %



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