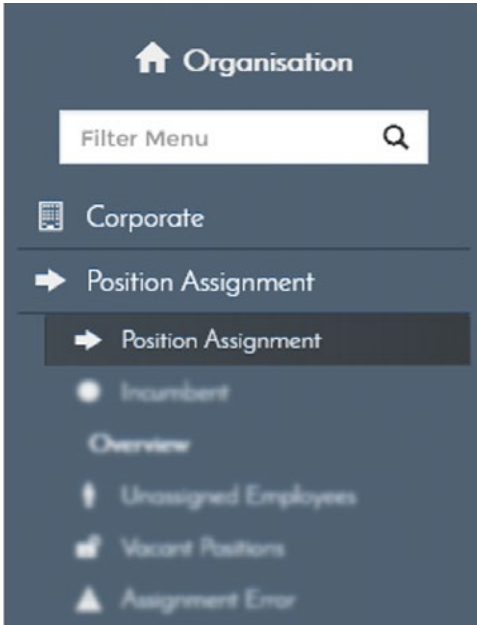




HOW TO: ASSIGN POSITIONS



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
		50847	ABBERLEY, Roland	STUDR4	Ravenclaw Student 4	Primary	Reporting			Ravenclaw	27/01/2020			
		50831	ABBOTT, Hannah	STUDH1	Hufflepuff Student 1	Primary	Reporting			Hufflepuff	17/05/2017			
		50835	CHANG, Cho	PREFR	Ravenclaw Prefect	Primary	Reporting		Hog1	Prefect	17/05/2017			
		50837	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: An employee 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: An employee 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.

How to Set an Employee Position Assignment


- Click the 'Position Assignment' link from the menu
- Click the  icon under the 'New' column
- Click the  icon to select a Position
- Set a 'Start Date' by clicking on the  icon
- Optionally set an 'End Date' if the position is temporary
- Set the 'Assignment Type' to either Primary or Secondary
- Set the 'Reporting Type' to either Reporting or Non-Reporting
- Set the 'Reason'
- Set the 'Allocation %'


 Save

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  *

Period of Assignment

Start Date The date of 

End Date The date of 

Nature of Assignment

Assignment Type Primary Secondary

Reporting Type Reporting Non-Reporting

Reason

Allocation %