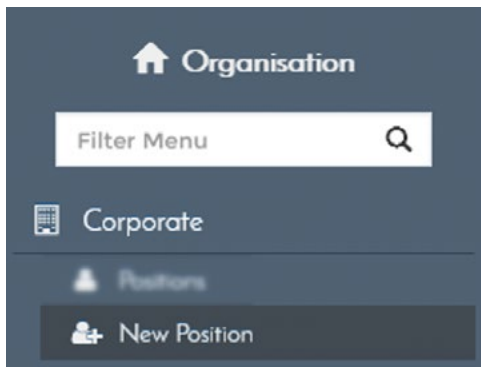




HOW TO: CREATE NEW POSITIONS





CREATE NEW POSITIONS



The New Position form provides access to create brand-new positions. You can set up a new position in EmployeeConnect by defining the relevant fields on the form.

How to Create a New Position

- Click the New Position Link from the menu
- Enter a unique 'Position ID'
- Enter a 'Position Name'
- Click the  icon to define the following attributes:
 - Parent Position (this defines which position the position you are creating reports to)
 - Company
 - Organisation Unit
 - Location
 - Job (only relevant if using the Performance module)
 - Cost Centre

- Enter the FTE of the position (1.0 = full-time)
- Click the  icon to create the new position

Note: To prevent errors, make sure the Position ID is unique.

✔ Save

Position

Position ID *

Position name *

Detail

Parent Position *

Company *

Organisation Unit *

Location *

FTE *

Management

Management Position? Yes No

Key Position? Yes No

Succession Plan? Yes No

Description

Attachment No file selected.

Description

Provide a text description of this position

Start Date

End Date

Rebuild Hierarchy