

# I WANT TO HIRE AN EMPLOYEE

HrOnline\_00\_1\_Workflow\_I want to hire an employee\_HR

## CREATE AN ORGANIZATIONAL UNIT

HrOnlineLux 09\_1\_Organizational Unit creation - HR Admin

- 1 I create an **Organizational Unit** (Department) in which the new employee will work.

## CREATE A JOB

HrOnlineLux 07\_1\_Create a job - HR Admin

- 2 I create a **Job** (function).

## CREATE A POSITION

HrOnlineLux 08\_1\_Position creation- HR Admin

- 3 I create a **Position** (employee).

## HIRE AN EMPLOYEE

HrOnlineLux 03\_1\_Hire an employee- HR Admin

- 4 I Hire an employee.

## ACTIVATE MY EMPLOYEE'S ESS

HrOnlineLux 19\_01\_HRonline account activation

- 5 I would like to **activate** my employee's ESS.