


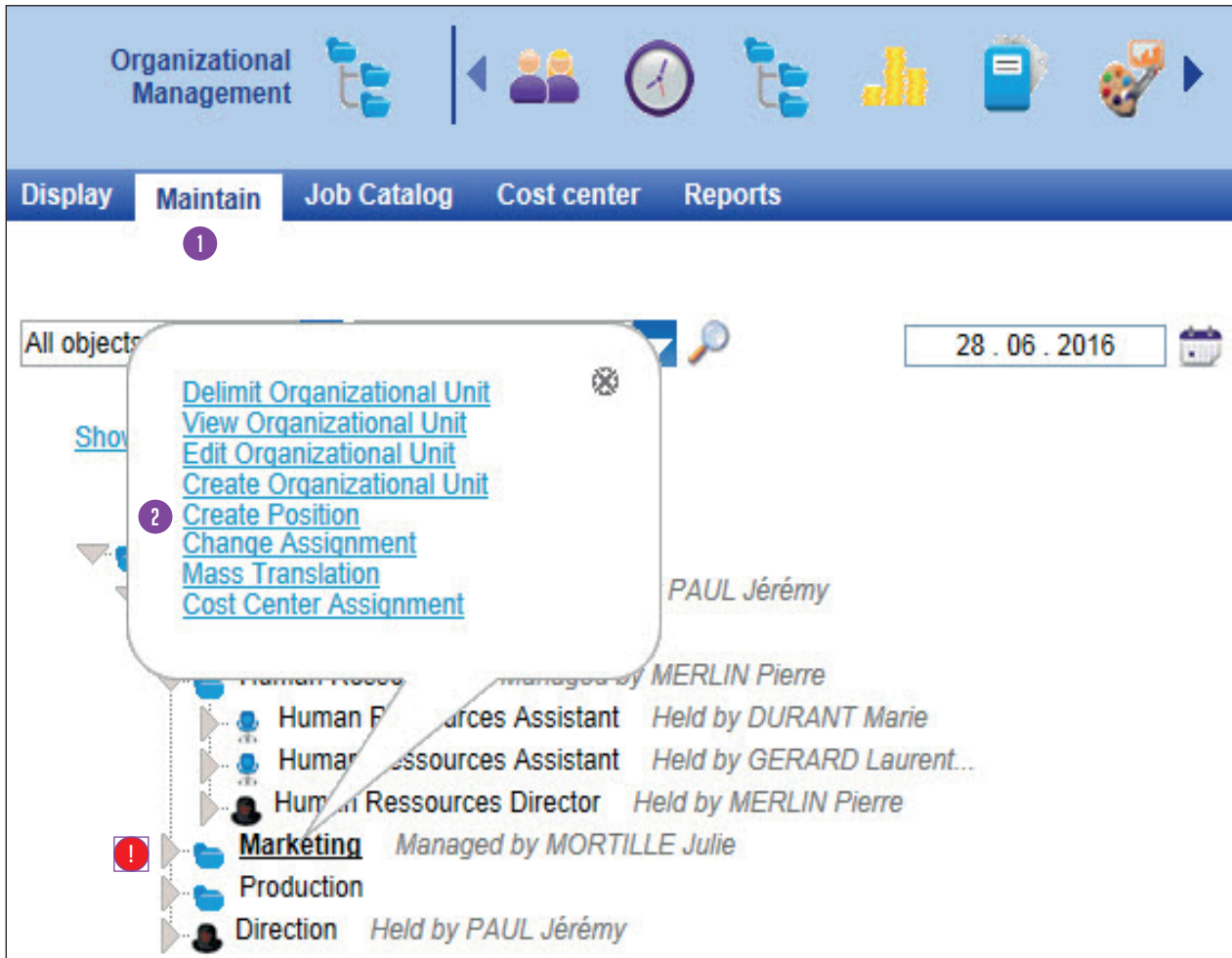


CREATION OF A POSITION

HrOnlineLux 08_1_ Position creation

	Organizational Unit		Position		Employee
	Chief position		Staff Organizational Unit		Staff Position
	Pending request				

Légend.



The screenshot shows the HRonline interface. At the top, there is a navigation bar with 'Organizational Management' and several icons. Below this is a menu bar with 'Display', 'Maintain', 'Job Catalog', 'Cost center', and 'Reports'. The 'Maintain' tab is selected. A search bar contains 'All objects' and a date filter shows '28.06.2016'. A context menu is open over a list of Organizational Units, showing options: 'Delimit Organizational Unit', 'View Organizational Unit', 'Edit Organizational Unit', 'Create Organizational Unit', 'Create Position', 'Change Assignment', 'Mass Translation', and 'Cost Center Assignment'. The 'Marketing' unit is highlighted with a red exclamation mark icon. Below the menu, a list of units is visible, including 'Human Resources Assistant' (held by DURANT Marie), 'Human Resources Assistant' (held by GERARD Laurent...), 'Human Resources Director' (held by MERLIN Pierre), 'Marketing' (managed by MORTILLE Julie), 'Production', and 'Direction' (held by PAUL JérémY).

- 1 Navigate to Organizational Management > Maintain.
- 2 Select an Organizational Unit and click Create Position.

 *The position is related to the function that can sometimes have the same title.*

CREATION OF A POSITION

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The screenshot shows the 'Organizational Management' section of the HRonline system. The main navigation bar includes 'Display', 'Maintain', 'Job Catalog', 'Cost center', and 'Reports'. The 'Maintain' tab is active, and the 'Create position' sub-tab is selected. Below the navigation, there are tabs for 'English', 'French', and 'German', with 'English' being the active language. The form contains the following fields:

Name	<input type="text"/>	*	Abbreviation	<input type="text"/>	*	!
Start date	<input type="text" value="01.01.1900"/>	📅 *	End date	<input type="text" value="31.12.9999"/>	📅 *	

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

- 1 Fill in the co-worker's data in English, French and German.
The start date of the position is not the start date of the contract.
Do not click on [Save](#) now, click on [Details](#) (see next step).

! *Fields with * are compulsory.*

CREATION OF A POSITION

HrOnlineLux 08_1_ Position creation

Organizational Management

Display Maintain Job Catalog Cost center Reports

Create position **Detail** Description

Assigned to **2** Marketing [50425638]

Job Job Catalog Search **3**

Head of own organizational unit

Vacant

Obsolete

Staff

Number of positions

All objects 28.06.2016

Show Legend

Job Catalog JobCatalog - [50409211] **4**

- Job Catalog Job Catalog - [50409212]
- Assistant Marketing Ass Marketin - [50425330]
- Assistant Ressources Humaines Assistant RH - [50425265]
- Chef Equipe Chef equipe - [50425351]
- Comptable Comptable - [50425353]
- Conseiller de vente CR vente - [50425374]
- Directeur Ressources Humaines Rsp RH - [50425352]
- Electricien Electricien - [50425408]
- Expert Comptable Exp Compt - [50425519]
- Manager Manager - [50425373]

5 Save Cancel

- 2** To limit the manipulations, click **Details** in order to link the new position to the job.
 - 3** Click on **Job Catalog Search**.
If you need to create multiple identical positions limit handling by first creating the list (5-10...).
 - 4** Select the job and click **Add**.
 - 5** To validate the creation of the position linked to the job, click **Save**.
- !** • You can enter a description of the position created in different languages.
• If an error has been committed, you have the right to change the positions created.