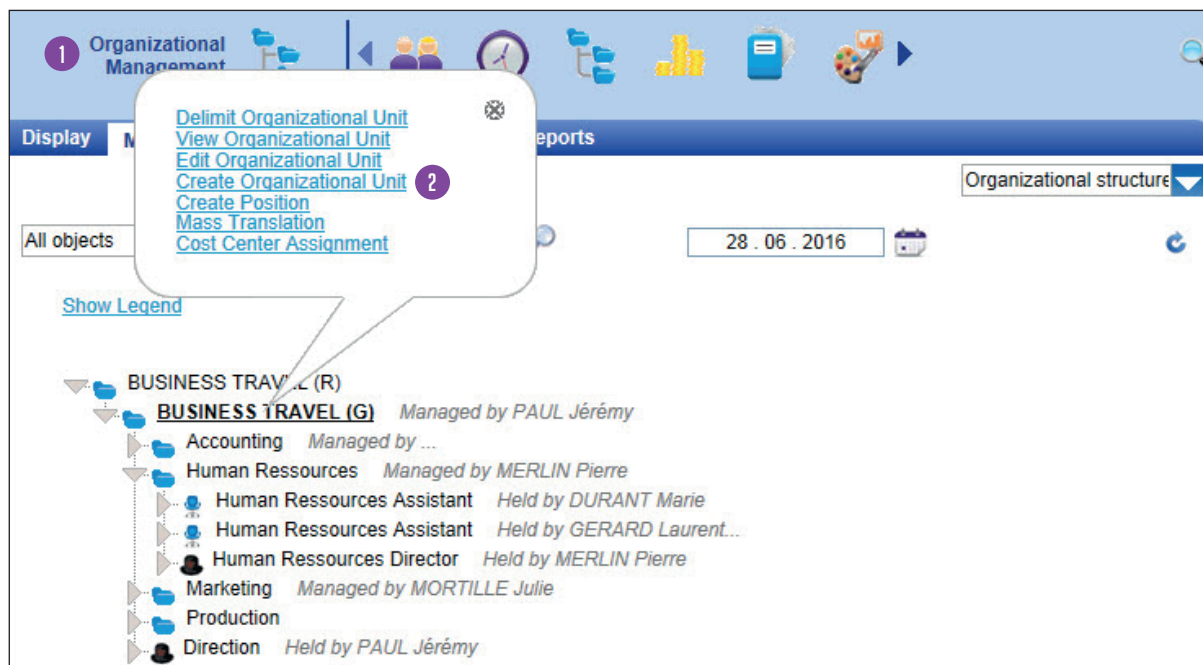


CREATION OF AN ORGANIZATIONAL UNIT

HrOnlineLux 09_1_Organizational Unit creation - HR



An Organizational Unit can for example be: a department / service / shop. Generally, an Organizational Unit will group the employees who will be under the responsibility of the same manager. 1 department = 1 manager

- 1 Navigate to **Organizational Management** > **Maintain**.
- 2 In the list of existing Organizational Unit click **Create Organizational Unit**.

The screenshot shows the 'Create position' form in the HRonline interface. The form has tabs for 'Detail' and 'Description'. The 'Detail' tab is active. The form contains the following fields: 'Name' (with a red circle 3), 'Abbreviation', 'Start date' (with a calendar icon and a red circle 4), and 'End date' (with a calendar icon). The 'Name' field has a dropdown menu with options: 'English', 'French', and 'German'. The 'Start date' field has a default value of '01.01.1900' and the 'End date' field has a default value of '31.12.9999'. Both date fields have an asterisk indicating they are mandatory. At the bottom right, there are 'Save' and 'Cancel' buttons. A red circle 4 is placed over the 'Save' button.

Fields with * are mandatory.

- 3 Fill in the data in English, French and German.
- 4 To validate the setup, click **Save**.