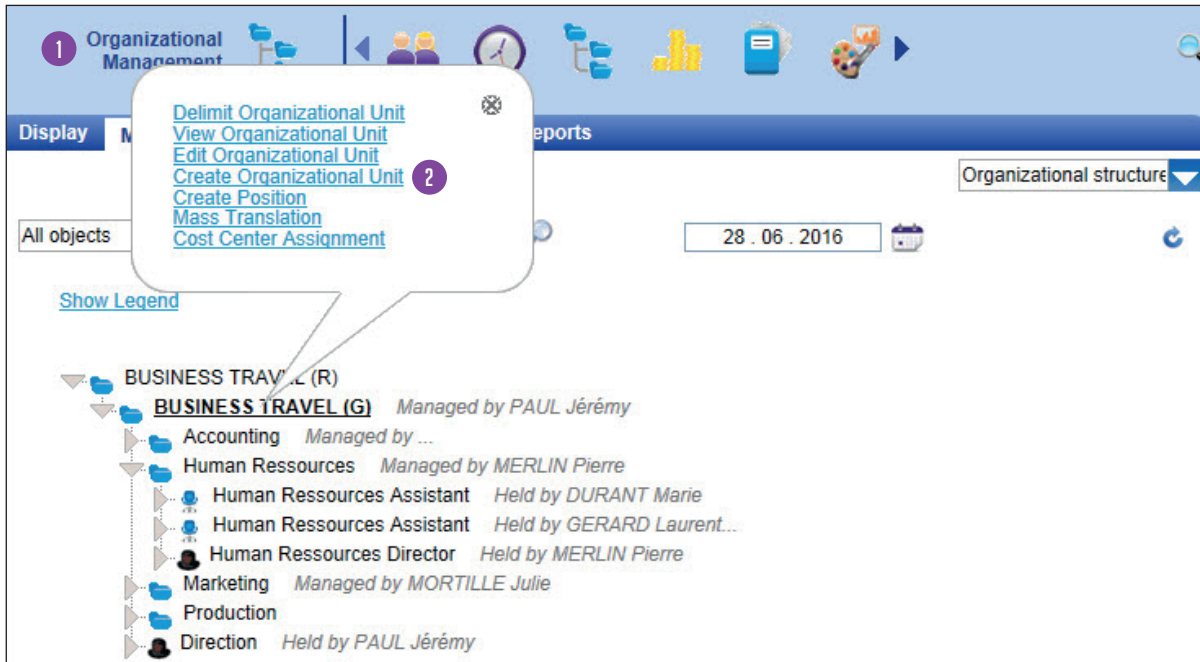


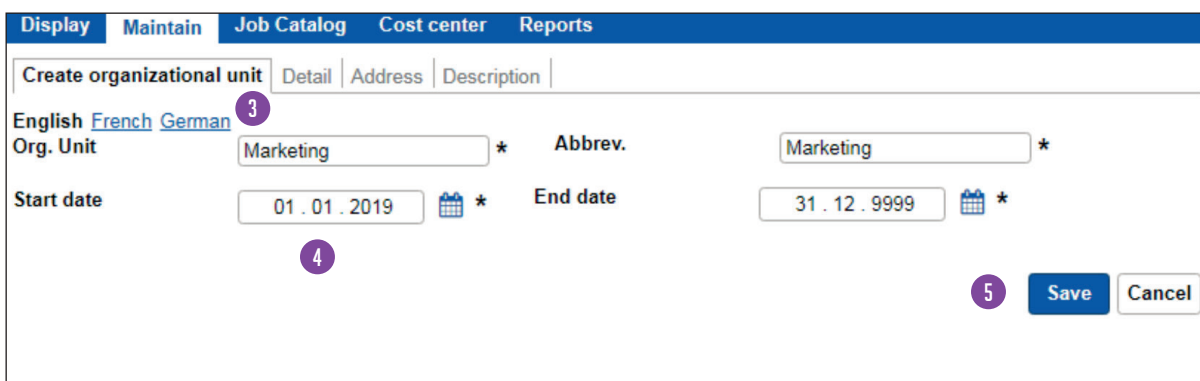
CREATION OF AN ORGANIZATIONAL UNIT

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**.



Fields with * are mandatory.

- 3 Fill in the data in English, French and German.
- 4 Enter the beginning of the beginning in coherence with the creation date of this department in the organization chart. For example, for a company starting in HRonline on 01/01/2019, fill in 01/01/2019 to 31/12/9999.
- 5 To validate the setup, click **Save**.