

# ROLE ASSIGNMENT

HRonlineLux 17\_1\_Role Assignment\_HR

! In a group setting, remember to note the number/code of the desired department before starting the action.

Organizational Management

Display Maintain Job Catalog Cost center Reports

1

Organizational structure

All objects

28.06.2016

Delimit Position  
View Position  
Edit Position  
Change Assignment

2

Human Resources Managed by MERLIN Pierre  
Marketing Managed by MORTILLE Julie  
Production  
Direction Held by PAUL Jérém

1 Navigate to Organisational Management > Maintain.

2 Select the position to assign and click Edit position.

Assignments

Organizational asgn. Role assignment

Relationship ID of related object

Manages... Add 1 BUSINESS TRAVEL (G) [50409210]

Direction [50425525]

Assignments

Start Date 28.06.2016 End Date 31.12.9999

Position name Direction [50425525]

Relationship Manages... 2

Type of related object Organizational unit [O]

ID of related object AVEL (R) [50409209] 3

Save Cancel

1 Click Add.

2 You have the choice to select one of three proposals below. You must select Organizational Unit, then the required department number (advice on pg1) [Case study 3 ug].

3 Click Save at the end to confirm.

# ASSIGNATION D'UN RÔLE

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Display Maintain Job Catalog Cost center

**ACCOUNTANT ASSISTANT [50147248]** 1

**Assignments**

Position name ACCOUNTANT ASSISTANT [50147248]

Relationship **Manages...** \*

Type of related object **Organizational unit [O]** \*

ID of related object **HUMAN RESSOURCE** \*

Start date **03 . 12 . 2014** \* End date **31 . 12 . 9999** \*

Save Cancel

**BUSINESS TRAVEL (G)** Managed by PAUL Jérémy

Accounting Managed by ...


Human Ressources Managed by MERLIN Pierre

Marketing Managed by MORTILLE Julie

Production

2 **Direction** Held by PAUL Jérémy

The assigned person does not validate the leave of a specific employee but of all the Organizational Unit.

- 1 To assign a person to be assigned as annual leave manager, select **Manages, department or subdepartment** of concerned. Remember to check that your assignment impacts the right people / teams.
- 2 Important: the logo  represents the manager.