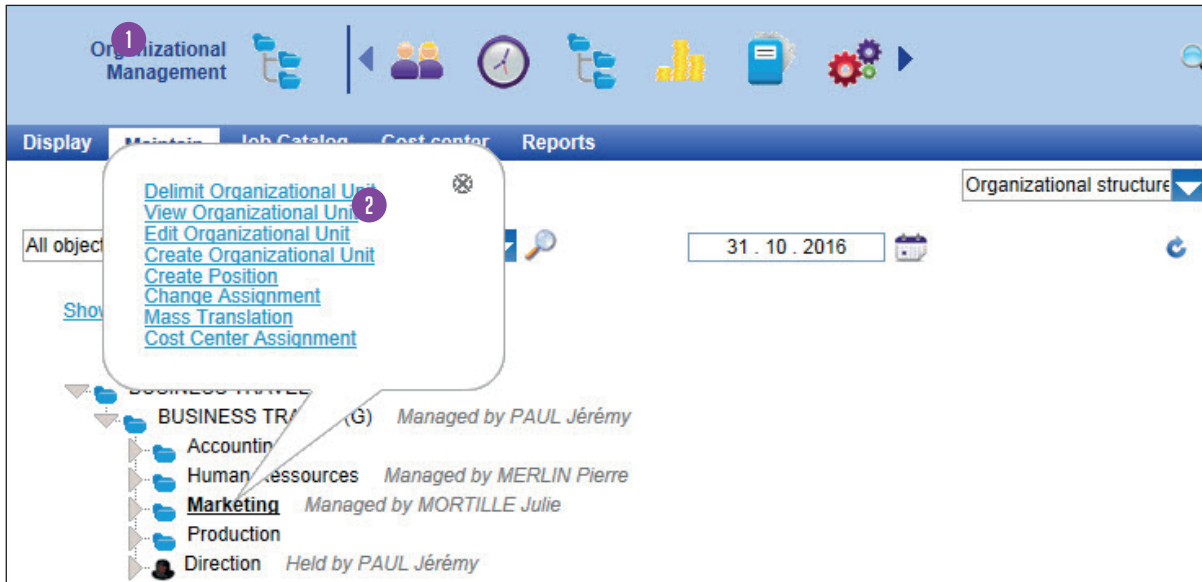


CHANGING AN ORGANIZATIONAL UNIT

HRonlineLux 24_1_Changing an organizational unit_HR



1 Go to Organizational Management > Maintain.

2 In the list of Organizational Units click on Edit Organizational Unit.

! An Organizational Unit may be for example a department / a service / a shop. Generally, an Organizational Unit will bring together employees who will be under the responsibility of the same manager.

Object		
English	French	German
Org. Unit	Marketing	
Abbreviation	Marketing	
Start date	01.01.1900	
End date	31.12.9999	
Change	1	
Add		

Marketing [50425638]

Object

English French German

Org. Unit name *

Abbrev. x *

Start Date * End Date *

2

3 Save Cancel

1 In Object, click on Add to keep the history or click on Change to correct a mistake.

2 Fill in / change the organizational unit, the abbreviation and the start / end dates in 3 languages.

3 Remember to click on Save.