

# CHANGE ASSIGNMENT

HROnlineLux 25\_1\_Change assignment\_HR



- 1 Go to Organizational Management > Maintain.
  - 2 In the list of Organizational Units, select the position and click on Edit Position.
- ! You can change the assignment (transfer) of an employee in the same company.  
For a group, you must use the Copy Contract action.


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**Assignments**

**Organizational asgn.** **Role assignment**


Start Date	End Date	ID of related object
<a href="#">01.01.1900</a>	31.12.9999	Shop [50425642]
<b>Position name</b>	Sales Assistant	
<b>Relationship</b>	Belongs to	
<b>Type of related object</b>	Organizational unit	
<b>ID of related object</b>	Shop [50425642]	

 01.01.1900 - 31.12.9999  
[Change](#) [Delimit](#)  
[Add](#)

1

 **Sales Assistant [50425695]**

**Assignments**

**Start Date**   \* **End Date**   \*

**Position name** Sales Assistant [50425695]

**ID of related object** 2   \*

3 **Save** **Cancel**

- 1 In **Assignments**, click on **Add** to keep the history or click on **Change** to correct a mistake.
- 2 Fill in / change the ID of the related object (the new department), and the start date of the transfer.
- 3 Remember to click on **Save**.