

# LIST OF THE AVAILABLE HR ACTIONS

HROnlineLux 46\_01 List of the available HR actions\_RH

## Overview possible actions 1

**Select an action to request a personal change**

Change in [Pay](#)

[Termination](#)

[Part Time Inactivity](#)

[Full Time Inactivity](#)

[Transfer](#) within Country

[Return](#) to work

Internal [Move](#)

Two types of actions are available :

1 Personnel Actions

## Hiring Actions 2

**Select an action to request a personal change**

[Hire](#) a person

[Copy Contract](#)

2 Hiring Actions

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Action	Use
Change in pay	In order to adapt the salary or weekly working hours.
End of contract	In order to exclude a former employee from the payroll calculation.
Part time inactivity	In order to handle part-time parental leave, part-time illness & part-time unpaid leave.
Full-time inactivity	In order to handle maternity leave, parental leave and unpaid leave.

Personal Action : Use the main actions (cf Board).

**!** *It is important to prefer actions rather than widgets, because the actions ensure that all the relevant fields are filled in properly.*

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<b>Transfer within country</b>	For an international group: in order to transfer an employee from one country to another.
<b>Return to work</b>	In order to welcome back an employee who was previously inactive
<b>Internal Move</b>	In order to modify the employee's position in the HROnline organization chart
<b>Hire</b>	12steps required in order to hire a new employee
<b>Copy contract</b>	<i>In order to copy the same contract as the previous contract</i>  <i>Please note: The start and end date, contract type &amp; company the employee belongs to can be adapted directly by using the Copy Contract action.</i>

Hire : Use the main actions (Cf Board).