

Paymaster Online Tutorial

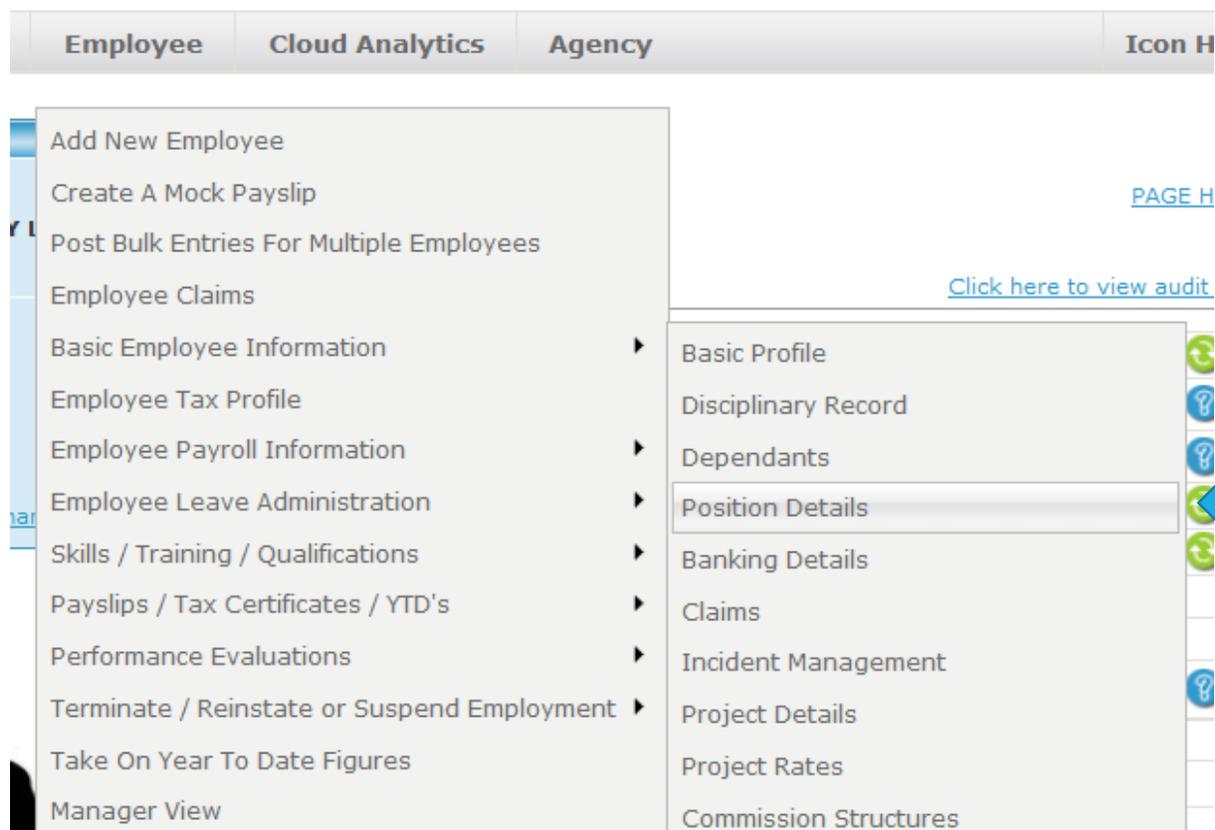
Position Screen

We touched briefly on the position screen in the new employee module, however there are some parts of this screen that I did not mention, so decided to give this section its own spotlight.

As much as the employees like to see their positions on their payslips, it also makes your reports much neater. The system defaults the reports format to show the employees linked to a position and an organizational unit (like a department) together, and then the employees not linked in their own section, and then totals at the bottom. Sounds pretty messy to me! I prefer having everything neat and tidy.

The other nice part about the position screen, is it is used for your manager approval workflow. If you have employee self service setup, and the manager must approve the leave for the staff that report to him, you can tell the system who the employee reports to on the position screen.

To get to the position screen, you click on **employee, basic employee information, position details**



Your position screen looks like the one in the new employee setup:

Details Skills Gap Analysis

* effective date: 1 October 2015

* position in organisation: Receptionist

* employee organisation unit: HELPDESK DEMO PTY LTD

directly reports to position:

directly reports to person:

override directly reports to position :

New

History

Drag a column to this area to group by it. Search:

Eff. Date	Details		
01 Oct 2015	Position: Receptionist Org Unit: HELPDESK DEMO PTY LTD Reports to:	Edit	Copy

Page 1 of 1 (1 items)

To be able to link the employee to a supervisor, you need to change the settings on this screen.

In the history section, you will see EDIT and COPY on the right hand side.

NB!! If the date of the current position setup is in the current month, you can edit the item. If it is in a previous month, you can either click on NEW and add a new position, or click on COPY next to the old one and change some settings. If you click on COPY, you must change the effective date as two entries cannot have the same effective date.

To add a supervisor, once you have the position entry open, click on the ... next to **directly reports to person**.

Details Skills Gap Analysis

* effective date: 1 October 2015

* position in organisation: Receptionist

* employee organisation unit: HELPDESK DEMO PTY LTD

directly reports to position:

directly reports to person: ...

override directly reports to position : ...

Delete Update



You will now be able to select a supervisor from the list of available employees. Enter the name of the supervisor you want to select, or their employee code, and click on search.

Note: If you only have a % in the search bar, it will bring up everyone.

Company	Emp. Number	First Name	Last Name	Email Address	
	0002	John	Greenwillow		Select
	0001	Susan	Helpman	susan@helpdesk.com	Select
	0003	Sophie	Penson		Select

Select the employee you want as your supervisor, and click on select. The position screen will be updated. Once you are done, you can click on update.

* effective date:	1 October 2015	
* position in organisation:	Receptionist	
* employee organisation unit:	HELPDESK DEMO PTY LTD	
directly reports to position:		
directly reports to person:	John Greenwillow	...
override directly reports to position :		...

You have now set up the employee's supervisor.