

Adding a position to an employee

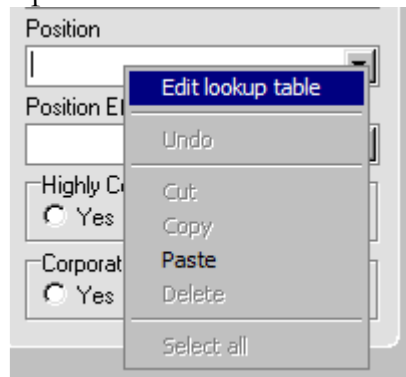
To add a position to an employee you must start out under Employee – Employee.




1. While on the Browse tab, select the employee

2. Click on the details tab at the top of the screen. Once you are on the details tab you will see the position field on the middle of the screen.



3. If this is the first time you are setting up a position on an employee you will need to populate the listing. To add to the list right click in the position field and select edit lookup table.



4. You will then be taken to Company – Benefits – HR Positions. This allows you to create your own list of positions. Click on the green plus key  at the top of the screen. At the bottom of the screen you can enter in the position and then click the green check mark  and the Green stack of coins button  to commit your changes.

CLIENT 0002 Test Company #2
COMPANY 0002 Only For Testing

1/10/2013

Browse Details

Summary

? Position

- .75
- .80
- 1.0
- Testing Import

Selected Pay Grades

Description	Maximum Pay	Mid Pay	Minimum Pay

Move Down Move Up



Available Pay Grades

Pay Grade	Maximum Pay	Mid Pay	Minimum Pay
Grade 1	8.00	7.00	6.00
Grade 2	12.00	10.00	8.00
Grade 3	20.00	16.00	12.00

HR Position Details

Position*

.75

- Return to the employee's detail screen and using the drop down box, pull in the Position. Then click the green check mark  and the Green stack of coins button  to save your changes.
- You can also populate the Position Effective Date with the appropriate date for this new Position.