Impact of the Organisation Structure

In this Section:

- In Job Profiler
- In Employee Self Service

Job Profiler

The following activities take place in the Job Profiler module:

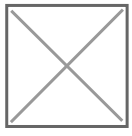
- Creation of job profiles
- Creating positions that are linked to a particular profile

In the Organisation Structure module:

- Every position is linked to a level on the organisation structure.

This is then fed back to the Job Profiler module indicating exactly where on your organisation structure a position is located.

Zoom:



Employee Self Service

Every employee is appointed in a position and every position has to be linked to the organisation structure before an employee can be appointed in the position.

Once appointed an employee can check where in the organisation his position is located and he/she can also view the entire organisation structure.

- From the My Quick Start menu, select *My Details*.



- Your personal details are displayed including your position’s location in the organisation structure.
- From the screen above, click



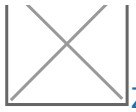
to open a copy of the organisation structure.



Reports

A standard feature on almost all Signify reports is the ability to filter the report contents using the organisation structure. An example of this type of report criteria is shown below for a Leave module report.

- Using this parameter is optional.
- Selecting a level opens up and filters the next level and so on.

Zoom:

Subgroups are automatically created based on the organisation structure. These subgroups are used to filter information on reports as well as when working with employee-related information.



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