# **System maintenance**

### Collective or labour contract

These contracts are needed to assign them to the employees and are described in the section **Employment**.



The list of all entered labor contracts is displayed here and new ones can be created by clicking on "New".

Currently available fields:

- Short name (required)
- Name (required)
- Period of termination Count (mandatory field)
- Period of notice Unit (mandatory field)
- Description
- Forwarding method (required)
- Weekly hours (required)
- Checkbox "Public"

### Tabs:

- Usage/remuneration groups
- Areas of Use/Payment Groups
- Charge/advancement levels
- · minimum salaries

### Contract type



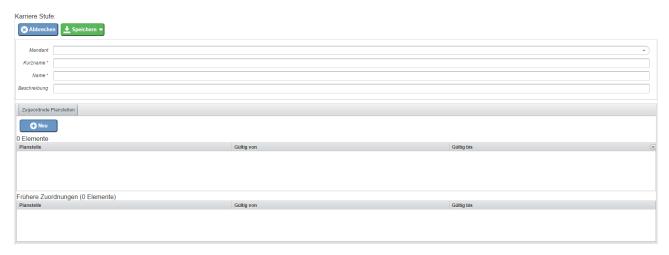
The list of all positions created is displayed here and new positions can be created by clicking on "New".

Currently available fields:

• Name (required)

- Description
- Weekly hours (required)

## **Career Level**



The list of all created career levels is displayed here and new career levels can be created by clicking on "New".

Currently available fields:

- client
- Short name (required)
- Name (required)
- Description

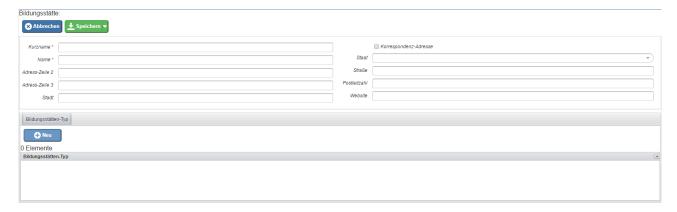
#### Tabs:

Assigned positions

### **Education**

The objects described here (educational institution, type of educational institution and seminar group) are required in order to correctly enter and save employee training courses and seminars.

### Educational institution



Currently available fields:

- Short name (required)
- Name (required)

- Address line 2
- Address line 3
- city
- Correspondence address
- state
- street
- postcode
- web page

## Tabs:

• Type of educational institution

# Type of educational institution



### Currently available fields:

- Name (required)
- Description
- higher level Type of educational institution

#### Tabs:

- lower level Type of educational institution
- Educational institution

## Seminar group

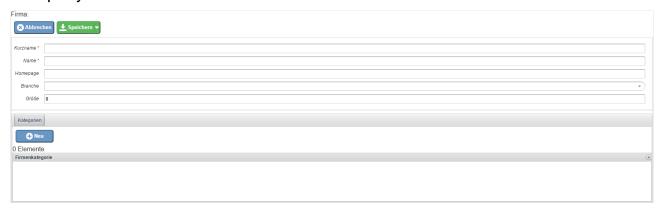


### Currently available fields:

- client
- Short name (required)
- name
- Description
- High level seminar group

# **Companies**

## Company



### Currently available fields:

- Short name (required)
- Name (required)
- homepage
- branch
- Size

#### Tabs:

• Categories

## Company category



### Currently available fields:

- Name (required)
- Description
- · Higher category

### Tabs:

- companies
- Lower Categories

## **Certificates**

Certificates and certificate groups are needed to be able to enter employee certificates in the tab provided for this purpose.

## Certificate groups



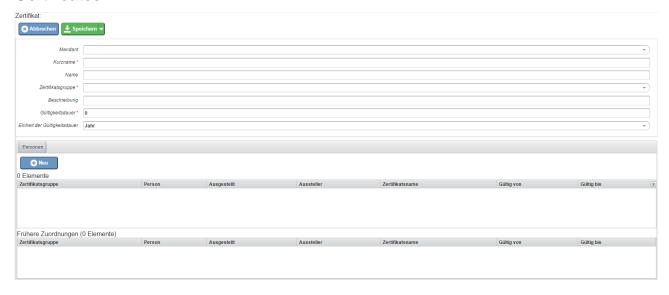
## Currently available fields:

- client
- Short name (required)
- Name (required)
- Description
- A maximum of one certificate in this group can be assigned to a person at any one time.
- Higher-level certificate group

#### Tabs:

Certificates

## Certificates



### Currently available fields:

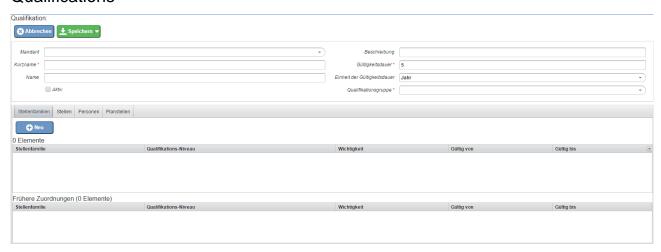
- client
- Short name (required)
- name
- Certificate group (mandatory field)
- Description
- Validity period (mandatory field)
- Unit of validity

#### Tabs:

Persons

### **Qualifications**

## Qualifications



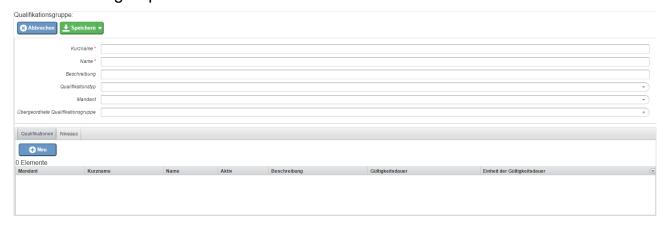
### Currently available fields:

- client
- Short name (required)
- name
- active
- Description
- Validity period (mandatory field)
- Unit of validity
- qualifying group

### Tabs:

- job families
- positions
- persons
- permanent posts

## Qualification groups



Currently available fields:

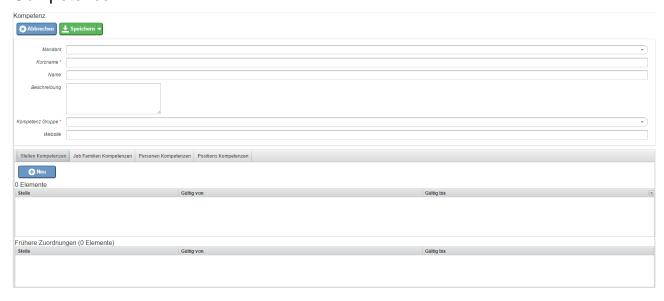
- client
- Short name (required)
- Name (required)
- Description of the
- qualification type
- Higher-level qualification group

#### Tabs:

- qualifications
- levels

## **Competences**

## Competence



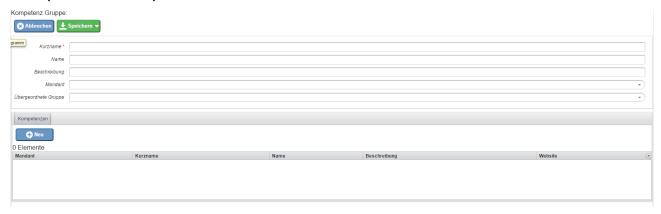
### Currently available fields:

- client
- Short name (required)
- Name (required)
- Description
- Competence Group (Mandatory field)
- website

#### Tabs:

- Jobs Competences
- Job Family Competences
- People Competences
- Position competencies

## Competence Group



## Currently available fields:

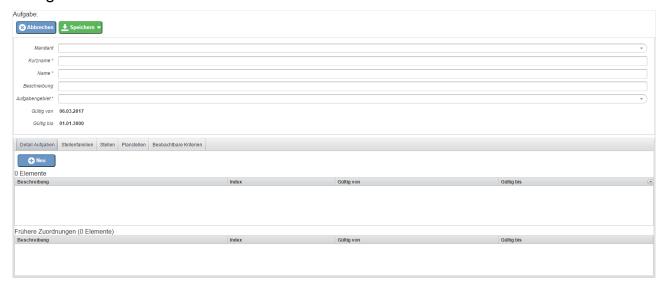
- Short name (required)
- name
- Description
- client
- Higher-level group

#### Tabs:

• Competence

# **Assignments**

## Assignment



### Currently available fields:

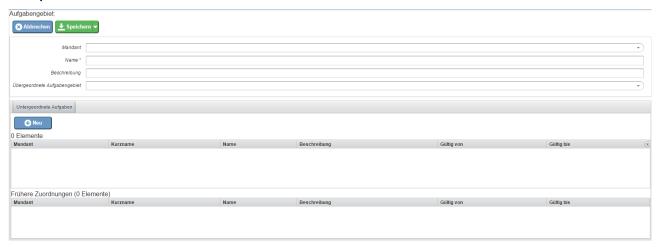
- client
- Short name (required)
- Name (required)
- Description
- Area of responsibility (mandatory field)
- Valid from

Valid until

#### Tabs:

- Detail Tasks
- job families
- positions
- permanent posts
- · Observable criteria

# Responsibilities



## Currently available fields:

- client
- Name (required)
- Description
- Higher-level area of responsibility

## Tabs:

Lower-level tasks