Career Path Archive

Module Guide: Career Path Archive

Module Location

Settings > Organization Structure > Career Path Archive

Module Purpose

The **Career Path Archive** module serves as a complete **historical record** of every employee's career movement within the company. This module allows the HR department to record, view, and manage every position change, promotion, transfer, or demotion that an employee experiences throughout their tenure.

1. Main View (Employee List)

The main page is a list of all employees in the system, serving as the starting point for accessing each individual's career archive.

View Explanation

- **Filter**: Allows searching for a specific employee by **Employee Code** and **Employment Status**.
- **Employee List Table**:
  - **Employee Code**: The Employee ID Number.
  - **Employee Name**: The full name of the employee.

    - **Action**: Clicking on a row in this table will take the user to the **Career Path Detail** page for the respective employee.

2. Career Path Detail Page (Change)

This page is dedicated to managing an employee's career history. Users can view the history of positions held and add new entries for career movements.

View Explanation

- **Employee Information**: Displays the name and status of the employee being viewed.
- **Current Status**:
    - This section lists all positions **currently** held by the employee. An employee can hold more than one position in different companies within a group.
    - **Company**: The name of the company where the position is held.
    - **Position**: The name of the job title/position.
    - **Delete**: A link to end or remove the assignment to that position.
- **New Addition**:
    - This is the form for recording a new career move (e.g., a promotion or transfer).

    - **Company Name & Position**: A dropdown and selection button to assign the employee to a new company and position.
    - **Main**: A checkbox to mark if this is the employee's primary position (if they have more than one).
    - **Start Date**: The effective date for the employee's start in the new position.
- **Action Buttons**:
    - **Save**: Saves the changes, whether ending an old position or adding a new one.

3. Steps to Update a Career Path

- **Select Employee**: From the main page, find and click on the name of the employee whose career history you want to update.
- **End Old Position (if necessary)**: In the **Current Status** section, click the **Delete** link next to the position that the employee no longer holds.
- **Add New Position**: In the **New Addition** section, select the new **Company Name** and **Position**.
- Fill in the effective **Start Date** for the new position.
- Click the **Save** button at the bottom. The system will record this movement and update the employee's position status.

4. Integrated Workflow & Business Process

- **Basis for Employee History**: This module is the primary source of data for all historical information related to job titles. This data is invaluable for performance analysis, succession planning, and meeting internal and external audit requirements.

- **Integration with Approval Workflows**: A change in an employee's position here will automatically update their role in approval workflows. For example, if a staff member is promoted to manager, they will automatically start receiving approval requests from their new subordinates.

- **Compensation Management**: Career history is often closely tied to the history of salary and compensation changes, although the compensation data itself may be managed in the payroll module.

5. Tips & Important Notes

- Ensure the **Start Date** is filled in accurately, as this marks the starting point of an employee's new responsibilities and authorities.

- This module creates a clear digital trail of an employee's entire career path, which is very useful for future reference.

- The management of this module is a primary responsibility of the Human Resources (HR) department and should be performed whenever there is an official decision letter regarding a promotion, transfer, or other change in job title.

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