# Position

## Module Guide: Position

### Module Location

Settings > Organization Structure > Position

### Module Purpose

The **Position** module is used to define every specific position or job title that exists within the company's organizational structure. While the "Organization Level" module builds the framework of departments or divisions, the "Position" module fills that framework with individual job titles such as "Finance Manager," "Accounting Staff," or "CEO." This module also stores the job description, requirements, and responsibilities for each position.?

## 1. Main View (Position Structure)

The main page displays the position structure in the same tree format as "Organization Level," allowing for hierarchical navigation.

### View Explanation

- **Tree Structure**: Displays the hierarchy of organizational units. Users can click the `+` or `edit` icon next to each unit to add or edit positions within it.

## 2. Position Detail Page

This is the form page where all details regarding a job position are defined.

**View Explanation**

- **Basic Information**:
  - **Parent Position**: Defines the direct superior of the position being created.
  - **Position Code & Position Name**: A unique code and the name of the job title (e.g., MGR-FIN, Finance Manager).
  - **Status**: An "Active" checkbox to indicate if the position is valid.
- **Job Description & Requirements**:
  - Several rich text editors are available to document:
    - The job description or main responsibilities.
    - Managerial Requirement: Requirements from a managerial perspective.
    - Technical Requirement: Requirements in terms of technical or specific skills.
- **Organizational & Accounting Linkage**:
  - **Cost Center**: A dropdown to link this position to a specific cost center, which is crucial for salary budget reporting and control.
  - **Head of Division**: Defines the related head of the division.

    - **isPosition**: A checkbox to confirm that this is a fillable job position.

- **Action Buttons**:
    - **Add Subordinate**: A shortcut button to create a new position that is hierarchically under the one currently being edited.
    - **Change, Reset, Cancel, Delete**: Standard buttons for data management.
- **Archive**: An audit log that records the entire history of changes made to this position's data.

# 3. Steps to Create a New Position

- From the main page, navigate to the organizational unit (department) where the new position will be created, then click the add icon.
- You will be directed to the **Position Detail** page.
- Fill in the **Position Code**, **Position Name**, and select the **Parent Position** (superior).
- Use the text editors to fill in the job description and required qualifications.
- Link the position to the relevant **Cost Center**.
- Click **Save** (or **Change**).

# 4. Integrated Workflow & Business Process

- **Basis of HR Management**: The position data here is the foundation for the entire human resource management cycle, from the recruitment process (using job descriptions and requirements) and performance management to succession planning.?

- **Approval Workflow**: The position hierarchy ("Parent Position") is essential for building automated approval workflows. For instance, a leave request or expense claim from a "Staff" member will be automatically routed to the "Manager" defined as their superior here.

- **Cost Control**: By linking each position to a **Cost Center**, the company can accurately allocate and monitor salary costs per department, which is vital for profitability analysis and budget control.

# 5. Tips & Important Notes

- This module bridges the gap between a conceptual organizational structure and the practicalities of human resource management and cost accounting.

- Ensure that job descriptions and requirements are always kept up-to-date to be relevant for recruitment processes.

- The relationship between positions, users/employees, and **Cost Centers** is one of the most crucial integrations in an ERP system. The management of this module should ideally be handled by the HR department in coordination with the Finance department.

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