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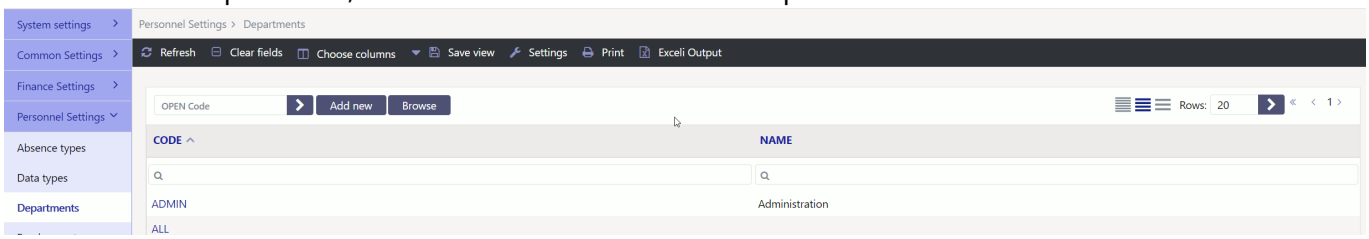
Departments

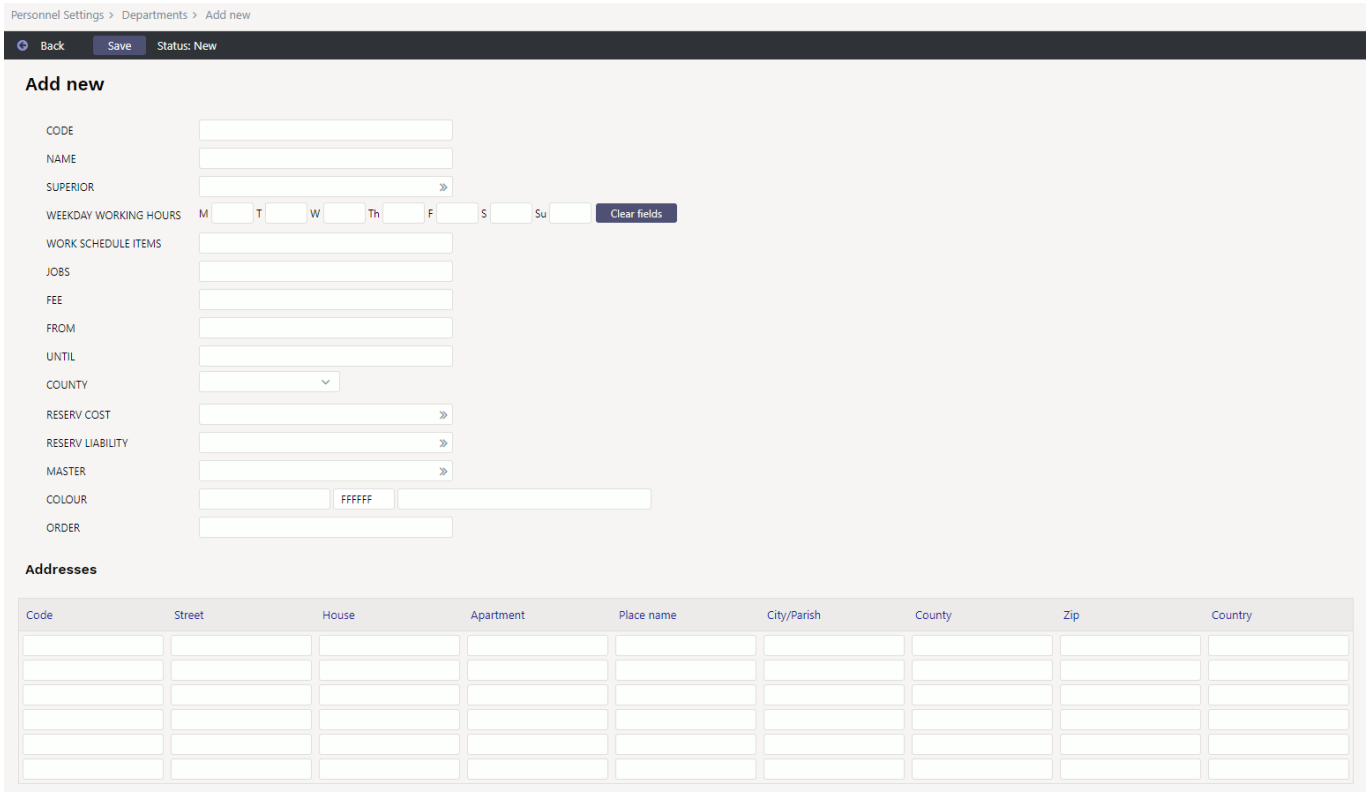
With departments, you describe the structure of your company in Directo. Based on departments, you can filter and group employees in reports, assign a manager to employees, set up the working time and holiday reserve accounts of the department, and plan budgeted positions.

You can find the departments in the menu `Settings → Personnel Settings →` **`Departments`**.

To add a new department, click **Add new** and fill in the department card.



Fill in the card



Department card fields

Code - the department code that Directo shows in reports and on the employee card. Do not use letters with diacritics (for example ä, õ, ö, ü) in the code.
Name - the full name of the department.
Short code - a shorter identifier than the code. By default, Directo orders departments in reports by code. If the department has a short code, Directo orders the departments by the short code.
Superior - the manager of the department. If a manager has been assigned to the department, Directo automatically adds this manager to the employee cards of the department's employees and updates it if the department manager changes. The manager is also taken into account by the setting

`System settings > Manager can open its subordinate cards and reports with the own right`, and the same manager accepts the employees' holiday requests.

Additional approvers for absences - the users who approve holiday requests as the second approver if **Manager + person specified at department** has been selected in the setting `System settings > Multi-step approvers of absence requests`. Select the users from the user register, separated by commas.
Weekday working hours - the working hours of the department by weekday. These take precedence over the system setting **Weekday working hours**, which you can leave empty.
Work schedule items - the Working Schedule items of the department. If you do not want the standard hours to be calendar-based, Directo calculates the standard hours according to these items.
Work hour summarize period in months - if this department works with a different summarised period than the rest of the company, enter the length of the period here. Directo determines the summarised period in the following order: first the employee card, then the department card, and finally the system setting. If the system setting is also empty, Directo does not apply summarised working time.
Work hour summarize period beginning month - the calendar month in which the first summarised period starts. For example, if the period starts in February, enter 2; if in April, enter 4.
Jobs - the total number of budgeted positions of the department. Directo calculates it based on the **Jobs** table.
Fee - the budgeted average wage of a position. Directo calculates it based on the **Jobs** table. For example, if the department has 4 positions with a wage of 2,000 €, 1 position with a wage of 2,500 € and 1 position with a wage of 1,200 €, **Jobs** is 6 and **Fee** is 1,950 € (11,700 € / 6).
From and **Until** - the validity period of the department. If the validity of the department has ended, Directo shows the department in red on the employee card.
County - the county where the department is located.
Reserve cost - if you use the Directo holiday reserve calculation, enter the department-based holiday reserve cost account here.
Reserve liability - if you use the Directo holiday reserve calculation, enter the department-based holiday reserve liability account here.
Master - the parent department. For example, if several departments belong to one region, you can create a separate department for the region and set it in the **Master** field of all departments in that region. This way, you can also extract personnel reports by region.
Colour - the colour of the department in reports, for example in the Labour Structure report.
Order - by default, Directo orders departments in reports by code. If you want a different order, enter numbers here by which Directo orders the departments.

Jobs

In this table, enter the budgeted positions of the department and their wages. Based on this data, Directo shows the budget columns in the **Departments** report and calculates the **Jobs** and **Fee** fields on the department card.
Position code - the position that you select from the position register.
Jobs - how many such positions are planned in the department.
Fee - the wage of one position.
From and **Until** - the validity period of this row.
Description - free text, for example the reason why the position ended.

Addresses

In this table, you can enter the department's addresses as precisely as you need. To fill in the address fields, you must have the right `yld_aadressid (Addresses)` on the `Documents` tab of the user group rights. **Code** - the address or location code that you enter yourself.
Street, **House**, **Apartment**, **Place name**, **Zip**, **City/Parish** and **County** - the parts of the address as text fields.
You use address codes, for example, on the fixed asset and low-value asset card.

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Last update: **2026/11/25 17:17**