# Sisukord

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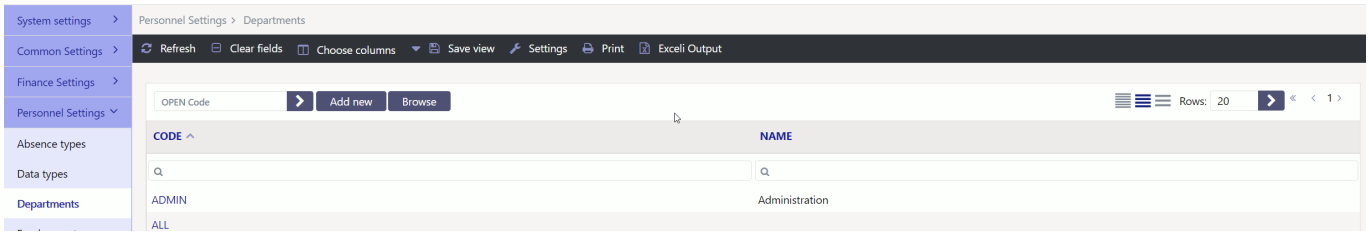
# Departments

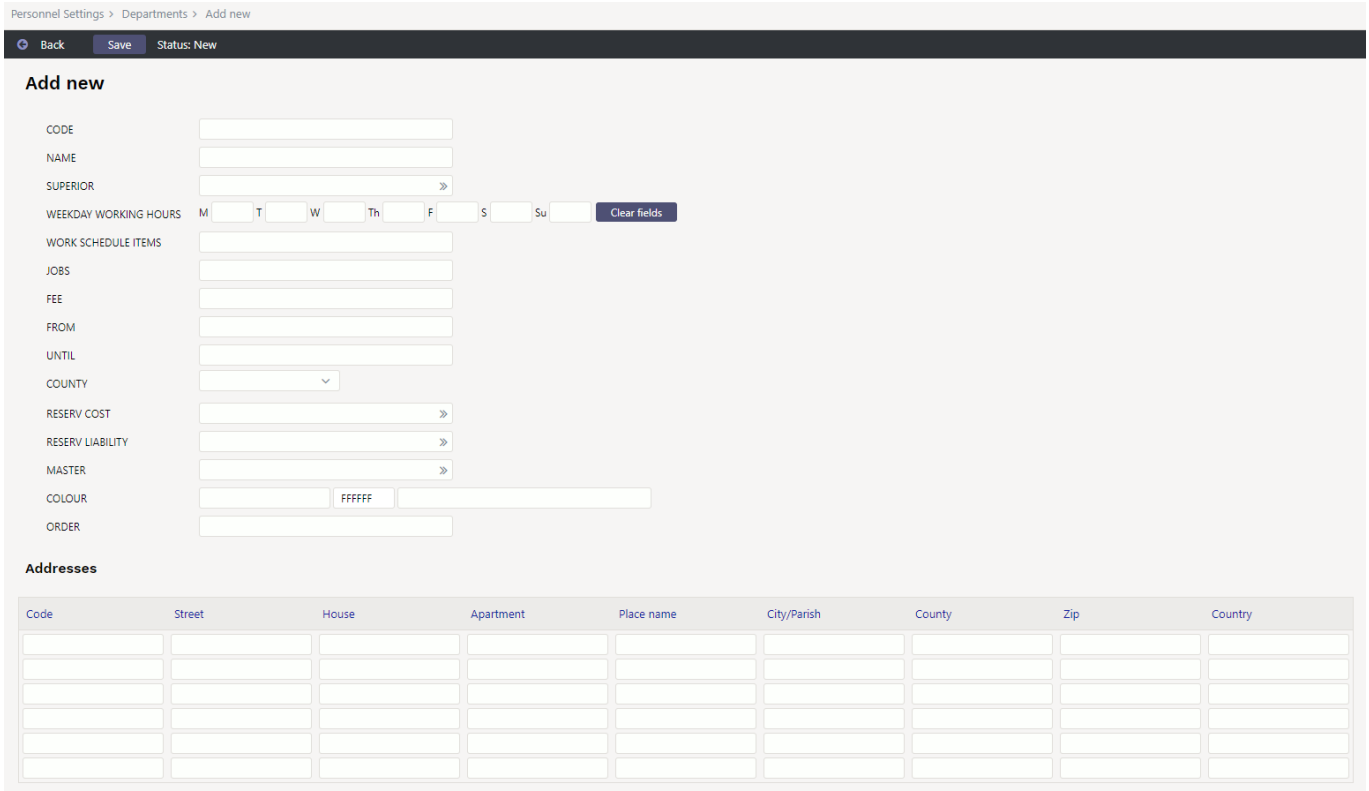
The companies structure by departments can be set up under departments.

Departments setting `Settings → PERSONNEL SETTINGS→` **`Departments`**

To add new department press **Add new**.




Fill in the card




## Fields to be completed

**Code**- enter the code for the department. It is displayed in reports and on the personnel card.

**Name**- full name of the department

**Superior**- a manager can be assigned for a department and this value is taken into account also in the system settings „Manager can open its subordinate cards and reports with the own right“.

**Weekday working hours**- possible to enter department-based hours by day.

**Work schedule items**- possible to add department-based schedule items. Standard hours are taken into account according to them, if it is not recommended that standard hours be calendar.

**Jobs**- total number of added jobs are calculated.

**Fee**- fee assigned for the jobs is calculated.

**From** and **Until**- possible to determine the validity of the department. If the validity of the department is in the past, the personnel card will show the department in red in the user data

**County**- department location by counties

**Reserv cost**- if is used Directo holiday reserve calculation, then the department based cost account can be entered here.

**Reserv liability**- if is used Directo holiday reserve calculation, then the department based liability account can be entered here.

**Master**- for example, if several departments belong to one region, it is possible to create a master department region and assign that region as master for all departments in that region.

**Colour**- department colour in reports

**Order**- by default are displayed in reports in code order, but if is wanted different order, then is possible to enter numeric values to the fields according the departments are ordered in the reports.

# Jobs

Lisatabelisse on võimalik sisestada osakonda eelarvestatud ametikohtade arvu ja vastava ametikoha tasu. Sellest tabelist võtab „Tööjõu struktuur“ aruanne eelarve tulpadesse andmed.

**Position code**- possible to choose a position from the position register

**Jobs**- enter the number of jobs provided in that department

**Fee**- fee assigned for one job

**From** ja **Until**- this row validity

**Description**- text field

# Addressis

Lisatabelisse on võimalik sisestada osakonna aadresse sellise täpsusega nagu on oluline.

**Code**: aadressi/asukoha kood, mida saab käsitsi sisestada.

**Street**: tekstiväli

**House**: tekstiväli

**Appartment**: tekstiväli

**Koha nimi**: tekstiväli

**Sihtnumber**: tekstiväli

**Linn/Vald**: tekstiväli

**Maakond**: tekstiväli

Kasutatakse nt. põhivara ja väikevahendi kaardil Asukoha koodide kasutamine .

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