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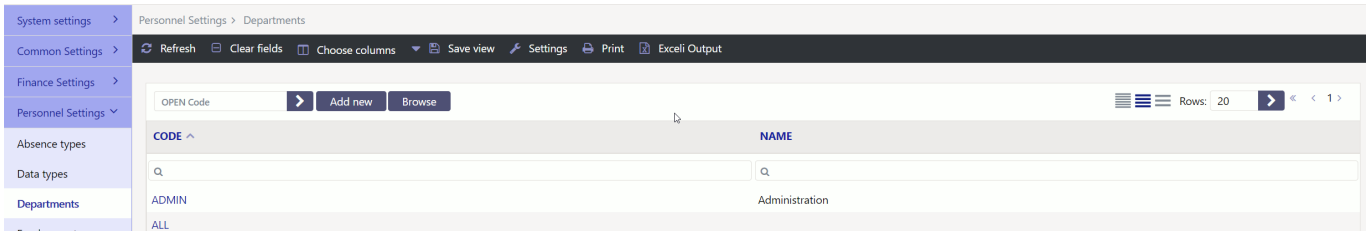
Departments

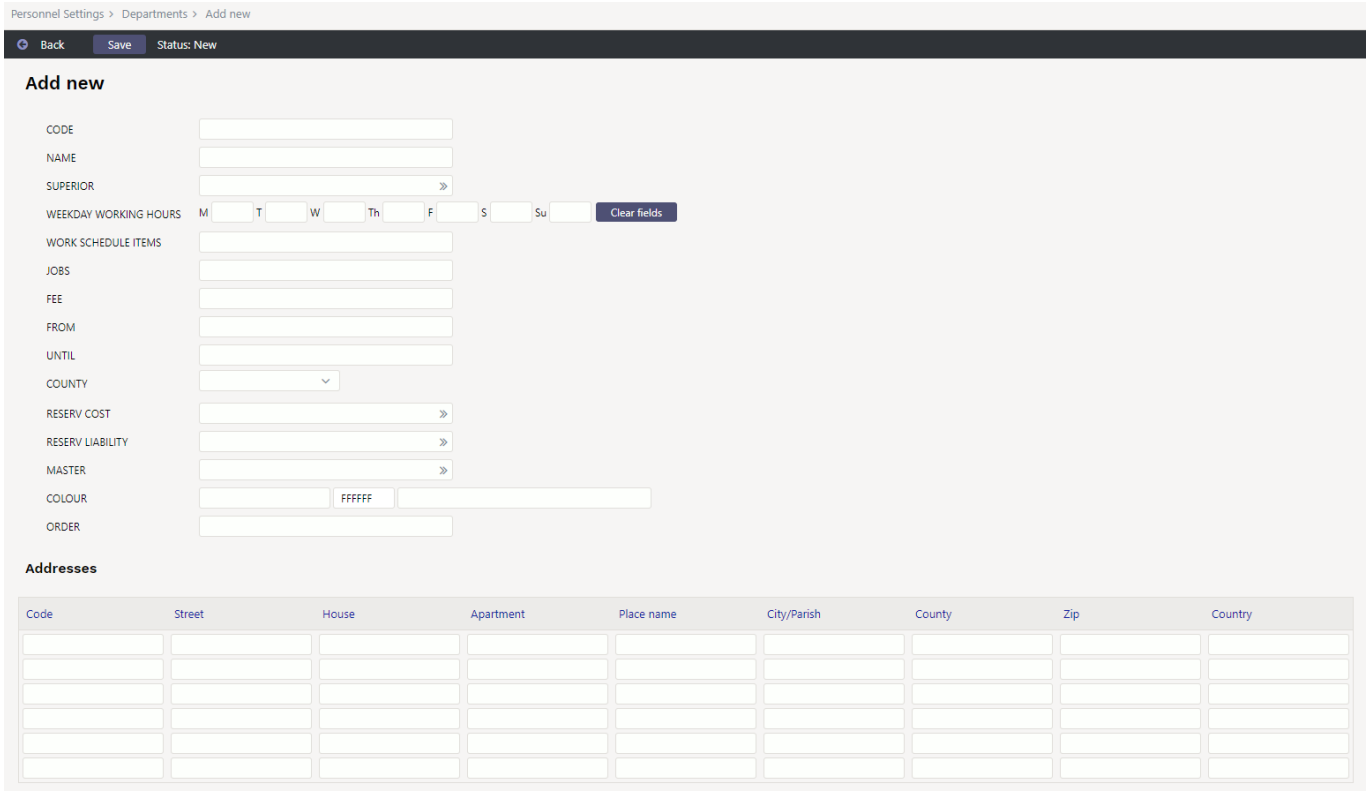
The companies structure by departments can be set up under departments.

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 superior 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.

Fee- total fee assigned for the jobs.

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, 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

It is possible to enter to the additional table the number and fee of jobs budgeted to this department.

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

It is possible to enter the department addresses in the additional table with the accuracy required.

Code: address/location code, can be entered manually

Street: text field

House: text field

Apartment: text field

Place name: text field

Zip: text field

City/Parish: text field

County: text field

Used for example on fixed asset and low value asset card Asukoha koodide kasutamine .

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