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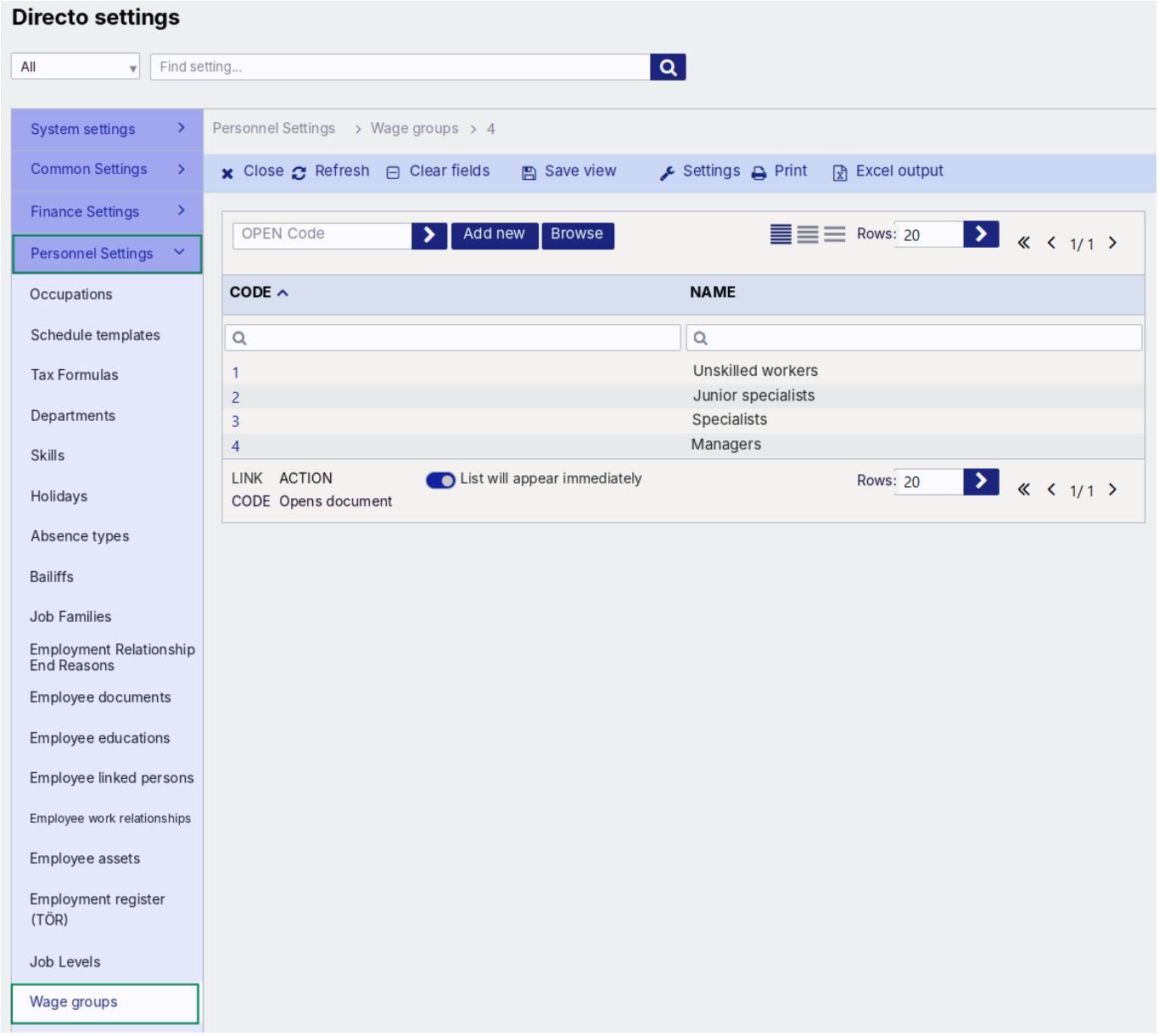
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Wage groups

Wage groups (also called pay grades) are parts of the pay system into which you group occupations with similar responsibility, complexity and value. You can define a common pay range for each group. This way, you can ensure that equal work is paid fairly and transparently, and the employee can see how their wage can grow. Wage groups are often used by public sector institutions (in their pay guidelines) and by larger companies.

Setup

The wage group register appears in the menu `Settings → Personnel Settings →` **`Wage groups`** when **Yes** is selected in the setting `System settings > Wage groups`. At the same time, the **Wage group** field appears on the occupation card.



Adding a wage group

1. Click **Add new** in the register.
2. Fill in the fields.
3. Click **Save**.

Code - the code of the wage group, for example `1` or `WG3`.
Name - the name of the wage group, for example `Specialists`.


In small and medium-sized companies, 4–6 groups are usually enough. Too many groups make the system difficult to manage. When assigning a group, evaluate the occupation (required knowledge, independence, responsibility), not the specific employee.

Using wage groups

Occupation card - in the **Wage group** field of the occupation card, select the group to which this occupation belongs. Read more in the guide Occupations.


Wage groups and job levels complement each other: the wage group shows the value and pay range of the occupation, the job level shows the career step within the job family. Read more in the guide Job Levels.

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Last update: **2026/11/27 19:50**