

Manage Approval Workflows for Positions in My HR Services

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INTRODUCTION

Why is this important?

Position management is key:

- To start a recruiting process, internal or external
- To assign new joiners or internal movers their 'seat' in our Organization structure
- To reflect our Business Organization's evolution

The correct and timely creation / maintenance of positions ensures a proper functioning of all HR processes and an org chart that provides a correct view of the organization.

POSITION MANAGEMENT - GUIDELINES & PRINCIPLES FOR MANAGERS

Manage Position Approval Workflow

If you are a Manager from time to time you will be required to take & record a decision in My HR Services system regarding employees in your organization, e.g., at times of promotions, transfers, or salary increase requests.

Manage Position Approval Workflow follow the step-by-step guide below:

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- [How to manage positions in My HR Services](#)
- [Checklist for the Manager \(position creation\)](#)
- [Checklist for the Manager \(position modification\)](#)
- [Checklist for the N+1 Manager](#)
- [Job Catalog](#)
- [Job Families & Grading](#)