

Employee Data Management - How to manage concurrent employments

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(Managers with direct reports from different divisions than their own ones)

INTRODUCTION

If a manager will manage employees' from divisions different from the manager's division, it is necessary to create a concurrent employment for the manager.

Therefore, the manager will have more than one active assignment.

The main assignment which the manager already had will not be changed.

The new assignment created due to the concurrent employment situation, will be allocated to the division of the employees who are in different divisions than the manager's one.

For simplicity, please see the examples below:

Example A:

- Manager John belongs to the division "A"
- Employee Sofia belongs to the division "B"
- Sofia will report to John
- A concurrent employment for manager John is created and assigned to division "B"
- Sofia will report to John's concurrent employment in division "B"

Example B:

- Manager John belongs to the division "A" and manages two employees: Kate (belonging to the division "A") and Sofia (belonging to the division "B"); this means that John has a concurrent employment in division "B"
- Kate reports to John's main employment in division "A"
- Sofia reports to John's concurrent employment in division "B"

It is the responsibility of the HR to identify situations where concurrent employment is needed, as well as to make sure that concurrent employments are properly maintained.

To create or maintain the information of concurrent employment, please open a ticket in [Service One](#).

RATING PROCEDURE FOR SERVICE CENTER

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