



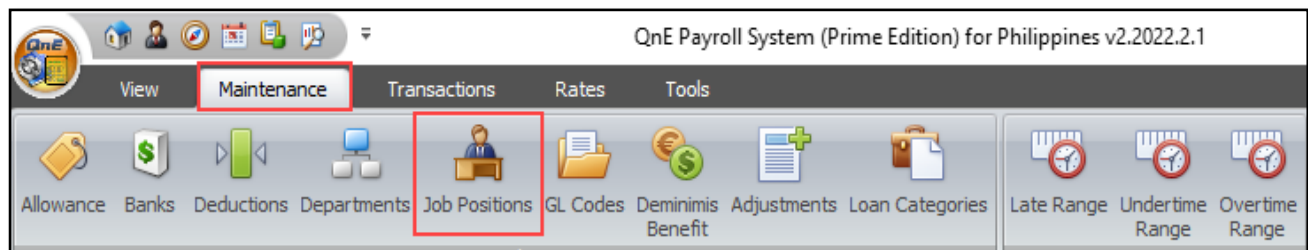
How to Set Up the Different Job Positions in the Company

Overview:

The 'Job Positions Maintenance' window is used to maintain the different job positions in the company.

Procedure:

In the Ribbon Menu, go to *Maintenance > Job Positions*.

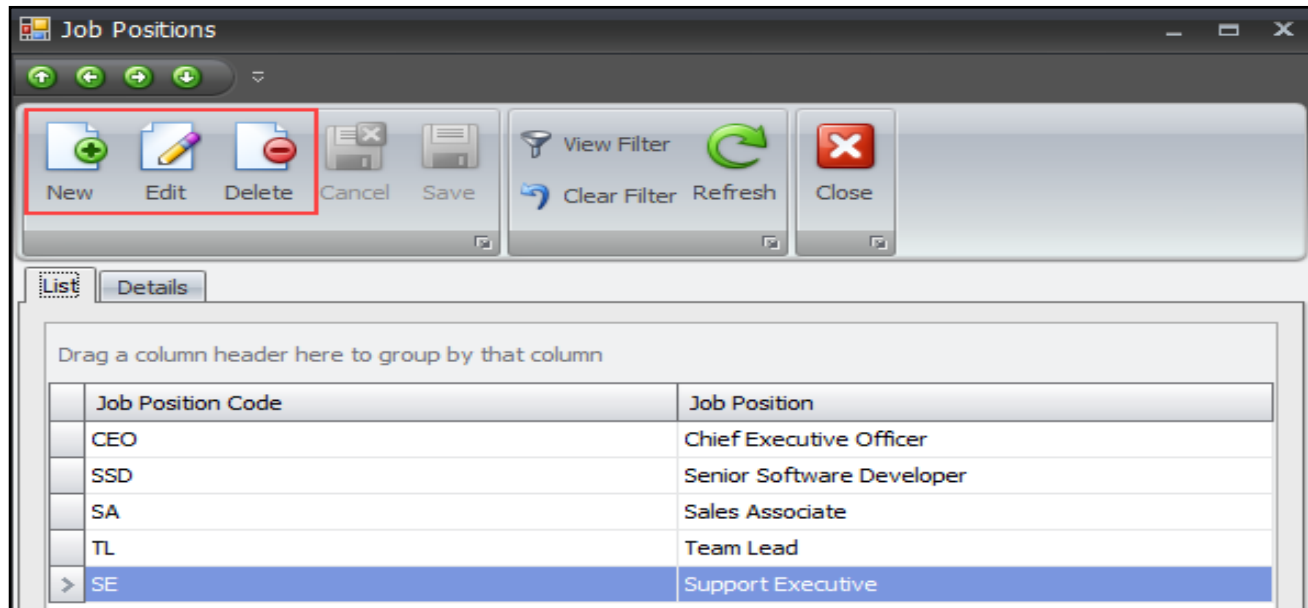


Click **New** to add a new Job Position

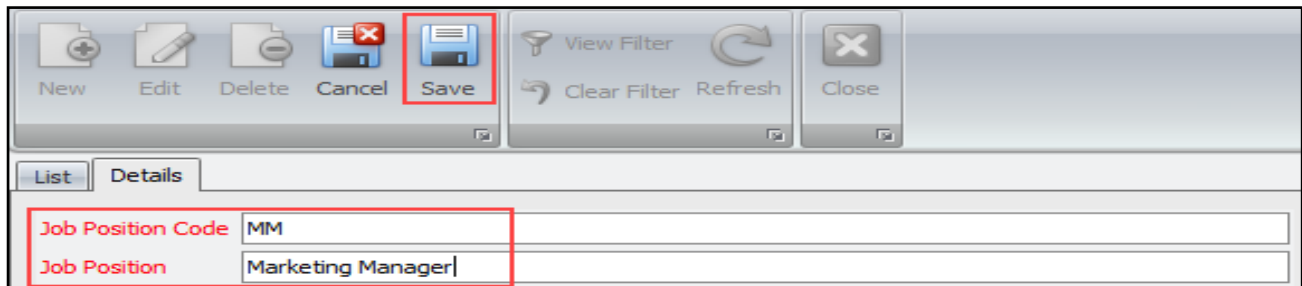
Click **Edit** to amend the Code and/or Title of existing Job Position

Click **Delete** to delete a Job Position

Note: Cannot delete a Job Position if it is still assigned to an employee in Employees Maintenance



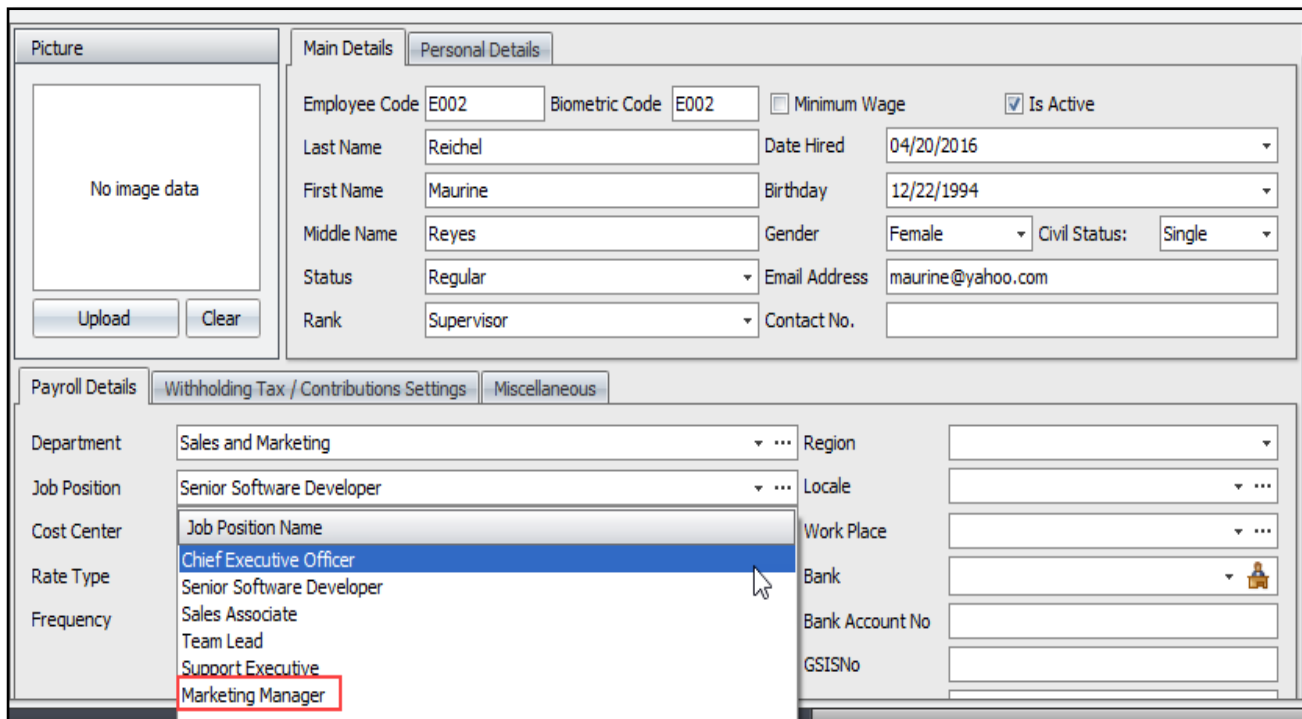
To add a new job position, click New, type the Job Position Code and Job Position, and click Save.



Buttons: New, Edit, Delete, Cancel, Save, View Filter, Clear Filter, Refresh, Close.

Fields: Job Position Code (MM), Job Position (Marketing Manager).

In the Employees Maintenance, the newly added Job Position is now available for selection.



Employee Code: E002, Biometric Code: E002, Minimum Wage: ☐, Is Active: ☒

Last Name: Reichel, Date Hired: 04/20/2016

First Name: Maurine, Birthday: 12/22/1994

Middle Name: Reyes, Gender: Female, Civil Status: Single

Status: Regular, Email Address: maurine@yahoo.com

Rank: Supervisor, Contact No.:

Payroll Details: Department: Sales and Marketing, Job Position: Senior Software Developer, Cost Center: Job Position Name, Rate Type: Senior Software Developer, Frequency: Sales Associate, Team Lead, Support Executive, Marketing Manager.

Region, Locale, Work Place, Bank, Bank Account No, GSISNo.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>