

Uploading JOBS & POSITIONS then linking to Employee card

## Uploading new jobs

- 1- From employee – configurations – jobs
- 2- Use template as below [temp saved on test with name job temp](#)

Note :( make sure to open related company first)

Job Position
Abudawood Group (80)
A/C Assistant Technician
A/C Technician
Accountant
Accounting Manager
Admin Coordinator
Administration Assistant
Ammonia A/C Tech.
Assistant Building Manager
Associate Business Partner
Associate Director, Employee Wellbeing
Associate HR Business Partner
Associate HRBP
Bonian Accounting Manager

Link new job to employee card [if mass upload :](#)

- 1-Use template saved on test (linking jobs temp )

	C	G	H
	Job (As named in each market)	EMPLOYEE EXTERNAL ID	JOBS EXTERNAL ID
1			
2	A/C Assistant Technician	_export__hr_employee_53308_54537d61	_export__hr_job_40729_3a79903a
3	A/C Technician	_export__hr_employee_53288_2f4e9afb	_export__hr_job_40730_48ecc8c9
4	A/C Technician	_export__hr_employee_53319_32b71dac	_export__hr_job_40730_48ecc8c9
5	A/C Technician	_export__hr_employee_53382_11f1febf	_export__hr_job_40730_48ecc8c9
6	A/C Technician	_export__hr_employee_53389_17b27235	_export__hr_job_40730_48ecc8c9
7	Accountant	_export__hr_employee_61255_08902d89	_export__hr_job_40731_4791ed31
8	Accountant	_export__hr_employee_61315_75ac199d	_export__hr_job_40731_4791ed31
9	Accountant	_export__hr_employee_61324_2b9dc5e4	_export__hr_job_40731_4791ed31
10	Accountant	_export__hr_employee_61328_e3d46343	_export__hr_job_40731_4791ed31

## Uploading new Positions :

- 1- From Employee – configurations- positions
- 2- Upload template with name (positions upload temp 20.8)

Included Fields ( position – position code – parent position – parent position ex id – job )

Note : mapping should be with parent position ex id )

**Export Data** ✕

☐ I want to update data (import-compatible export)

**Export Format:** ☒ XLSX ☐ CSV

**Available fields**

parent

- > Parent Positions/Created by (parent\_id/create\_uid) +
- Parent Positions/Created on (parent\_id/create\_date) +
- > Parent Positions/Department (parent\_id/department\_id) +
- Parent Positions/Display Name (parent\_id/display\_name) +
- > Parent Positions/Employee (parent\_id/employee\_id) +
- Parent Positions/External ID (parent\_id/id) +
- > Parent Positions/Followers (parent\_id/message\_follower\_ids) +
- Parent Positions/Followers (Partners) (parent\_id/message\_partner\_ids) +
- Parent Positions/Has Message (parent\_id/has\_message) +
- Parent Positions/ID (parent\_id/id) +

**Fields to export**

Template: positions upload temp 20.8 ▼ ↺

- ↕ Position Name (name) 🗑
- ↕ Position Code (position\_code) 🗑
- ↕ Parent Positions (parent\_id) 🗑
- ↕ Parent Positions/External ID (parent\_id/id) 🗑
- ↕ Job (job\_id) 🗑

## Linking positions with employee card

- 1- Use template and mapping using Employee Ex.ID & Position EX.ID

Temp name on test (linking employee with position TEMP 20.8

Template: Linking employee with position tem 20.8 ▼ 🗑

- ↕ External ID (id) 🗑
- ↕ Registration Number of the Employee (registration\_number) 🗑
- ↕ Name in Arabic (x\_name\_ar) 🗑
- ↕ Name in English (x\_name\_en) 🗑
- ↕ Job Position (job\_id) 🗑
- ↕ Job Position/External ID (job\_id/id) 🗑

End 😊