

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)

1	Job (As named in each market)	G	EMPLOYEE EXTERNAL ID	H	JOB EXTERNAL ID
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_11f1feb1		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 X

I want to update data (import-compatible export)

Export Format: XLSX CSV

Available fields

- > 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 😊