

HR departments

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Overview

[HR departments](#) are used to organize the company's employees into logical groups, that match organizational structure. They're a structure element within the HR module.

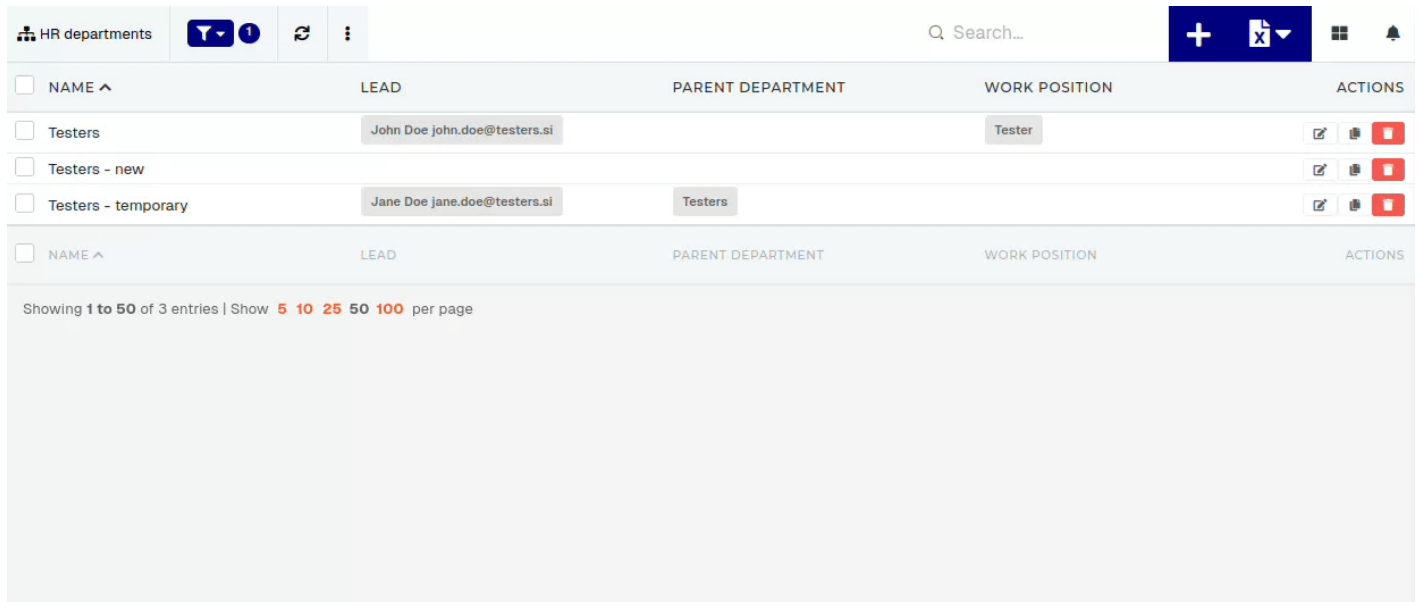
<input type="checkbox"/> NAME ^	LEAD	PARENT DEPARTMENT	WORK POSITION	ACTIONS
<input type="checkbox"/> Testers	John Doe john.doe@testers.si		Tester	✎ 🗑 🔴
<input type="checkbox"/> Testers - new				✎ 🗑 🔴
<input type="checkbox"/> Testers - temporary	Jane Doe jane.doe@testers.si	Testers		✎ 🗑 🔴
<input type="checkbox"/> NAME ^	LEAD	PARENT DEPARTMENT	WORK POSITION	ACTIONS










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Create new HR department

This action requires the "**Create new hr department**" permission.

To create a new hr department, click the "+" button, this will redirect you to the "[Create new HR department](#)" form.



<input type="checkbox"/>	NAME ^	LEAD	PARENT DEPARTMENT	WORK POSITION	ACTIONS
<input type="checkbox"/>	Testers	John Doe john.doe@testers.si		Tester	  
<input type="checkbox"/>	Testers - new				  
<input type="checkbox"/>	Testers - temporary	Jane Doe jane.doe@testers.si	Testers		  

Showing 1 to 50 of 3 entries | Show 5 10 25 50 100 per page

When creating a new HR department, at least the **department name** and **lunch time** must be added.

Department name should be a unique one, in order to more easily differentiate between departments, while **lunch time** must be in a **format of HH:MM** (e. g. 12:00).

Update existing HR department

This action requires the "**Update hr departments**" permission.

When updating a HR department, keep in mind, that some of the information is depended upon by the HR module to work properly.

Among these, the "**department lead**" and "**lunch time**" are some of the more sensitive details, as these are used for employee attendance request approvals and auto-generation of lunch events, respectively.

Basic information

This section contains basic details about the HR department.

Basic information	
NAME *	PUBLIC NAME
Testers - new2	Enter public name
DESCRIPTION	
Enter description	
PARENT DEPARTMENT	LEAD ⓘ
Parent department	Lead
COST CENTER	LUNCH TIME *
Pick cost center	12:00:00

- **Name**

- The name of the HR department.
- Department name should generally be a unique one, in order to avoid confusion while searching through departments.

- **Public name**

- The public name of the HR department.
- If your HR department name is in your native language, this should be its english equivalent.

- **Description**

- A short description of the HR department.
- Not required, but any additional information about the department should go here.

- **Parent department**

- Select a higher-level HR department, inside which the current HR department is.
- E.g. **Production** department is the **parent department of an Assembly** department.
- List contains all HR departments.

- **Lead**

- The lead/head of the department.
- Only users with the "Employee" role and an existing HR profile are listed here.
- The employee, who is selected here, will be the default approver for attendance requests of all employees within the department.

- **Cost center**

- The cost center, which applies to the department as a whole.

- **Lunch time**

- The time, when employees of the department should have lunch.
- The value here must be formatted as **HH:MM:SS** (12:00:00) or **HH:MM** (12:00)
- The time, set here, is used when auto-generating "**Lunch**" attendance events for of the department.

Approver substitutes

This section contains details about temporary attendance approval substitutions, for cases when the primary approver (lead of the department) is unable to approve employee's attendance for month (e.g. sick leave, vacations...)

Approver substitutes

WORKFLOW APPROVERS

APPROVER Nejc Frece Žohar, nejc.frece.zohar@dewesoft.com	DATE FROM 01. 01 . 2026	DATE TO 28. 02 . 2026
<input type="button" value="Duplicate"/> <input type="button" value="Remove"/>	<input type="button" value="x"/> <input type="button" value="🗑️"/>	<input type="button" value="x"/> <input type="button" value="🗑️"/>
APPROVER Workflow approvers	DATE FROM dd.mm. yyyy	DATE TO dd.mm. yyyy
<input type="button" value="Duplicate"/> <input type="button" value="Remove"/>	<input type="button" value="🗑️"/>	<input type="button" value="🗑️"/>

- **Approver**

- The employee, who will substitute for department's lead as attendance request approver.
- This list contains only users with HR profiles.

- **Date from**

- The start date of the substitution period.

- **Date to**

- The end date of the substitution period.
- Once this date is in the past, approver is locked and cannot be changed.

Work positions

This section lists all work positions, currently in the department.

Work positions

WORK POSITION

Vodja poslovnih rešitev x Razvojni inženir za programsko opremo I - BS x Razvojni inženir za programsko opremo II - BS x













Višji razvojni inženir za programsko opremo - BS x Vodilni razvojni inženir za programsko opremo - BS x Student - Business Solutions x

Inženir za podporo uporabnikom - Business Solutions x

Delete HR department

This action requires the "**Delete hr departments**" permission.

To delete an HR department, you can click the "**Trash**" icon on the row of the department.

<input type="checkbox"/> NAME ^	LEAD	PARENT DEPARTMENT	WORK POSITION	ACTIONS
<input type="checkbox"/> Testers	John Doe john.doe@testers.si		Tester	  
<input type="checkbox"/> Testers - new				  
<input type="checkbox"/> Testers - new2				  
<input type="checkbox"/> Testers - temporary	Jane Doe jane.doe@testers.si	Testers		  

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Although HR departments can be deleted, this should generally be avoided, unless the department has been completely phased-out, in order to maintain data traceability in the HR module.