








































Work positions

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Overview

[Work positions](#) are used to determine the role of employee within the company, their tasks, department and authorizations within the ERP.

<input type="checkbox"/> ID	WORK POSITION	SAFETY STANDARDS ▾	ACTIONS
<input type="checkbox"/> 147	Student - Assembly		  
<input type="checkbox"/> 160	Student - Automotive		  
<input type="checkbox"/> 159	Student - HW Platforms		  
<input type="checkbox"/> 162	Student - Mechanical design		  
<input type="checkbox"/> 153	Student - NVH		  
<input type="checkbox"/> 298	IT sistemski inženir		  
<input checked="" type="checkbox"/> 146	DreamLabs		  
<input type="checkbox"/> 151	Student - Purchasing and Logistics		  
<input type="checkbox"/> 184	Student - SW Applications		  
<input type="checkbox"/> 183	Vodja kalibracijskega laboratorija	SAF_ST_PROIZVODNJA & HARDWARE SAF_ST_LOAFERS SHOES	  
<input type="checkbox"/> 302	Student - Quality Check		  
<input type="checkbox"/> 182	Vodja razvoja programske opreme (SW Applications)		  
<input type="checkbox"/> 165	DreamLabs - Automotive		  

Adding work equipment for work position

This action requires " **view safety standards, view work equipment and update work positions**" permissions.

Before adding work equipment for a work position, the **work position needs to have safety standard(s) attached**.

Work equipment, that can be added for a work position, is determined by attached safety standards.

The screenshot shows a web interface for an administrator. At the top, there is a navigation bar with a back arrow, the text 'Home / Administrator', and three tabs: 'Basic information', 'Work equipment' (which is active), and 'Authorization info'. To the right of the tabs are icons for a lock, a grid, and a bell. Below the navigation bar, the main content area is titled 'Work equipment'. It features a 'SAFETY STANDARDS' section with a dropdown menu showing 'SAF_ST_SHOES'. Below this is a 'WORK EQUIPMENT' section with a table. The table has two columns: 'WORK EQUIPMENT' and 'QUANTITY'. The 'WORK EQUIPMENT' column has a dropdown menu with a red asterisk, and the 'QUANTITY' column has a text input field containing '1,00' with a red asterisk. Below the table are buttons for 'Duplicate' and 'Remove'. At the bottom left of the table area is a '+ Add new' button. At the bottom right of the page is a 'Save' button.

When the safety standards for work position have been set, we can attach work equipment from those safety standards.

Home / **Administrator** Basic Information Work equipment Authorization Info 🔒 🗄️ 🔔

Work equipment

SAFETY STANDARDS
SAF_ST_SHOES ✕

WORK EQUIPMENT

WORK EQUIPMENT ✕	QUANTITY ✕ 1,00
------------------	--------------------

📄 Duplicate 🗑️ Remove

+ Add new

Save

You can set the **quantity for each work equipment** (how many pieces/pairs of work equipment employees will receive).

Create work position

This action requires the "**create work position**" permission.

A new safety standard can be created through the "[Create work position](#)" form.

Home / Koordinator

Basic Information Work equipment Authorization Info

Basic information

WORK POSITION *
Koordinator

WORK POSITION INTERNATIONAL TITLE *
Coordinator

LEAVE BONUS *
0

PARENT WORK POSITION
Parent work position

IS PARENT
 NO

MARS CODE
Mars code

Hr departments

HR DEPARTMENTS

HR DEPARTMENT *
05 - Marketing, 10

FROM *
01. 02 . 2026

TO *
01. 02 . 9999

Duplicate Remove

+ Add new

Save

When creating a new work positions, you need at least the work position's **name**, its **international title** and **leave bonus (number of days)**. All other information can be entered later.

In order to **assign a work position to an employee**, the work position **must have a valid HR department** connected.

Update work position

This action requires the "**update work position**" permission.

Home / **Koordinator**

Basic information Work equipment Authorization Info

Basic information

WORK POSITION *
Coordinator

WORK POSITION INTERNATIONAL TITLE *
Coordinator

LEAVE BONUS *
0

PARENT WORK POSITION
Parent work position

IS PARENT
 NO

MARS CODE
Mars code

Hr departments

HR DEPARTMENTS

HR DEPARTMENT *
05 - Marketing, 10

FROM *
01. 02. 2026

TO *
01. 02. 9999

Through the update form, you can manage:

- **Name** and **international title** of the work position:
 - If the work position does not have a different international title, it can be the same as the name.
- **Leave bonus:**
 - Set the amount of **extra** leave days that employees with this work positions receive when new vacation reports are generated.
- **Parent work position:**
 - Sets, which work position this is a subset of (a work position can be present in multiple departments at the same time).
 - When this is the case, one parent work position is created, and then work positions for specific departments are derived from it.
- **Is parent:**
 - Set work position as a parent work position. Only work positions with this option **checked** can be selected as parent work positions.
- **Mars code:**
 - Code is of informative nature, should correspond to the work position code within the guidebooks.

- **HR department:**

- Work positions need to be linked to HR departments in order to be assignable to users.

The screenshot shows a configuration window titled "Hr departments". Inside, there is a section labeled "HR DEPARTMENTS". It features a dropdown menu for "HR DEPARTMENT" with the selected value "05 - Marketing, 10". To the right of the dropdown are two date fields: "FROM" with the value "01. 02 . 2026" and "TO" with the value "01. 02 . 9999". Each date field has a small "x" icon and a trash can icon. Below the dropdown and date fields are two buttons: "Duplicate" and "Remove". At the bottom left of the configuration area is a "+ Add new" button.

A work position can only be assigned on HR profiles, if it is connected to a HR department.

When a work position is moved from one department to another, you need to update the "**To**" date on the old department and add a new one. The new one will then automatically become active.

Active links to departments must have the "**To**" dates set in the **future**.































Dates for different departments **must not intersect**.

Delete work position

This action requires the "**delete work position**" permission.

Work positions can be deleted by toggling their checkbox when viewing in table and clicking the "**delete**" button.

You **can** only **delete work positions** that are **not linked to any HR departments or HR profiles**.

<input type="checkbox"/>	WORK POSITION	SAFETY STANDARDS	ACTIONS
<input type="checkbox"/>	Zaposleni		  
<input type="checkbox"/>	Analitik za skladnost		  
<input type="checkbox"/>	Namestnik direktorja družbe		  
<input type="checkbox"/>	Student - Quality Check		  
<input type="checkbox"/>	Prodajni inženir - Sales		  
<input type="checkbox"/>	Referent za osnovna sredstva		  
<input type="checkbox"/>	Razvojni inženir za elektroniko II - HW Layout		  
<input type="checkbox"/>	IT sistemski inženir		  
<input type="checkbox"/>	Student - investicije		  
<input type="checkbox"/>	Vodja investicij		  

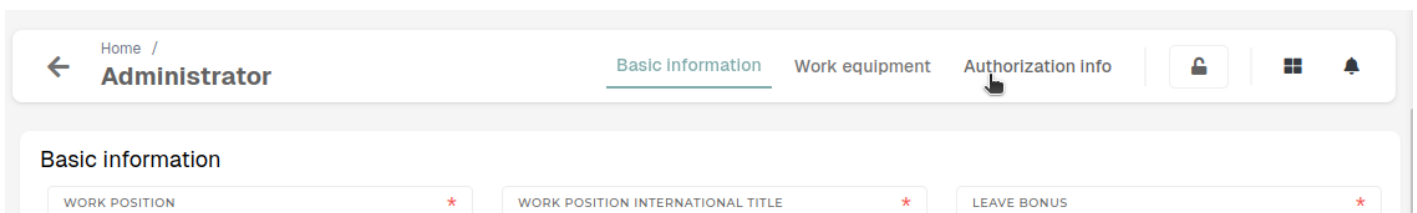
Adding authorizations on work position

This action requires "**view roles and update work positions**" permissions.

Work positions can have directly attached authorizations that are assigned to users when their work position is set.

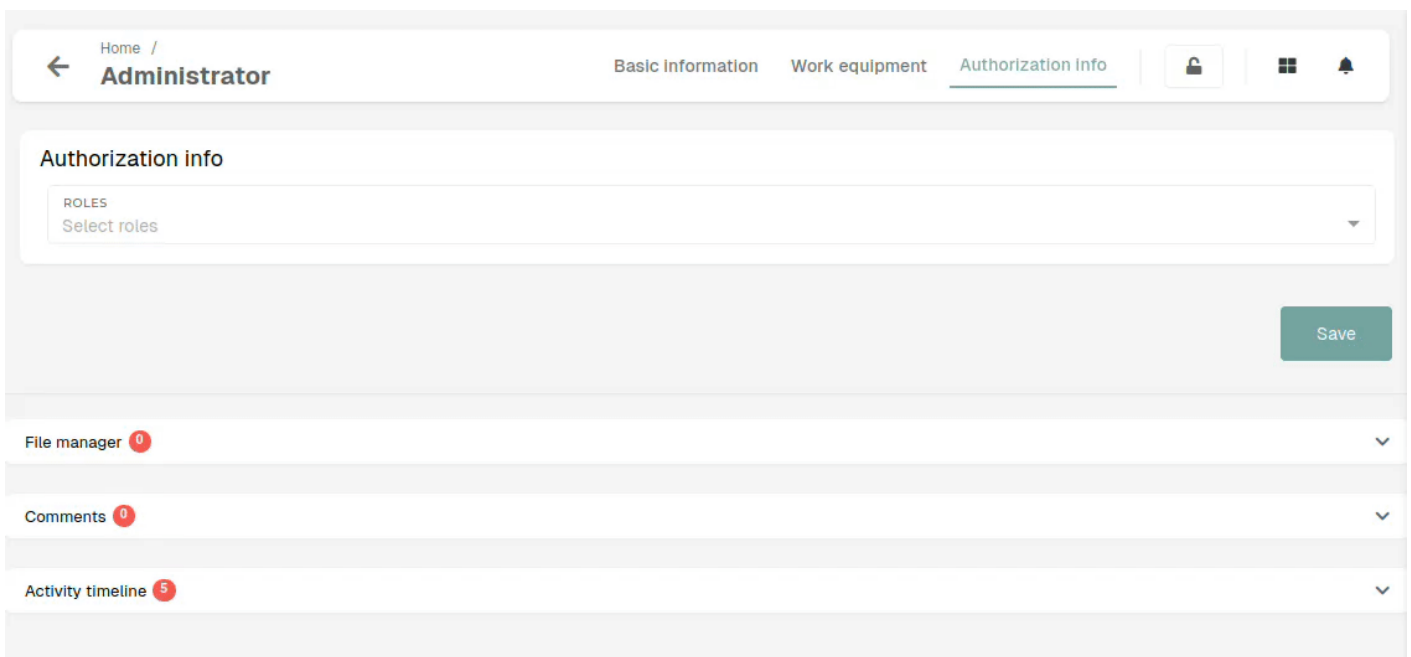
This can be used to **standardize authorizations for all employees with a certain work position** ad once.

These attached authorizations can be managed in the "**Authorization info**" tab on work position's form.



The screenshot shows the 'Basic information' tab of a work position form. The breadcrumb trail is 'Home / Administrator'. The navigation tabs are 'Basic information', 'Work equipment', and 'Authorization Info'. The 'Basic information' section contains three input fields: 'WORK POSITION', 'WORK POSITION INTERNATIONAL TITLE', and 'LEAVE BONUS', each with a red asterisk indicating a required field.

To attach "**authorizations**" (roles) to a work positions, search and select it from the list of roles. After the roles list is saved, the users should re-login to use newly attached permissions.



The screenshot shows the 'Authorization info' tab of the work position form. The breadcrumb trail is 'Home / Administrator'. The navigation tabs are 'Basic information', 'Work equipment', and 'Authorization Info'. The 'Authorization info' section features a dropdown menu labeled 'ROLES' with the placeholder text 'Select roles'. A green 'Save' button is located at the bottom right of the form. Below the form, there is a sidebar with three items: 'File manager' with a red circle containing '0', 'Comments' with a red circle containing '0', and 'Activity timeline' with a red circle containing '5'. Each item has a downward arrow on its right side.