

Update work position

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

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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 *	FROM *	TO *
05 - Marketing, 10	01. 02 . 2026	01. 02 . 9999

Duplicate Remove

+ Add new

Save

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.

Hr departments

HR DEPARTMENTS

HR DEPARTMENT
05 - Marketing, 10

Duplicate Remove

+ Add new

FROM
01. 02 . 2026

TO
01. 02 . 9999

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**.

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