Click&Hire. Level 99
HR Administration Level

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The HR administrator could manage the Click&Hire requests clicking on the ZHR_CH_03 transaction.

Selection criteria:

- **Company Code**: The company code is the smallest organizational unit of external accounting in which a complete and isolated financial accounting can be created. All

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events that affect the company code and the creation of all statements for a legal financial statement (for example balances, profit and loss calculation) are contained within the company code organizational units. This will need input from the Financial Module.

- **Personnel Area**: The personnel area is an organizational unit which represents a limited business area from the point of view of personnel administration, time management and payroll accounting. Personnel areas are subdivided into personnel subareas.
- **Personnel Subarea**: Segments of the personnel area and specific units of the business structure distributed, also, on a geographical basis. At the personnel subarea level, salary structures and payroll concepts are controlled, and work schedule is planned, area grouping for family allowances, among other items.
- **Organizational Unit**: Organizational Unit or Department.
- **Request Number**: The number of the request
- **Request Type**: The type of the request: Vacancy, Applicant, Change in Hours…
- **Object ID**: The vacant, the applicant or the employee affected by the request.
- **Request Status**: The status of the request: In progress, created, canceled…
- **Requested On**: Date of the request
- **Start Date:** Proposal date of the request
- **Created By User**: The user who creates the request.

Run the transaction, the following screen will be displayed (**displays all the requests in the system**). The system will display a list with all requests that meet the selection criteria set by the user.

The different request statuses are:

- Created: The request is recorded in the system but it hasn't been sent to be approved. The user could edit the request.
- In progress: The request has been sent to be approved. The user could not edit the request.
- Pending HR processing: The request has been approved and the HR administrator has to process the request.
- Canceled: The user canceled the request.
- Rejected: The request has been rejected.
- Finished: The request has been processed by HR user.

Click & Hire. Requests report

Date 13.12.2013
User XIN_M.MELERO

Request	Type	Type	Status	Status	Object ID	Object ID	Request	Proposa	Company	Company	Personnel	Personnel	Personnel	Personnel
289	K	Change in…	X	Canceled	708	Martínez, G…	27.11.20…	27.11.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
290	S	Salary cha…	C	Created	708	Martínez, G…	27.11.20…	27.11.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
291	J	Partial retir…	P	In progress	708	Martínez, G…	27.11.20…	27.11.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
292	I	Transfer to…	P	In progress	706	Salgado, O…	27.11.20…	28.11.20…	ES10	NH HOTEL…	0002	ES_CIUDA…	HO01	H-ADMINIS…
293	I	Transfer to…	P	In progress	708	Martínez, G…	27.11.20…	28.11.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
294	H	Change in…	X	Canceled	708	Martínez, G…	27.11.20…	28.11.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
295	S	Salary cha…	P	In progress	708	Martínez, G…	27.11.20…	28.11.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
296	C	Change in…	P	In progress	708	Martínez, G…	27.11.20…	01.01.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
297	C	Change in…	A	Pending H…	708	Martínez, G…	27.11.20…	01.01.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO03	H-F&B/KIT…
298	V	Vacancy	F	Finished	30000129	HOUSEKE…	28.11.20…	25.11.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO13	H-ROOMS/…
299	A	Applicant	P	In progress	81	CORTES P…	28.11.20…	01.12.20…	ES10	NH HOTEL…	0018	ES_ABASC…	HO13	H-ROOMS/…

Possible actions:

2 Display

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Highlight a line from the list and press the button to display all the information associated with the request.

The HR Administrator could display all requests, regardless of their states.

Display request number 00000500

| Internal change | P | Contract extension | Created on | 18.12.2013 |
| Status | P | In progress | | |

Organizational assignment

Employee number	893	MARTINEZ MELERO, EVA
Proposal date	22.12.2013	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50100531	H-F&B/KITCHEN
Position	30101456	KITCHEN_HELP
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

Contract elements

| Contract | 401A | DURACION DETER. T.C. P |
| Contract End Date | 31.12.2015 | |

3 Process Request

Highlight a line from the list and press the button to process the request. The HR Administrator could only process his requests in Pending HR Processing status.

If the HR Administrator tries to process other requests, the system will inform about the limitation.

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Click & Hire. Requests report

Process request | Cancel request

Date 13.12.2013
User XIN_M.MELERO

Request	Type	Type	Status	Status	Object ID	Object ID	Request	Propos
424	P	Contract ex_	A	Pending H_	914	Arias, Este_	11.12.20_	01.02.2
425	P	Contract ex_	P	In progress	914	Arias, Este_	11.12.20_	01.02.2
426	C	Change in _	F	Finished	914	Arias, Este_	11.12.20_	01.03.2
427	S	Salary cha_	F	Finished	914	Arias, Este_	11.12.20_	15.03.2
428	T	Internal tra_	A	Pending H_	914	Arias, Este_	11.12.20_	01.04.2
429	J	Partial retir_	F	Finished	914	Arias, Este_	11.12.20_	01.05.2
430	I	Transfer to _	F	Finished	914	Arias, Este_	11.12.20_	01.06.2
431	V	Vacancy	F	Finished	30000175	HOUSEKE_	11.12.20_	01.12.2
432	A	Applicant	F	Finished	141	CANDIDAT_	11.12.20_	01.12.2
433	B	Leaving	F	Finished	914	Arias, Este_	11.12.20_	31.12.2
434	C	Change in _	F	Finished	920	CANDIDAT_	12.12.20_	03.12.2
435	P	Contract ex_	F	Finished	920	CANDIDAT_	12.12.20_	05.12.2
436	A	Applicant	F	Finished	143	LOLES, LO_	12.12.20_	15.12.2
437	K	Change in _	F	Finished	897	MARTINEZ_	12.12.20_	12.12.2
438	D	Change in _	F	Finished	897	MARTINEZ_	12.12.20_	13.12.2
439	T	Internal tra_	F	Finished	897	MARTINEZ_	12.12.20_	14.12.2
440	C	Change in _	F	Finished	897	MARTINEZ_	12.12.20_	15.12.2
441	P	Contract ex_	F	Finished	897	MARTINEZ_	12.12.20_	16.12.2
442	I	Transfer to _	F	Finished	897	MARTINEZ_	12.12.20_	17.12.2
443	H	Change in _	A	Pending H_	897	MARTINEZ_	12.12.20_	18.12.2
444	S	Salary cha_	F	Finished	897	MARTINEZ_	12.12.20_	19.12.2
445	G	Legal guar_	F	Finished	897	MARTINEZ_	12.12.20_	20.12.2

🛇 User has not authority to perform action Process on request number 00000425

SAP

The process actions will be different depending on the type of request.

When all approvers approve the request:

3.1. Applicants

The HR administrator could edit the information of the request and add new required information of the employee.

- For new employee: the system executes the Hiring action.
- For existing employee: the system executes the Reentry action.

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There are the following sets of information:

- **Organizational Data**.

The fields are:

- o **Proposal Start Date:** Date to create the employee.
- o **Organizational Unit:** Organizational Unit or Department.
- o **Position**: an existing vacant.
- o **Company Code:** The company code is the smallest organizational unit of external accounting in which a complete and isolated financial accounting can be created. All events that affect the company code and the creation of all statements for a legal financial statement (for example balances, profit and loss calculation) are contained within the company code organizational units. This will need input from the Financial Module.
- o **Business Area:** Business area.
- o **Personnel Area:** The personnel area is an organizational unit which represents a limited business area from the point of view of personnel administration, time management and payroll accounting. Personnel areas are subdivided into personnel subareas.
- o **Personnel Subarea:** Segments of the personnel area and specific units of the business structure distributed, also, on a geographical basis. At the personnel subarea level, salary structures and payroll concepts are controlled, and work schedule is planned, area grouping for family allowances, among other items.
- o **Employee Group:** The employee group allows making an approximate distribution or classification of employees by type of relationship of people with the company.
- o **Employee Subgroup:** Employee subgroups subdivide employee groups and represent a detailed breakdown of the type of employee; it also allows organizing under the payroll and the peculiarities of it. This element is inherent to SAP, a group facing payroll execution.
- o **Location:** location of the employee.

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- o **Add. Cost Center**: Additional Cost Center. This field isn't mandatory, buy if the user fills on the Add. Cost Center field, has to fill on the percentage field too.

Organizational data	
Proposal start date	03.03.2014
Organ. unit	50110532 H-F&B/RESTAURANT
Position	30111442 WAITER
Company code	ES10 NH HOTELES ESPAÑA, S.L.
Business Area	0018 ES10 NH ABASCAL
Personnel Area	0018 ES_ABASCAL
Personnel subarea	H004 H-F&B/RESTAURAN
Cost Center	ES109103GE 9103 Generic
Employee group	1 Fixed Contract
Employee subgr.	N1 Adjusted Gross Inc.
Location	0018 ES_ABASCAL
Add. cost center	%

- **Personnel Data.**

The fields are:

- o **Title:** Title of the employee: Mr, Miss, etc.
- o **Last Name:** Last name of the employee.
- o **First Name:** First name of the employee.
- o **Gender:** Gender of the employee.
- o **Date of Birth:** Date of birth of the employee.
- o **Marital Status:** Marital Status of the employee.
- o **Personnel ID Number:** The identification type, for example, DNI, passport…
- o **Nationality:** Nationality of the employee.
- o **Country of Birth:** Country where the employee was born.
- o **Birthplace:** Place where the employee was born.

Personnel data	
Title	3 Miss
Last Name	CANDIDATA CLICKHIRE
First Name	ANGELES
Gender	2 Female
Date of Birth	21.11.1988
Marital Status	0 Single
Personnel ID Number	1 DNI (NIF) ▼ 33333333P
Nationality	ES Spanish
Country of Birth	ES Spain
Birthplace	MADRID

- **Address Data.**

The fields are:

- o **Address Record Type:** The address type specifies whether the address in question is the employee's permanent or temporary place of residence.
- o **Country:** Country.
- o **Street Key:** Abbreviation used to identify different types of street addresses.

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- o **Street and House Number:** Name and number of the street.
- o **Second Address Line:** Additional specifications for an address.
- o **City:** City of the address.
- o **Postal Code:** Postal Code of the address.
- o **Region:** Or province.
- o **Telephone Number:** Telephone number.
- o **Telephone Number (complementary):** Additional telephone number.
- o **Email**: Email of the employee.

Address data		
Address Record Type	1	Permanent r
Country	ES	Spain
Street key	PQ Parq... ▼	
Street and House Number	CALLE NUEVA CAMBIADA	☑
2nd Address Line	2ºD	
City	MADRID	
Postal Code	28908	
Region	28	Madrid
Telephone Number	432135422	
Telephone Number		
email	V4@GMAIL.COM	

- **Planned Working Time.**

The fields are:

- o **Weekly Working Hours:** Working hours per week.

Planned working time	
Weekly working hours	40,00

- **Bank Data.**

The fields are:

- o **Payment Method:** Normaly, T from Transfer.
- o **Bank Country:** Country of the employee bank.
- o **Bank Number:** Number of the employee bank.
- o **Bank Account:** Account number of the employee.
- o **Bank Control:** Control number of the bank.
- o **IBAN:** The user could generate automaticaly the IBAN number clicking in the

    [icon] buttom. Previously, the Bank Number, Bank Account and Bank Control must be selected.

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Bank data		
Bank country	ES	Spain
Bank number	00030001	BANCO DE DEPOSITOS, S.A.
Bank account	0011111111	
Bank Control	83	
Payment method	T	TRANSFER (Customer)
Iban	ES6100030001830011111111	

- **Basic Pay.**

The fields are:

- o **PS Area:** The pay scale area defines the geographical area in which a collective agreement is valid.
- o **Reference Bonus**: The amount and the number of payments of this wage type.
- o **Social Security**: The amount and the number of payments of this wage type.
- o **Base Salary:** The amount and the number of payments of this wage type.
- o **Grade and Level:** Pay scale grades and pay scale levels are the criteria used to classify data for job evaluations and indirect valuations.
- o **Travel Expenses:** Check to inform about travel expenses.

Basic pay				
PS area	☑			
	Amount	Unit	Currency	EUR
Reference bonus	1.000,00	12,00		
Social Security	☑	☑		
Base Salary	1.500,00	12,00		
Grade ☑ Level ☑				
Travel expenses	☐			

- **Contract Elements.**

The fields are:

- o **Contract Id**: Id of the contract.
- o **Contract End Date**: If the contract is temporary, the user will include the end date of the contract, for example, 31.12.2015. If the contract is permanent, the user will include the latest date in the system, 31.12.9999.
- o **Prof. Cat**: Professional category of the employee.
- o **Social Insurance Number:** Social Insurance Number of the employee.

Contract Elements			
Contract ID	☑		
Contract End Date	31.12.2014		
Prof.cat	320	TECNICO SISTEMAS	
Social insurance number	28	54526457	78

- **Historical of the request.**

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This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

```
-----------------------------------------------------------------
User: María Ángeles Melero Alonso
Date: 11.12.2013   Time: 10:04:52    Action: Created


-----------------------------------------------------------------
User: Verónica Martin
Date: 11.12.2013   Time: 10:05:13    Action: Step Approved
```

3.2 Internal Changes

The HR user could edit the information of the request and add new required information of the employee. Then the system executes the Internal Changes actions.

3.2.1 Leaving

The fields are:

- **Reason for leaving**: The reason defines the circumstances of the leaving.
- **Proposal date**: Proposal date for the leaving.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

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Process request number 00000460

⏱ Process request

Internal change	B	Leaving

Organizational assignment

Employee number	897	MARTINEZ ALONSO, EVA MARÍA
Reason for leaving	DS	NV Despido
Proposal date	18.02.2014	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H012	H-ROOMS/FRON...
Organizational unit	50110535	H-ROOMS/FRONT OFFICE
Position	30000176	RECEPTIONIST
Employee group	1	Fixed Contract
Employee subgroup	N2	CLA

User: María Ángeles Melero Alonso
Date: 03.12.2013   Time: 18:26:39   Action: Created

User: Verónica Martin
Date: 03.12.2013   Time: 18:27:29   Action: Step Approved

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3.2.2. Change in hours

The fields are:

- **Proposal date**: Proposal date for the change.
- **Weekly Working Hours**: Working hours per week.
- **Contract**: The contract for the employee.
- **Contract End Date**: End date of the new contract.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

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3.2.3. Salary change

The fields are:

- **Proposal date**: Proposal date for the change.
- **Reason**: Reason for the salary change.
- **PS Area**: The pay scale area defines the geographical area in which a collective agreement is valid.
- **Reference bonus/Social Security/Salary Base**: From the left to the right side:
  - New amount of this wage type to change by the user.
  - Actual amount of this wage type.
  - Number of payments.
- **Grade and Level**: Pay scale grades and pay scale levels are the criteria used to classify data for job evaluations and indirect valuations.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

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3.2.4. Change in contract

The fields are:

- **Proposal date**: Proposal date for the change.
- **Weekly Working Hours**: Working hours per week.
- **Contract**: The new contract for the employee.
- **Contract End Date**: End date of the new contract.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

Process request number 00000296

Process request

| Internal change | C | Change in contract |

Organizational assignment

Employee number	708	Martínez, Gisela
Proposal date	01.01.2014	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50100531	H-F&B/KITCHEN
Position	99999999	
Employee group	7	Temporary
Employee subgroup	N1	Adjusted Gross Inc.

Planned working time

| Weekly working hours | 35,00 | 30,00 |

Contract elements

| Contract | 401D | DURACION DETER. T.C. P |
| Contract End Date | 31.12.2014 | |

User: María Ángeles Melero Alonso
Date: 03.12.2013   Time: 18:26:39   Action: Created

User: Verónica Martin
Date: 03.12.2013   Time: 18:27:29   Action: Step Approved

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3.2.5. Legal guardianship

The fields are:

- **Proposal date**: Proposal date for the change.
- **Employment Percentage**: This field indicates the employment percentage according to the work schedule.
- **Relationship**: Relationship between the employee and the third person.
- **Date of birth**: date of birth of the child.
- **First Name**: Name of the child.
- **Last Name**: Last name of the child.
- **Reason**: Reason for the legal guardianship.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

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3.2.6. Partial retirement

The fields are:

- **Proposal date**: Proposal date for the change.
- **Weekly Working Hours**: Working hours per week.
- **Contract**: Id of the new contract.
- **Contract End Date**: End date of the contract.
- **Reliever Number**: employee number of the reliever.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

Process request number 00000480

Process request

Internal change	J	Partial retirement

Organizational assignment

Employee number	968	MELERO ALONSO, ÁNGELES
Proposal date	17.12.2013	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H001	H-ADMINISTRATIO
Organizational unit	50100529	H-ADMINISTRATION
Position	30101473	ADMINISTRATION_STAFF
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

Planned working time

Weekly working hours		0,00

Contract elements

Contract	☑	
Contract End Date	18.12.2013	
Reliever number	777	Pérez Ávila, Felipe

User: María Ángeles Melero Alonso
Date: 03.12.2013   Time: 18:26:39   Action: Created

User: Verónica Martin
Date: 03.12.2013   Time: 18:27:29   Action: Step Approved

3.2.7. Contract extension

The fields are:

- **Proposal date**: Proposal date for the change.
- **Contract**: Actual contract of the employee.
- **Contract End Date**: New end date of the actual contract.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

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Process Contract extension request number 00000424

🕒 Process request

Internal change   P   Contract extension

Organizational assignment

Employee number	914	Arias, Esteban
Proposal date	01.02.2013	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H013	H-ROOMS/HOUS…
Organizational unit	50100536	H-ROOMS/HOUSEKEEPING
Position	30101454	HOUSEKEEPING
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

Contract elements

Contract	401A	DURACION DETER. T.C. P
Contract End Date	31.12.2015	

```
User: María Ángeles Melero Alonso
Date: 03.12.2013   Time: 18:26:39     Action: Created

-----------------------------------------------------------------
User: Verónica Martin
Date: 03.12.2013   Time: 18:27:29     Action: Step Approved
```

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3.2.8. Transfer to permanent

The fields are:

- **Proposal date**: Proposal date for the change.
- **Contract**: The new contract.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

3.2.9. Internal transfer

The fields are:

- **Proposal date**: Proposal date for the change.
- **New Organizational Unit**: The new Organizational Unit of the employee.
- **New Position**: The new position of the employee.
- **Weekly Working Hours**: Working hours per week.
- **Reason**: Reason for the salary change.
- **PS Area**: The pay scale area defines the geographical area in which a collective agreement is valid.
- **Reference bonus/Social Security/Salary Base**: From the left to the right side:
  - New amount of this wage type to change by the user.
  - Actual amount of this wage type.
  - Number of payments.
- **Grade and Level**: Pay scale grades and pay scale levels are the criteria used to classify data for job evaluations and indirect valuations.
- **Contract**: The new contract of the employee.
- **Contract End Date**: New end date of the actual contract.
- **Professional Category**: Professional category of the employee.
- **Historical of the request**: This place displays the historical of the request. For each action on the request (create, approve) displays the user, the date and the comments.

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Weekly working hours		0,00	

Basic pay

		New values	Old values	Unit
Reason	☑			
PS Area	☑			
Reference bonus		☑	1.200,00	1,00
Social Security		☑	2.000,00	1,00
Base salary		☑	3.500,00	1,00
Grade ☑	Level ☑			

Contract elements

Contract	
Contract End Date	
Prof.cat	☑

User: María Ángeles Melero Alonso
Date: 03.12.2013   Time: 18:26:39   Action: Created

User: Verónica Martin
Date: 03.12.2013   Time: 18:27:29   Action: Step Approved

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4 Cancel a request

Highlight a line from the list and press the button to cancel the request.

Display Applicant request number 00000555

Cancel request

Applicant data

Request number	555	Created on	07.01.2014	Status	A Pending HR proccesin
Applicant	163	CANDIDATO,MANOLO			
Employee	0				

Organizational data

Proposal start date | 03.03.2014
Organ. unit | 50110532 | H-F&B/RESTAURANT
Position | 30111442 | WAITER
Company code | ES10 | NH HOTELES ESPAÑA, S.L.
Business Area | 0018 | ES10 NH ABASCAL
Personnel Area | 0018 | ES_ABASCAL
Personnel subarea | H004 | H-F&B/RESTAURAN
Cost Center | ES109103GE | 9103 Generic
Employee group | 1 | Fixed Contract
Employee subgr. | N1 | Adjusted Gross Inc.
Location | 0018 | ES_ABASCAL
Add. cost center | | 0,00 | %

Personnel data

Title | 1 | Mr

5 Determinate Responsible

Highlight a line from the list and press the button to display the persons that depend on the request.

Recipients:Applicant nº 00000288 is waiting for le

TS 99900037 | Applicant Process Level 99 Request
US V.MARTIN | Verónica Martin
US XIN_M.MEDEIR | Miguel Ángel Medeiros Couto
US XIN_M.MELERO | María Ángeles Melero Alonso

6 SAP Business Workplace

The HR Administrator could manage the requests through SAP Business Workplace too.

This option displays the requests that have to be processed by the HR administrator.

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To access to SAP Business Workplace, the administrator has to click on the button in the SAP main window.
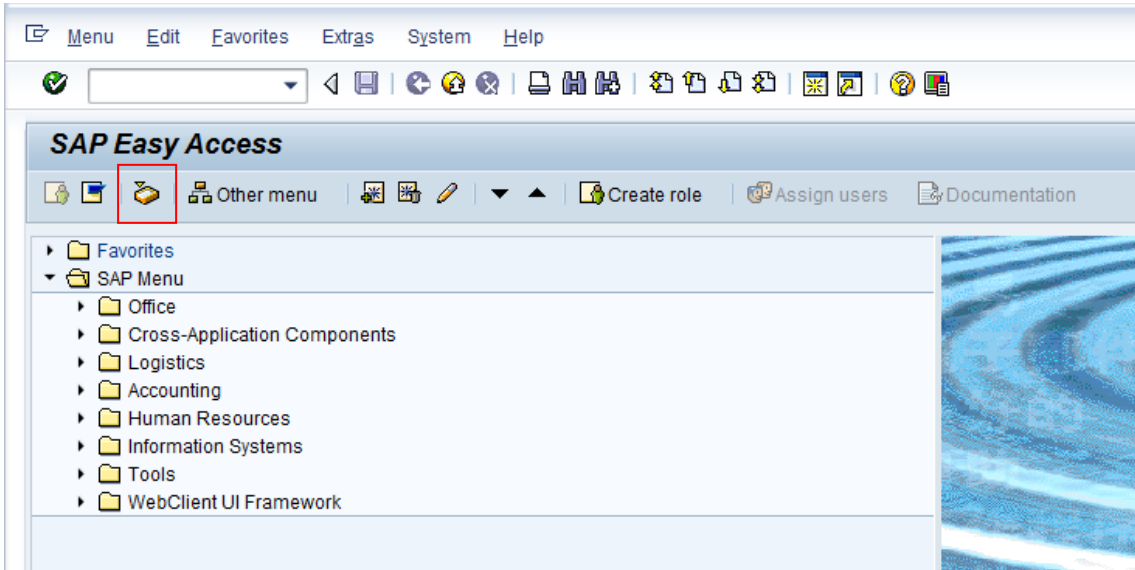
Or click on the following option: Menu / Business Workplace, in the SAP main window.

Click&Hire.Level99.HR Administration Level

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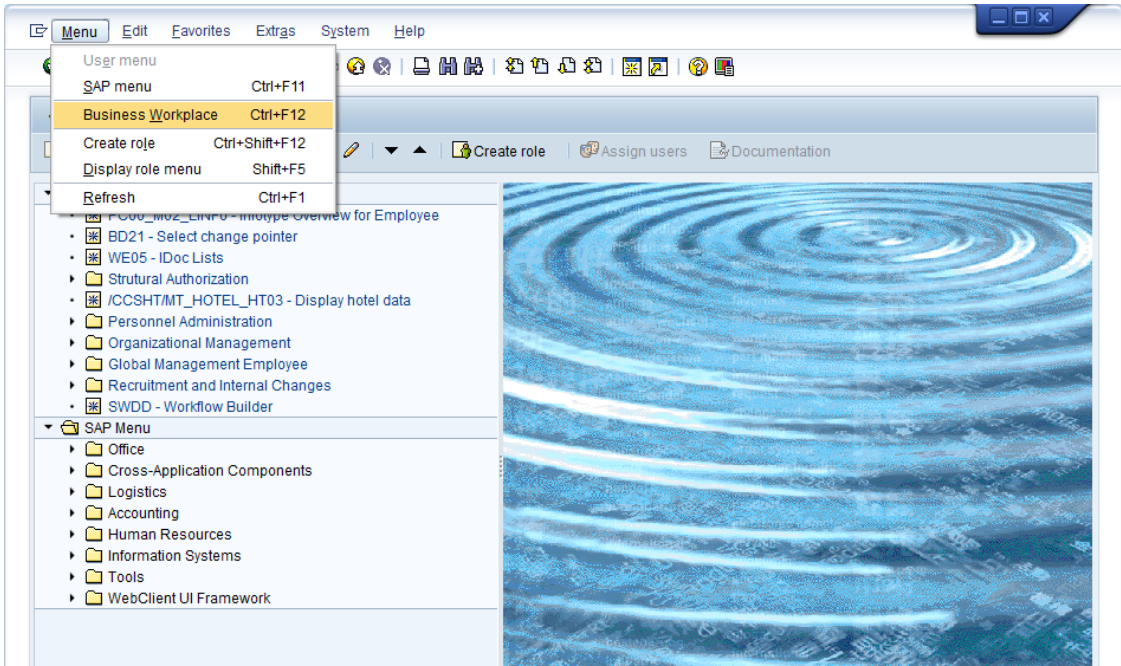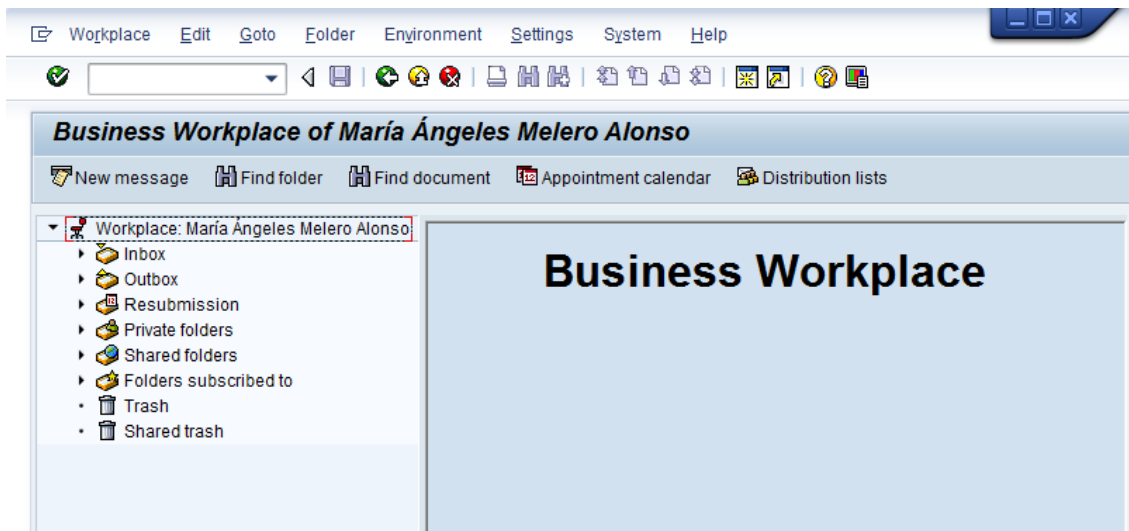
To access to the requests, the administrator has to click on the following option: Inbox / Workflow / Grouped according to task.

To see the Applicant requests: Applicant Process Level 99 Request

To see the Internal Changes requests: Internal Changes Process Request

Click&Hire.Level99.HR Administration Level

7 Process request

If the HR administrator selects the request and clicks on the button, the user can process the request.

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If the request could be processed by more than one administrator, the first administrator that tries to process the request will lock the request for other administrators.

The second request has the status column like this . This symbol means that the request is locked by him/herself. The other administrators couldn't process this request now.

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If the first administrator doesn't process the request and wants to unlock it, has to select the request and the ⬚ button.
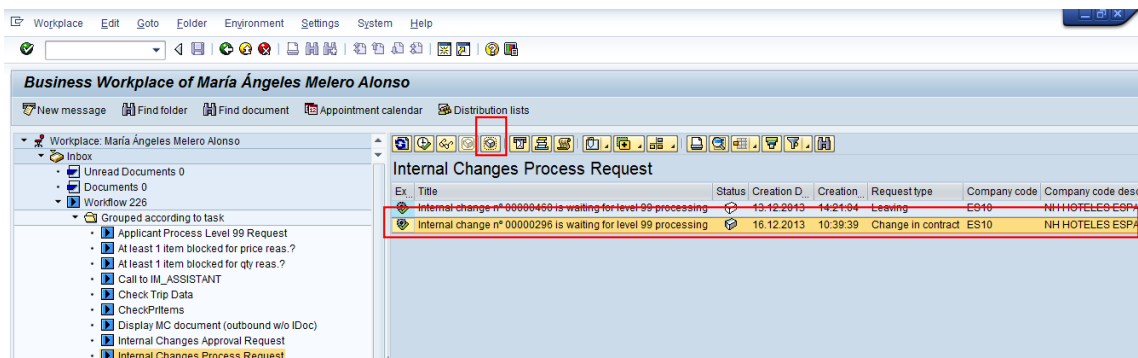
The request could be processed by all the administrators now.
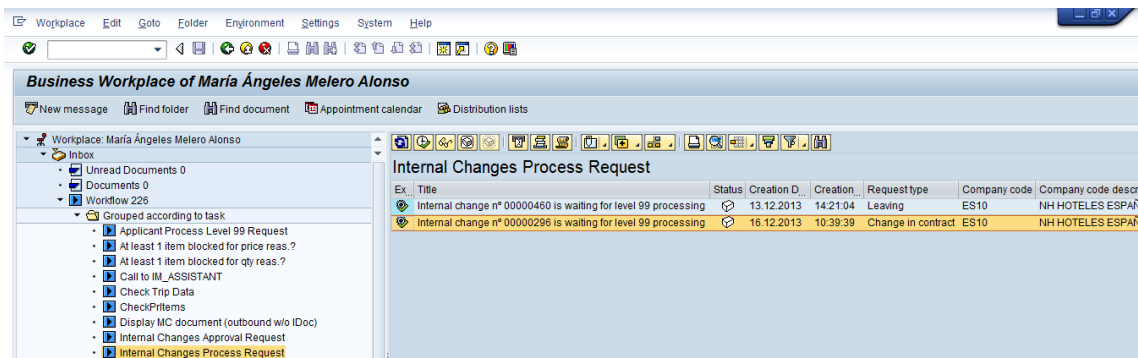
8 Create substitutes

The HR administrator could create substitutes to process his/her requests when he/she can't do it, for example, for vacancies or illness.

To create a substitute, follow the path: Settings / Workflow Settings / Maintain Substitute
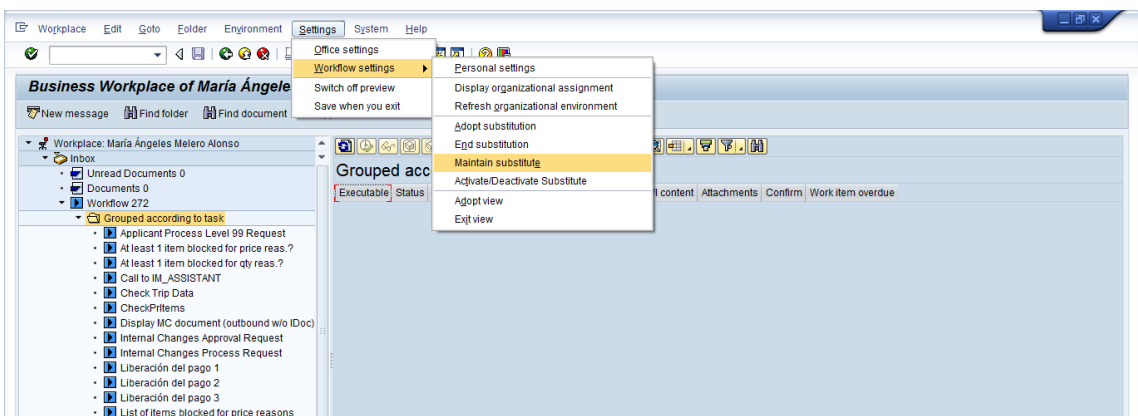
Select the user name and the Create Substitute option.

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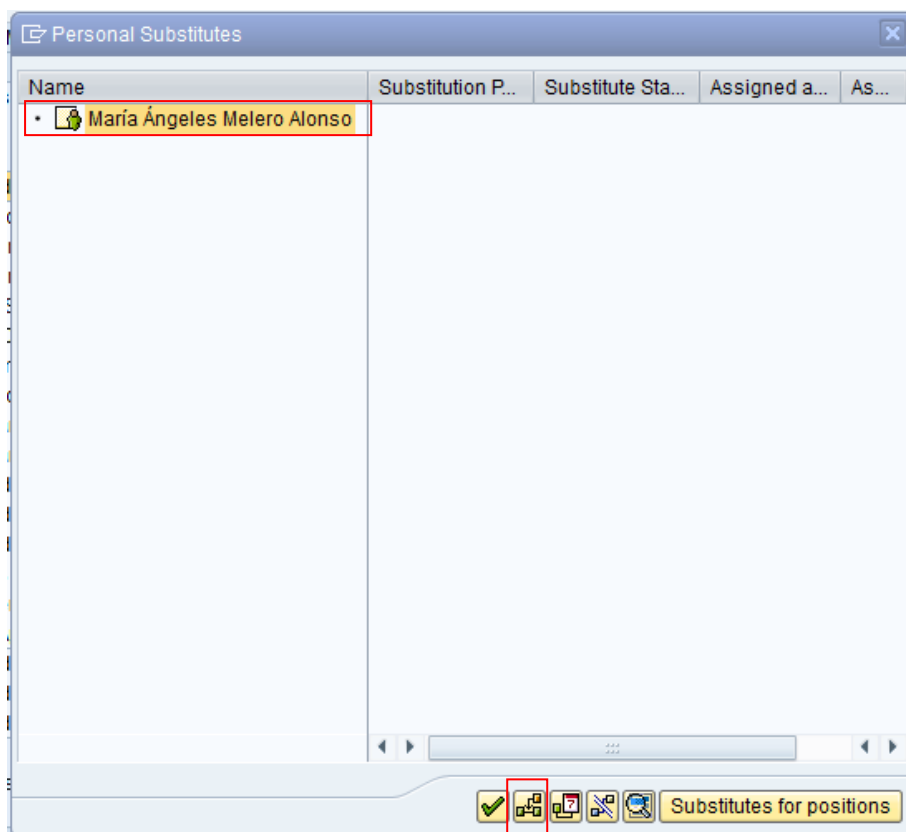
Select the user from the list.
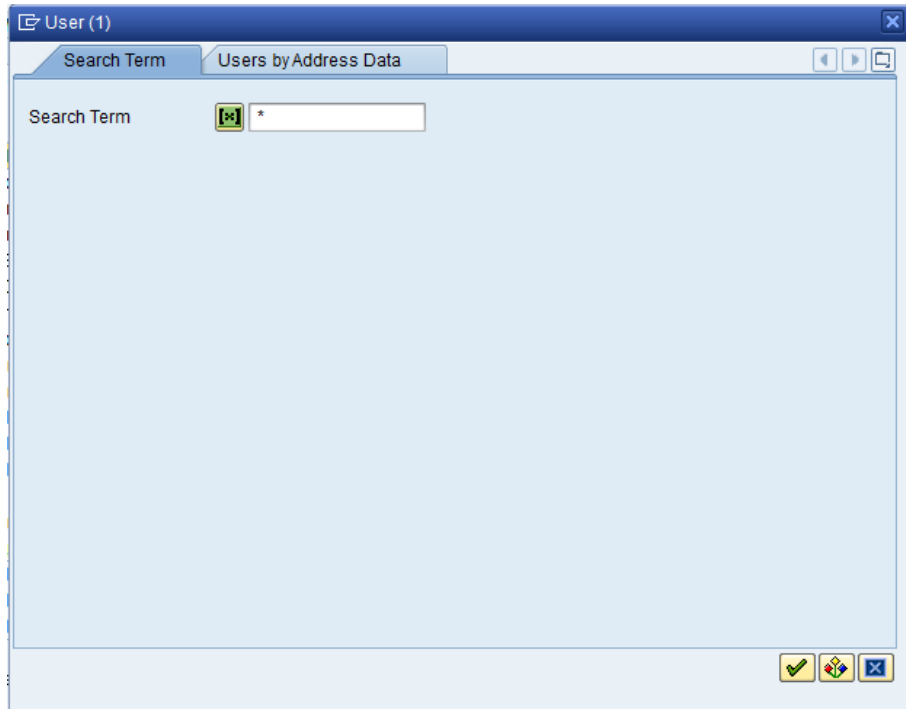
Click&Hire.Level99.HR Administration Level

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Select the validity period of the substitution and select the Substitution active check.

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To deactivate or activate the substitutions, select the path: Settings / Workflow Settings / Activate/Deactivate Substitute
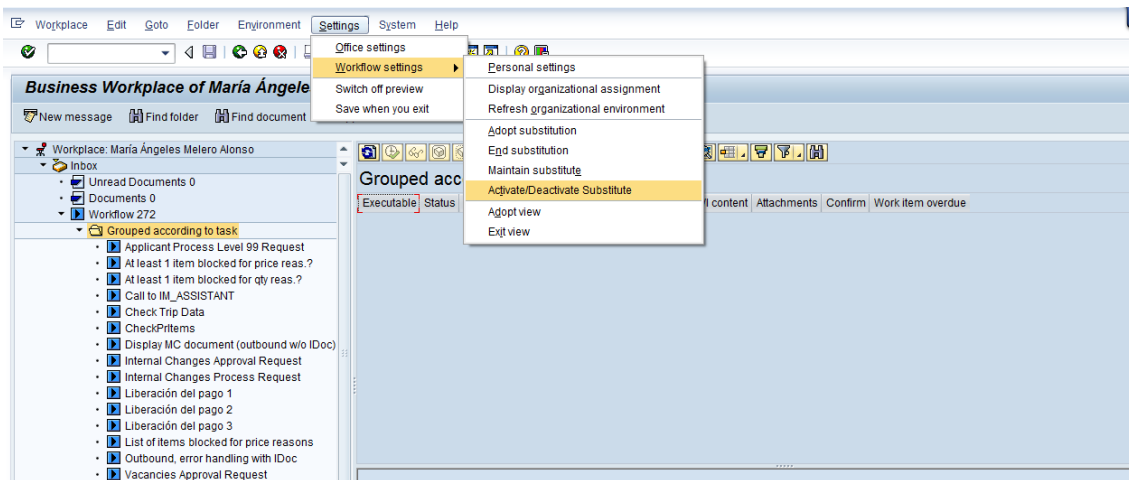
To deactivate a substitute:

To activate a substitute:

Click&Hire.Level99.HR Administration Level

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