

# Click&Hire. Requester profile

## Summary

### 1 Create vacancy

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- 1.2. Save the request
- 1.3. Show approval flow
- 1.4. Dispatch the request

### 2 Create applicant

- 2.1. Exit from request
- 2.2. Save the request
- 2.3. Show approval flow
- 2.4. Dispatch the request

### 3 Create internal change

- 3.1. Exit from request
- 3.2. Save the request
- 3.3. Show approval flow
- 3.4. Dispatch the request

### 4 Show created requests

- 4.1. Display a request
- 4.2. Edit a request
- 4.3. Cancel a request
- 4.4. Determinate Responsible
- 4.5. Create a request

The user could manage the Click&Hire requests clicking on the ZHR\_CH\_01 transaction.

**Click & Hire. Requests report**

Vacancy
 Applicant
 Internal Change

Select report data

Company Code	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Organizational unit	<input type="text"/>	to	<input type="text"/>	
Request number	<input type="text"/>	to	<input type="text"/>	
Request type	<input type="text"/>	to	<input type="text"/>	
Object ID	<input type="text"/>	to	<input type="text"/>	
Request status	<input type="text"/>	to	<input type="text"/>	
Requested On	<input type="text"/>	to	<input type="text"/>	
Start Date	<input type="text"/>	to	<input type="text"/>	
Created By User	<input type="text"/>	to	<input type="text"/>	

In this screen, the user has the functionality detailed below:

## 1 Create vacancy

It will open a screen where the user could make two actions: request for a vacancy already created in the system (selecting the Position field) or request for a new vacancy (selecting the Job field).

**Create Vacancy request number**

☐ Dispatch ☐ Show approval flow

**Vacancy data**

Proposal start date ☐

Organizational unit ☐

Please check if the position already exists in the system

Position

If no position found, please select job for a new position

Job

Company code

Business area

Personnel area

Personnel subarea

Cost center

Employee group

Employee subgroup

Supervisor

Replacement? ☐

Replaced person

Repl. reason

Comments:

The fields are:

- **Proposal Start Date:** Date to create the vacancy.
- **Organizational Unit:** Organizational Unit or Department where the position will be assigned.
- **Position:** fill in if a position already exists. Otherwise, don't fill in. Through the list of values associated, user could check position not occupied existing in the organizational unit selected.
- **Job:** fill in if it is necessary to create a new position.
- **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.
- **Business Area:** business area.

- **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.
- **Cost Center:** cost center of the organizational unit.
- **Employee Group:** The employee group allows making an approximate distribution or classification of employees by type of relationship of people with the company.
- **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.
- **Supervisor:** Person supervising the work of the new position.
- **Replacement?:** If the vacancy is to replace an employee.
- **Replaced person:** The employee number of the replaced employee.
- **Replaced reason:** The reason of the replacement.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

That screen has the following options:

### 1.1. Exit from request

Exit from request, which will return the user to the previous screen. No changes will be saved in the system.

### 1.2. Save the request

Save the request which will save the request in the system.

Mandatory fields:

- Proposal Start Date
- Organizational Unit
- Position/Job
- Employee Group
- Employee Subgroup

Only selecting the mandatory fields, the request could be saved.

Once the user has selected an organizational unit, the system will fill in automatically organizational assignment data, such as company code, business area, etc. In addition, the system will display in field "position" a list of existing and available positions in the organizational unit.

It is possible to inform a position that already exists in the organizational unit and that is vacancy now, or create a new position by informing the associated job.



### 1.3. Show approval flow

Show approval flow, which will display the participants in the approval flow for the request. The user has to fill in all mandatory fields.

An 'Approval flow' window displaying a table with the following data:

Strategie	Level	O...	AGENT	AGENT DESC	S USER	NAME TEXT
0	0	US	XIN_M.MELERO	Maria Angeles Melero Alonso	C XIN_M.MELERO	Maria Angeles Melero Alonso
5	1	US	V.MARTIN	Verónica Martin	A V.MARTIN	Verónica Martin
5	2	US	XIN_M.MELERO	Maria Angeles Melero Alonso	A XIN_M.MELERO	Maria Angeles Melero Alonso

- The level 0 line is about the request creator. In the example, the creator of the request is XIN\_M.MELERO. This line is displayed only when the creator has saved the request previously.
- The other lines are about the approvers of the request. The example request has two approval levels: the first level is associated to V.MARTIN and the second level is associated to XIN\_M.MELERO.

### 1.4. Dispatch the request

Dispatch the request, which will start the approval workflow. The user has to fill in all mandatory fields and the 'Supervisor' and 'Replacement?' fields. The system executes the following actions:

- If the user wants to create a new position, this position is created in the system in status Planned.
- If the user wants to open an existing position, nothing happens in the selected position now.

This message will be displayed.



When user accepts the message, the system will show the main screen.

**Click & Hire. Requests report**

☐ Vacancy
 ☐ Applicant
 ☐ Internal Change

Select report data

Company Code	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Organizational unit	<input type="text"/>	to	<input type="text"/>	
Request number	<input type="text"/>	to	<input type="text"/>	
Request type	<input type="text"/>	to	<input type="text"/>	
Object ID	<input type="text"/>	to	<input type="text"/>	
Request status	<input type="text"/>	to	<input type="text"/>	
Requested On	<input type="text"/>	to	<input type="text"/>	
Start Date	<input type="text"/>	to	<input type="text"/>	
Created By User	<input type="text"/>	to	<input type="text"/>	

## 2 Create applicant

It will open a screen where the user can inform the candidate data to create. The user must select the vacancy to be filled by the candidate.

**Create Applicant request number**

☐ Dispatch
 ☐ Show approval flow

Applicant data

Organizational data

Proposal start date	<input checked="" type="checkbox"/>	<input type="text"/>
Organ. unit	<input checked="" type="checkbox"/>	<input type="text"/>
Position		<input type="text"/>
Company code		<input type="text"/>
Business Area		<input type="text"/>
Personnel Area		<input type="text"/>
Personnel subarea		<input type="text"/>
Cost Center		<input type="text"/>
Employee group		<input type="text"/>
Employee subgr.		<input type="text"/>
Location		<input type="text"/>
Add. cost center		<input type="text"/> %

Personnel data

Title	<input type="text"/>
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There are the following sets of information:

- **Organizational Data.**

Once user has selected an organizational unit, the system will display in field "position" a list of vacancy positions in the organizational unit.

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Corporate Organization Department

**NH** | HOTEL GROUP

If there no vacancy position in the organizational unit selected, the system will display the following message:



In this case, the user must request a vacancy position before.

Once the user has selected a position, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Proposal Start Date:** Date to create the applicant.
- **Organizational Unit:** Organizational Unit or Department.
- **Position:** an existing vacant.
- **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.
- **Business Area:** business area.
- **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.
- **Employee Group:** The employee group allows making an approximate distribution or classification of employees by type of relationship of people with the company.
- **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.
- **Location:** location of the employee.
- **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	<input checked="" type="checkbox"/>
Organ. unit	<input checked="" type="checkbox"/>
Position	<input type="text"/>
Company code	<input type="text"/>
Business Area	<input type="text"/>
Personnel Area	<input type="text"/>
Personnel subarea	<input type="text"/>
Cost Center	<input type="text"/>
Employee group	<input type="text"/>
Employee subgr.	<input type="text"/>
Location	<input type="text"/>
Add. cost center	<input type="text"/> %

- **Personnel Data.**

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

Personnel data	
Title	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Gender	<input type="text"/>
Date of Birth	<input type="text"/>
Marital Status	<input type="text"/>
Personnel ID Number	<input type="text"/>
Nationality	<input type="text"/>
Country of Birth	<input type="text"/>
Birthplace	<input type="text"/>

- **Address Data.**


- **Address Record Type:** The address type specifies whether the address in question is the employee's permanent or temporary place of residence.
- **Country:** Country.
- **Street Key:** Abbreviation used to identify different types of street addresses.
- **Street and House Number:** Name and number of the street.
- **Second Address Line:** Additional specifications for an address.
- **City:** City of the address.
- **Postal Code:** Postal Code of the address.
- **Region:** Or province.
- **Telephone Number:** Telephone number.
- **Telephone Number (complementary):** Additional telephone number.
- **Email:** Email of the applicant.



Address data	
Address Record Type	<input type="text"/>
Country	<input type="text"/>
Street key	<input type="text"/> ▼
Street and House Number	<input type="text"/> <input type="text"/>
2nd Address Line	<input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>
Region	<input type="text"/>
Telephone Number	<input type="text"/>
Telephone Number	<input type="text"/>
email	<input type="text"/>

- **Planned Working Time.**
  - **Weekly Working Hours:** Working hours per week.

Planned working time	
Weekly working hours	<input type="text"/>

- **Bank Data.**
  - **Payment Method:** Normaly, T from Transfer.
  - **Bank Country:** Country of the applicant bank.
  - **Bank Number:** Number of the applicant bank.
  - **Bank Account:** Account number of the applicant.
  - **Bank Control:** Control number of the bank.
  - **IBAN:** The user could generate automatically the IBAN number clicking in the  button. Previously, the Bank Number, Bank Account and Bank Control must be selected.

Bank data	
Bank country	<input type="text"/>
Bank number	<input type="text"/>
Bank account	<input type="text"/>
Bank Control	<input type="text"/>
Payment method	<input type="text"/>
Iban	<input type="text"/> 

- **Basic Pay.**

This section is only displayed when the user selects a position with the field "Employee Subgroup" as "Adjusted Gross Inc".

- **Reference Bonus:** The amount and the number of payments of this wage type.
- **Base Salary:** The amount and the number of payments of this wage type.
- **Travel Expenses:** Check to inform about travel expenses

Basic pay			
	Amount	Unit	Currency
Reference bonus	<input type="text"/>	<input type="text"/>	<input type="text"/>
Base Salary	<input type="text"/>	<input type="text"/>	
Travel expenses	<input type="checkbox"/>		

- **Contract Elements.**

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

Contract Elements			
Contract End Date	<input type="text"/>		
Prof.cat	<input type="text"/>		
Social insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

Comments:
<div style="border: 1px solid black; height: 60px;"></div>

That screen has the following options:

## 2.1. Exit from request

Exit from request, which will return the user to the previous screen. No changes will be saved in the system.

## 2.2. Save the request

Save the request which will save the request in the system.

Mandatory fields:

- Proposal Start Date.
- Organizational Unit
- Position.

Only selecting the mandatory fields, the request could be saved.

Once the user has selected organizational unit and position, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

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Corporate Organization Department

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### Create Applicant request number

Select marked lines data    Is a different one

	Relation	Number	Birth date	Last name	First name	ID Card
	applicant	124	03.09.1971	LORENZO	LORETO	29792597F
	Employee	875	03.09.1971	LORENZO	LORETO	29792597F

Navigation icons at the bottom left.

✗ Is a different one

### Create Applicant request number

Dispatch
 Show approval flow

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**Applicant data**

**Organizational data**

Proposal start date: 09.12.2013  
 Organ. unit: 50100529 H-ADMINISTRATION  
 Position: 30101473 ADMIN\_STAFF  
 Company code: ES10 NH HOTELES ESPAÑA, S.L.  
 Business Area: 0018 ES10 NH ABASCAL  
 Personnel Area: 0018 ES\_ABASCAL  
 Personnel subarea: H001 H-ADMINISTRATIO  
 Employee group: 1 Fixed Contract  
 Employee subgr.: N1 Adjusted Gross Inc.  
 Location: 0018 ES\_ABASCAL

**Personnel data**

Title: 3  
 Last Name: Lorenzo Lopez  
 First Name: Loreto  
 Gender: ☐  
 Date of Birth:   
 Marital Status: ☐

The user could indicate that one candidate and/or one employee from the list corresponds with the new applicant, selecting the candidate and/or the employee from the list and clicking on the **Select marked lines data** button. In this case, the system will fill in automatically all the candidate information saved in the system previously.

### Create Applicant request number

Select marked lines data
 Is a different one

---

Relation	Number	Birth date	Last name	First name	ID Card
applicant	124	03.09.1971	LORENZO	LORETO	29792597F
Employee	875	03.09.1971	LORENZO	LORETO	29792597F

### Create Applicant request number

Dispatch Show approval flow

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**Applicant data**

**Organizational data**

Proposal start date: 09.12.2013

Organ. unit: 50100529 H-ADMINISTRATION

Position: 30101473 ADMIN\_STAFF

Company code: ES10 NH HOTELES ESPAÑA, S.L.

Business Area: 0018 ES10 NH ABASCAL

Personnel Area: 0018 ES\_ABASCAL

Personnel subarea: H001 H-ADMINISTRATIO

Employee group: 1 Fixed Contract

Employee subgr.: N1 Adjusted Gross Inc.

Location: 0018 ES\_ABASCAL

**Personnel data**

Title: 3 Miss

Last Name: LORENZO LOPEZ

First Name: LORETO

Gender: 2 Female

Date of Birth: 29.05.1987

Marital Status: ☐

Personnel ID Number: 1 DNI (NIF) EST

Nationality: ES Spanish

Country of Birth: ☐

Birthplace: Madrid

Information

Request number 00000330 was saved

## 2.3. Show approval flow

Show approval flow, which will display the participants in the approval flow for the request.


Approval flow

Strategie	Level	O...	AGENT	AGENT DESC	S USER	NAME TEXT
0	0	US	XIN_M.MELERO	María Ángeles Melero Alonso	C XIN_M.MELERO	María Ángeles Melero Alonso
5	1	US	V.MARTIN	Verónica Martin	A V.MARTIN	Verónica Martin
5	2	US	XIN_M.MELERO	María Ángeles Melero Alonso	A XIN_M.MELERO	María Ángeles Melero Alonso
999999	9	US	V.MARTIN	Verónica Martin	P V.MARTIN	Verónica Martin
999999	9	US	XIN_M.MEDEIR	Miguel Ángel Medeiros Couto	P XIN_M.MEDEIR	Miguel Ángel Medeiros Couto
999999	9	US	XIN_M.MELERO	María Ángeles Melero Alonso	P XIN_M.MELERO	María Ángeles Melero Alonso

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- The level 0 line is about the request creator. In the example, the creator of the request is XIN\_M.MELERO. This line is displayed only when the creator has saved the request previously.
- The other lines are about the approvers of the request. The example request has two approval levels: the first level is associated to V.MARTIN and the second level is associated to XIN\_M.MELERO.
- The level 9 lines are the HR administrators that could process the request. Any administrator of the 999999 strategy could process the request, but only one of them.

## 2.4. Dispatch the request

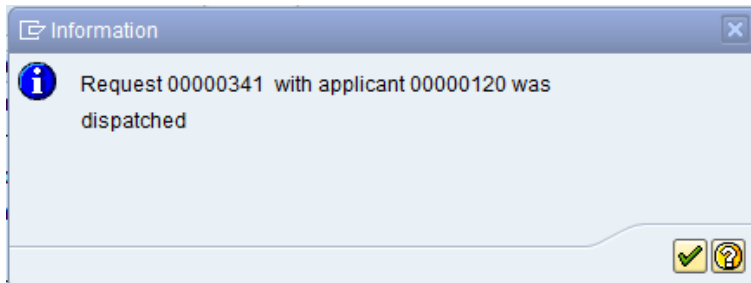
Dispatch the request , which will record the data in the internal tables, launches a background process.

The system checks the existence of the candidate or employee. The system shows the candidates and the employees that have the same name and surname that the new applicant.












When the user dispatches the request,

- If the new candidate is already recorded in the system, the system executes the Change of org. assignment action.
- If the new candidate isn't recorded in the system yet, the system executes the Initial entry of basic data action.

This message will be displayed.



When user accepts the message, the system will show the main screen.

Click & Hire. Requests report			
<input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Applicant <input type="checkbox"/> Internal Change			
Select report data			
Company Code	<input type="text"/>	to	<input type="text"/> 
Personnel area	<input type="text"/>	to	<input type="text"/> 
Personnel subarea	<input type="text"/>	to	<input type="text"/> 
Organizational unit	<input type="text"/>	to	<input type="text"/> 
Request number	<input type="text"/>	to	<input type="text"/> 
Request type	<input type="text"/>	to	<input type="text"/> 
Object ID	<input type="text"/>	to	<input type="text"/> 
Request status	<input type="text"/>	to	<input type="text"/> 
Requested On	<input type="text"/>	to	<input type="text"/> 
Start Date	<input type="text"/>	to	<input type="text"/> 
Created By User	<input type="text"/>	to	<input type="text"/> 

Click&Hire. Requester Profile



### 3 Create internal change

It will open a screen where the user could inform about the employee information to change.

The different internal changes are:

- **Leaving.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Reason for leaving:** The reason defines the circumstances of the leaving.
- **Proposal date:** Proposal date for the leaving.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

The screenshot shows a web form titled "Create Leaving request number". At the top, there are two buttons: "Dispatch" (with a clock icon) and "Show approval flow" (with a flowchart icon). Below these, there is a tabbed interface with "Internal change" and "Leaving". The "Leaving" tab is selected. The form is divided into two main sections: "Organizational assignment" and "Comments". The "Organizational assignment" section contains several fields with pre-filled values and labels: "Employee number" (1029) with label "CANDIDATO CLICKHIRE, MAS"; "Reason for leaving" (empty); "Proposal date" (checkbox checked); "Company code" (ES10) with label "NH HOTELES ESPAÑA, S.L."; "Personnel area" (0018) with label "ES\_ABASCAL"; "Personnel subarea" (H003) with label "H-F&B/KITCHEN"; "Organizational unit" (50110531) with label "H-F&B/KITCHEN"; "Position" (30000201) with label "KITCHEN\_HELP"; "Employee group" (1) with label "Fixed Contract"; and "Employee subgroup" (N1) with label "Adjusted Gross Inc.". The "Comments" section has a label "Comments:" and a large empty text area for input.

Organizational assignment	
Employee number	1029 CANDIDATO CLICKHIRE, MAS
Reason for leaving	
Proposal date	<input checked="" type="checkbox"/>
Company code	ES10 NH HOTELES ESPAÑA, S.L.
Personnel area	0018 ES_ABASCAL
Personnel subarea	H003 H-F&B/KITCHEN
Organizational unit	50110531 H-F&B/KITCHEN
Position	30000201 KITCHEN_HELP
Employee group	1 Fixed Contract
Employee subgroup	N1 Adjusted Gross Inc.

Comments:



- **Change in hours.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

In the Planned Working Time section, on the right side, appears the actual working time of the employee, and on the left side, the user could change the working hours.

- **Proposal date:** Proposal date for the change.
- **Weekly Working Hours:** Working hours per week.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

Create Change in hours request number

Dispatch
 Show approval flow

Internal change

H

Change in hours

Organizational assignment

Employee number	1029	CANDIDATO CLICKHIRE, MAS
Proposal date	<input checked="" type="checkbox"/>	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50110531	H-F&B/KITCHEN
Position	30000201	KITCHEN_HELP
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

Planned working time

Weekly working hours	<input type="text"/>	0,00
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Comments:

- **Salary change.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Proposal date:** Proposal date for the change.
- **Reason:** Reason for the salary change.
- **Reference bonus/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.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

### Create Salary change request number

Dispatch
 Show approval flow

Internal change ☐ Salary change ☒

#### Organizational assignment

Employee number	1029	CANDIDATO CLICKHIRE, MAS
Proposal date	<input checked="" type="checkbox"/>	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50110531	H-F&B/KITCHEN
Position	30000201	KITCHEN_HELP
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

#### Basic pay

Reason	<input type="checkbox"/>		
	New values	Old values	Unit
Reference bonus	<input type="text"/>	1.000,00	12,00
Base salary	<input type="text"/>	1.500,00	12,00
	Currency	EUR	

Comments:

- **Change in contract.**

This type of requests should be used when there is not a position change. For changes in contract with change in position please use Internal Transfer.

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Proposal date:** Proposal date for the change.
- **Weekly Working Hours:** Working hours per week.
- **Contract End Date:** End date of the new contract.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

### Create Change in contract request number

Dispatch
 Show approval flow

Internal change ☐ Change in contract ☒

#### Organizational assignment

Employee number	1029	CANDIDATO CLICKHIRE, MAS
Proposal date		
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50110531	H-F&B/KITCHEN
Position	30000201	KITCHEN_HELP
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

#### Planned working time

Weekly working hours		40,00
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#### Contract elements

Contract End Date	
-------------------	--

Comments:

- **Legal guardianship.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

In the Planned Working Time section, on the right side, appears the actual working time of the employee, and on the left side, the user could change the working hours.

- **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.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

### Create Legal guardianship request number

Dispatch
 Show approval flow

Internal change  Legal guardianship

#### Organizational assignment

Employee number	<input type="text" value="1029"/>	CANDIDATO CLICKHIRE, MAS
Proposal date	<input type="text"/>	
Company code	<input type="text" value="ES10"/>	NH HOTELES ESPAÑA, S.L.
Personnel area	<input type="text" value="0018"/>	ES_ABASCAL
Personnel subarea	<input type="text" value="H003"/>	H-F&B/KITCHEN
Organizational unit	<input type="text" value="50110531"/>	H-F&B/KITCHEN
Position	<input type="text" value="30000201"/>	KITCHEN_HELP
Employee group	<input type="text" value="1"/>	Fixed Contract
Employee subgroup	<input type="text" value="N1"/>	Adjusted Gross Inc.

#### Planned working time

Employment percentage	<input type="text"/>	<input type="text" value="100,00"/>
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#### Legal guardianship

Relationship	<input type="text"/>
Date of Birth	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Reason	<input type="text"/>

#### Comments:

- **Partial retirement.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

The reliever must be in the system. If the reliever isn't in the system yet, the user must request for the new vacancy and the new applicant before.

In the Planned Working Time section, on the right side, appears the actual working time of the employee, and on the left side, the user could change the working hours.

- **Proposal date:** Proposal date for the change.
- **Weekly Working Hours:** Working hours per week.
- **Contract End Date:** End date of the contract.
- **Reliever Number:** Employee number of the reliever.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

**Create Partial retirement request number**

Dispatch Show approval flow

Internal change ☐ Partial retirement ☒

**Organizational assignment**

Employee number	937	CANDIDATO CLICKHIRE, FLORA
Proposal date	<input checked="" type="checkbox"/>	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H014	H-SALES
Organizational unit	50100537	H-SALES
Position	30000177	INHOUSE_SALES_EXECUTI...
Employee group	7	Temporary
Employee subgroup	N2	CLA

**Planned working time**

Weekly working hours	<input type="text"/>	0,00
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**Contract elements**

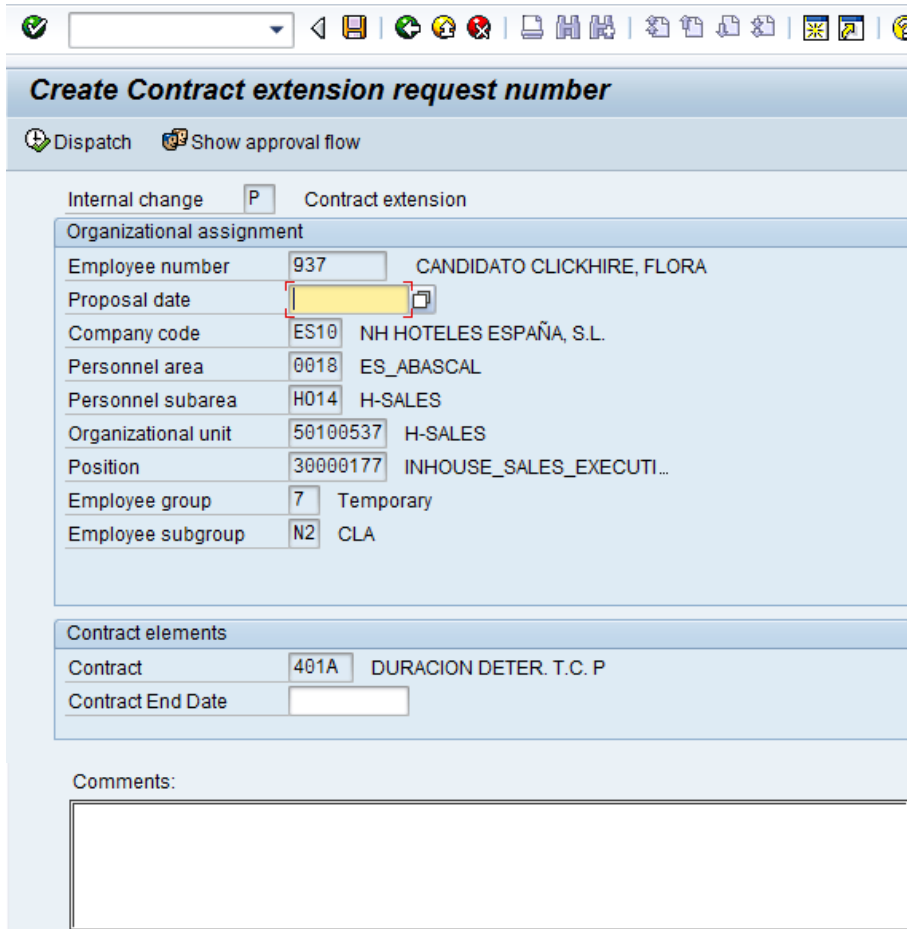
Contract End Date	<input type="text"/>
Reliever number	<input type="text"/>

Comments:

- **Contract extension.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Proposal date:** Proposal date for the change.
- **Contract:** Current contract of the employee.
- **Contract End Date:** New end date of the current contract.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.



The screenshot shows a web application interface for creating a contract extension request. At the top, there's a toolbar with various icons. Below it, the title 'Create Contract extension request number' is displayed. There are two buttons: 'Dispatch' and 'Show approval flow'. The form is divided into two main sections: 'Internal change' (with a 'P' button) and 'Contract extension'. The 'Organizational assignment' section contains several input fields: 'Employee number' (937), 'Proposal date' (highlighted with a red box), 'Company code' (ES10), 'Personnel area' (0018), 'Personnel subarea' (H014), 'Organizational unit' (50100537), 'Position' (30000177), 'Employee group' (7), and 'Employee subgroup' (N2). The 'Contract elements' section includes 'Contract' (401A) and 'Contract End Date'. At the bottom, there is a 'Comments:' label and a large text area for adding comments.

- **Transfer to permanent.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Proposal date:** Proposal date for the change.
- **Contract:** New contract.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

### Create Transfer to permanent request number

Dispatch
 Show approval flow

Internal change ☐ I    Transfer to permanent

#### Organizational assignment

Employee number	917	RUIZ ROMERO, ROCIO
Proposal date		
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50110531	H-F&B/KITCHEN
Position	30111443	SOUS_CHEF
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

#### Contract elements

Contract	
----------	--

Comments:

- **Internal transfer.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **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.
- **Reference bonus/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.
- **Contract End Date:** New end date of the actual contract.
- **Comments place:** There is a white place to add comments. The user could add comments to the request. All approvers and the HR administrator could see the comments.

### Create Internal transfer request number

Dispatch
 Show approval flow

Internal change ☐ Internal transfer ☒

#### Organizational assignment

Employee number	1029	CANDIDATO CLICKHIRE, MAS
Proposal date	<input checked="" type="checkbox"/>	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Cost center	ES109103GE	9103 Generic
Organizational unit	50110531	H-F&B/KITCHEN
Position	30000201	KITCHEN_HELP
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.
New org. unit	<input type="text"/>	
New position	<input type="text"/>	
Add cost center	<input type="text"/>	<input type="text"/> %

#### Planned working time

Weekly working hours	<input type="text"/>	40,00
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#### Basic pay

Reason	<input type="text"/>		
	New values	Old values	Unit
Reference bonus	<input type="text"/>	1.000,00	12,00
Base salary	<input type="text"/>	1.500,00	12,00

#### Contract elements

Contract End Date	<input type="text"/>
Prof.cat	<input type="text"/>

Comments:



- **Change in address.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Proposal date:** Proposal date for the change.
- **Address Type:** The address type specifies whether the address in question is the employee's permanent or temporary place of residence.
- **Street Key:** Abbreviation used to identify different types of street addresses.
- **Street and House Number:** Name and number of the street.
- **Second Address Line:** Additional specifications for an address.
- **City:** City of the address.
- **Postal Code:** Postal Code of the address.
- **Province:** Province.
- **Country:** Country.
- **Telephone:** Telephone number.
- **Communication (complementary):** Additional telephone number, fax, etc.

**Create Change in address request number**

Dispatch Show approval flow

Internal change ☐ D Change in address

**Organizational assignment**

Employee number	707	Martínez, Jorge
Proposal date		
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H012	H-ROOMS/FRON...
Organizational unit	50100535	H-ROOMS/FRONT OFFICE
Position	30101436	RECEPTIONIST
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

**Address data**

Address type	1	Perman...
Street key	AL Alameda	
Street and house no	Murcia	1
2nd Address Line		
Postal Code / City	28089	Madrid
District		
Province	28	Madrid
Country	ES	Spain
Telephone	898624536	
Communication		

Comments:

- **Change in bank details.**

Once the user has selected the employee, the system will fill in automatically organizational assignment data, such as company code, business area, etc.

- **Proposal date:** Proposal date for the change.
- **Subtype:** Bank details type.
- **Bank Country:** Country of the employee bank.
- **Bank Keys:** Number of the employee bank.
- **Bank Account:** Account number of the employee.
- **Bank Control:** Control number of the bank.
- **Payment Method:** Normaly, T from Transfer.
- **IBAN:** The user could generate automatically the IBAN number clicking in the



button. Previously, the Bank Number, Bank Account and Bank Control must be selected.

### Create Change in bank details request number

Dispatch
 Show approval flow

Internal change ☐ K Change in bank details

#### Organizational assignment

Employee number	1029	CANDIDATO CLICKHIRE, MAS
Proposal date		
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50110531	H-F&B/KITCHEN
Position	30000201	KITCHEN_HELP
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

#### Bank details data

Subtype	0	Main bank
Bank country key	ES	Spain
Bank Keys	00030001	BANCO DE DEPOSITOS, S.A.
Bank account number	0011111111	
Bank Control Key	83	
Payment Method	T	TRANSFER (Customer)
IBAN	ES6100030001830011111111	

Comments:

All the screens have the following options:

### 3.1. Exit from request and save the request

Exit from request, which will return the user to the previous screen. No changes will be saved in the system.

### 3.2. Save the request

Save the request which will save the request in the system.



### 3.3. Show approval flow

Show approval flow, which will display the participants in the approval flow for the request.

The approval flow could be different, depending on the Internal Change.

For example, address changes don't have approval flow; the change detailed by the user will be included in the system. A leaving is only processed for HR Administrators, this internal change don't have approval flow.

A typical approval flow is detailed below:

Strategie	Level	O...	AGENT	AGENT DESC	S USER	NAME TEXT
0	0	US	XIN_M.MELERO	María Ángeles Melero Alonso	C XIN_M.MELERO	María Ángeles Melero Alonso
5	1	US	V.MARTIN	Verónica Martin	A V.MARTIN	Verónica Martin
5	2	US	XIN_M.MELERO	María Ángeles Melero Alonso	A XIN_M.MELERO	María Ángeles Melero Alonso
999999	9	US	V.MARTIN	Verónica Martin	P V.MARTIN	Verónica Martin
999999	9	US	XIN_M.MEDEIR	Miguel Ángel Medeiros Couto	P XIN_M.MEDEIR	Miguel Ángel Medeiros Couto
999999	9	US	XIN_M.MELERO	María Ángeles Melero Alonso	P XIN_M.MELERO	María Ángeles Melero Alonso

- The level 0 line is about the request creator. In the example, the creator of the request is XIN\_M.MELERO. This line is displayed only when the creator has saved the request previously.
- The level 1 to level 8 lines are about the approvers of the request. The example request has two approval levels: the first level is associated to V.MARTIN and the second level is associated to XIN\_M.MELERO.

Click&Hire. Requester Profile

- The level 9 lines are the HR administrators that could process the request. Any administrator of the 999999 strategy could process the request, but only one of them.

### 3.4. Dispatch the request

Dispatch the request which will record the data in the internal tables and start the workflow approval process.

No data will be recorded to the master of the employee except for address changes. The change is recorded in the system directly without approval flow.

This message will be displayed.



When user accepts the message, the system will show the main screen.

Click & Hire. Requests report			
<input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Applicant <input type="checkbox"/> Internal Change			
Select report data			
Company Code	<input type="text"/>	to	<input type="text"/>
Personnel area	<input type="text"/>	to	<input type="text"/>
Personnel subarea	<input type="text"/>	to	<input type="text"/>
Organizational unit	<input type="text"/>	to	<input type="text"/>
Request number	<input type="text"/>	to	<input type="text"/>
Request type	<input type="text"/>	to	<input type="text"/>
Object ID	<input type="text"/>	to	<input type="text"/>
Request status	<input type="text"/>	to	<input type="text"/>
Requested On	<input type="text"/>	to	<input type="text"/>
Start Date	<input type="text"/>	to	<input type="text"/>
Created By User	<input type="text"/>	to	<input type="text"/>

## 4 Show created requests

**Click & Hire. Requests report**

☒ Vacancy ☐ Applicant ☐ Internal Change

Select report data

Company Code	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Organizational unit	<input type="text"/>	to	<input type="text"/>	
Request number	<input type="text"/>	to	<input type="text"/>	
Request type	<input type="text"/>	to	<input type="text"/>	
Object ID	<input type="text"/>	to	<input type="text"/>	
Request status	<input type="text"/>	to	<input type="text"/>	
Requested On	<input type="text"/>	to	<input type="text"/>	
Start Date	<input type="text"/>	to	<input type="text"/>	
Created By User	<input type="text"/>	to	<input type="text"/>	

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 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.

The system will display a list with all requests that meet the selection criteria set by the user. The system only displays the requests from the director's hotel.

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.

Click&Hire. Requester Profile

Corporate Organization Department

**NH** | HOTEL GROUP

- Finished: The request has been processed by HR user.

**Click & Hire. Requests report**

Date 27.11.2013  
User XIN\_M.MELERO

Request	Type	Type	Status	Status	Object ID	Object ID	Request	Description	Company	Company	P
227	S	Salary cha...	P	In progress	683	AREVALO, ...	26.11.20...	20131126	ES10	NH HOTEL...	0
228	S	Salary cha...	X	Canceled	683	AREVALO, ...	26.11.20...	20131126	ES10	NH HOTEL...	0
229	S	Salary cha...	P	In progress	667	RUIZ, ALF...	26.11.20...	20131126	ES10	NH HOTEL...	0
230	H	Change in ...	X	Canceled	684	Reale, Gis...	26.11.20...	20131126	ES10	NH HOTEL...	0
231	S	Salary cha...	P	In progress	683	AREVALO, ...	26.11.20...	20131126	ES10	NH HOTEL...	0
232	S	Salary cha...	F	Finished	683	AREVALO, ...	26.11.20...	20131126	ES10	NH HOTEL...	0

Possible actions:

#### 4.1. Display a request

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

**Display Vacancy request number 00000202**


Vacancy data



Request number	202	Status	P	In progress	Requested on	22.11.2013
Organizational unit	50100536	H-ROOMS/HOUSEKEEPING				
Position	30101452	HOUSEKEEPING				
Job	0					
Proposal start date	21.11.2013					
Company code	ES10	NH HOTELES ESPAÑA, S.L.				
Business area	0018	ES10 NH ABASCAL				
Personnel area	0018	ES_ABASCAL				
Personnel subarea	H013	H-ROOMS/HOUSEKE				
Cost center	ES1000100P	0010 Ctrl oper Hot				
Employee group	1	Fixed Contract				
Employee subgroup	N1	Adjusted Gross In				
Supervisor	0					
¿Replacement?	N					
Replaced person	0					
Repl. reason						

User: María Ángeles Melero Alonso  
Date: 22.11.2013 Time: 13:38:13 Action: Created

## 4.2. Edit a request

Highlight a line from the list (if the status is created) and press the corresponding button (  ,  or  ) to edit all the information associated with the request.


**Create Salary change request number**

 Dispatch
  Show approval flow

Internal change  Salary change

**Organizational assignment**

Employee number	<input type="text" value="750"/>	PRIETO PICUDO, LOLA
Proposal date	<input type="text" value="29.11.2013"/>	
Company code	<input type="text" value="ES10"/>	NH HOTELES ESPAÑA, S.L.
Personnel area	<input type="text" value="0018"/>	ES_ABASCAL
Personnel subarea	<input type="text" value="H003"/>	H-F&B/KITCHEN
Organizational unit	<input type="text" value="50100531"/>	H-F&B/KITCHEN
Position	<input type="text" value="30101450"/>	COOKS
Employee group	<input type="text" value="1"/>	Fixed Contract
Employee subgroup	<input type="text" value="N1"/>	Adjusted Gross Inc.

**Basic pay**

Reason	<input type="text" value="08"/>	Promotion
	New values	Old values      Unit
Reference bonus	<input type="text" value="1.000,00"/>	<input type="text" value="100,00"/> <input type="text" value="1,00"/>
Base salary	<input type="text" value="2.000,00"/>	<input type="text" value="300,00"/> <input type="text" value="3,00"/>

Comments:

## 4.3. Cancel a request

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

**Display Contract extension request number 00000500**

Cancel request

Internal change  Contract extension   
 Status  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	

#### 4.4. Determinate Responsible

Highlight a line from the list and press the button to display the person that has to approve/reject the request now.

Recipients: Applicant nº 00000271 is waiting for Ap

TS 99900038	Applicant Approval Request
US V.MARTIN	Verónica Martín

#### 4.5. Create a request

Without highlighting a line from the list, the user can create a new request with the buttons

☐ Vacancy , 
 ☐ Applicant or 
 ☐ Internal Change .