

CATALOGUE OF SAP POSITIONS for Hotels using USALI cost centers for payroll

Departments, cost centers and centers type

HOTELS UNDER USALI:

Hotel Name	Code	Hotel Name	Code
Anantara Grand Hotel Krasnapolsky Amsterdam	218/623	NH Collection New York Madison Avenue	629
Anantara New York Palace Budapest Hotel	1008	NH Eindhoven Conference Centre Koningshof	948
Anantara Palais Hansen Vienna Hotel	1037	NH Malaga	5045
Anantara Palazzo Naiadi Rome Hotel	1006	NH Noordwijk Conference Centre Leeuwenhorst	949
Anantara Plaza Nice Hotel	1002	NH Vienna Airport Conference Center	414
Anantara The Marker Dublin	70/96	nhow Amsterdam Rai	491
Anantara Villa Padierna Palace Benahavís Marbella Resort	429	nhow Berlin	458
NH Amsterdam Leidseplein	215	nhow Frankfurt	822
NH City Centre Amsterdam	214	nhow Marseille	754
NH Collection Amsterdam Barbizon Palace	216	nhow Milano	703
NH Collection Barcelona Constanza	327	Tivoli Alvor Algarve All Inclusive Resort	1024
NH Collection Barcelona Gran Hotel Calderón	81	Tivoli Avenida Liberdade Lisboa	887
NH Collection Berlin Mitte am Checkpoint Charlie	190	Tivoli Carvoeiro Algarve Resort	853
NH Collection Copenhagen	1010	Tivoli La Caleta Tenerife Resort	1022
NH Collection Frankfurt Spin Tower	821	Tivoli Lagos Algarve Resort	580
NH Collection Madrid Eurobuilding	94	Tivoli Marina Vilamoura Algarve Resort	663
NH Collection Milano President	744	Tivoli Oriente Lisboa Hotel	947

1. INTRODUCTION

This document sets forth the required criteria for the attribution of job positions, departments and cost centers in SAP HCM, **for hotels using USALI cost centers for payroll**¹.

The employees can have different positions in the payroll systems - according to the local legislation, however in SAP, they should be assigned to the corresponding position from this catalogue. This will ensure a homogeneous reporting for all areas in Corporate and Business Units.

Having the same systems across the company allows us to have access to information in real time and make more accurate analyses. By making sure that all the guidelines included in this document are respected, you are contributing to gaining accuracy in the information stored in the MINOR databases, counting on standardized criteria for all roles, which leads to more effective decision making, reduces the double check reviews and therefore diminishes significantly administrative work in the long term.

This catalogue is also used as a base for all the systems in the company that rely on the PEOPLE data. By following the general guidelines, you will have less incidences overall, as the email and authorization rights will be assigned correctly, and the FTE and costs will be assigned to the proper cost center.

2. POSITIONS AT HOTEL

The following positions must be used for categories at hotel, only in the department detailed and with the cost center indicated.

If the employee's tasks correspond to different positions, then they must be assigned to the position where they dedicate the majority of their time.

The trainees must be assigned to the position for which they intern. The differences between the responsibilities of an employee and a trainee will be understood by the type of contract.

DEPARTMENT	POSITION	COST CENTER
H-ADMINISTRATION	ADMINISTRATION MANAGER <i>Nominative email address</i>	AM (ADMINISTRATION MANAGEMENT)
	ADMINISTRATION STAFF Administrative functions in the hotel: general controlling, daily income review, monthly countable closing, forecast etc. <i>Nominative email address</i>	AD (ADMINISTRATION)
	CONTROLLER <i>Nominative email address</i>	

¹ As USALI guidelines incorporates more cost centers segmentation per area, it is mandatory to make sure that the confidentiality is maintain, and avoid, where possible, to assign only one team member per cost center.

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DEPARTMENT	POSITION	COST CENTER
H-HUMAN RESOURCES	HR MANAGER <i>Nominative email address</i>	HM (HUMAN RESOURCES MANAGEMENT)
	HR STAFF Administrative functions related to people management: recruitment, coordination with the payroll companies, absences, reporting etc. <i>Nominative email address</i>	HR (HUMAN RESOURCES)
H-F&B	F&B MANAGER Responsible for the economic results and operational processes of F&B (Restaurant & Kitchen). At least a MAITRE under his/her responsibility <i>Nominative email address</i>	13 (MANAGEMENT SERVICE)
	F&B ASSISTANT Among other responsibilities, they assist the F&B MANAGER in the administrative and management responsibilities of the area <i>Nominative email address</i>	
	ORGANIZER MANAGER Coordinates the organizer team in the hotel. Event planning & organizing functions when a GEM takes care of the quotation process. If there is no GEM , this position should be cataloged as IN HOUSE SALES <i>Nominative email address</i>	83 (BANQUETING MANAGEMENT)
	ORGANIZER Event planning & organizing function when a GEM takes care of the quotation process. If there is no GEM , this position should be cataloged as INHOUSE SALES <i>Nominative email address</i>	80 (BANQUETING)
H-F&B / BANQUET RESTAURANT	BANQUET MAITRE Changes its name from Banquet Manager and should be assigned only Maitres mainly dedicated to events. <i>Nominative email address</i>	83 (BANQUETING MANAGEMENT)
	BANQUET MAITRE ASSISTANT Among other responsibilities, they assist the BANQUET MAITRE in the administrative and management responsibilities of the area	

DEPARTMENT	POSITION	COST CENTER
H-F&B / BANQUET RESTAURANT	BANQUET SHIFT LEADER Doesn't have any administrative or management responsibilities. Only leads the shift	80 (BANQUETING)
	BANQUET WAITER	
	BANQUET STAFF Dedication to specific responsibilities: Assembly / disassembly / support / audiovisuals, etc. of banqueting nonrelated to kitchen or service.	
H-F&B/BANQUET KITCHEN	BANQUET EXECUTIVE CHEF <i>Nominative email address</i>	81 (BANQUETING KITCHEN MANAGEMENT)
	BANQUET SOUS CHEF Among other responsibilities, they assist the BANQUET EXECUTIVE CHEF in the administrative and management responsibilities of the area	
	BANQUET CHEF DE PARTIE Doesn't have any administrative or management responsibilities. Only leads the shift	82 (BANQUETING KITCHEN)
	BANQUET COOKS	
	BANQUET KITCHEN ASSISTANT	
	BANQUET STEWARDING	
H-F&B / KITCHEN	EXECUTIVE CHEF Coordinates the administrative and management responsibilities of the kitchen. For small hotels, it is not necessary to have a team (ie. Cuoco unico in Italy) <i>Nominative email address</i>	14 (KITCHEN MANAGEMENT)
	SOUS CHEF Among other responsibilities, they assist the EXECUTIVE CHEF in the administrative and management responsibilities of the area	
	PASTRY CHEF	
	CHEF DE PARTIE Doesn't have any administrative or management responsibility. Only leads the shift	10 (KITCHEN)
	COOKS	
	KITCHEN ASSISTANT	
H-F&B / KITCHEN	STEWARDING	12 (STEWARDING)

DEPARTMENT	POSITION	COST CENTER
H-F&B / RESTAURANT	MAITRE <i>Nominative email address</i>	11 (RESTAURANT)
	MAITRE ASSISTANT Among other responsibilities, they assist the MAITRE in the administrative and management responsibilities of the area	
	HEAD OF BAR Barman Manager <i>Nominative email address</i>	
	BARMAN Barman with specific knowledge of cocktails and/or bar service. Fully dedicated to bar	
	SHIFT LEADER Doesn't have any administrative or management responsibilities. Only leads the shift	
	SOMMELIER <i>Nominative email address</i>	
	WAITER	
	HOSTESS	
H-F&B/BAR	HEAD OF BAR Barman Manager <i>Nominative email address</i>	16 (BAR)
	BARMAN Barman with specific knowledge of cocktails and/or bar service. Fully dedicated to bar	
	WAITER	
	HOSTESS	
H-HEALTH & BEAUTY	SPA MANAGER In charge of Spa, Wellness, Gyms or Swimming pool areas. <i>Nominative email address</i>	92 (SPA & HEALTH MANAGEMENT)
	SPA THERAPISTS Working in Spa, Wellness, Gyms or Swimming pool areas	90 (SPA & HEALTH)

DEPARTMENT	POSITION	COST CENTER
H-HEALTH & BEAUTY	SPA RECEPCIONIST A spa receptionist is the first point of contact for the spa guests, who greets them, checks them in, schedules their appointments, and processes their payments.	90 (SPA & HEALTH)
	SPA ATTENDANT Spa attendant oversees preparing and cleaning the spa facilities, such as the treatment rooms, installations, and locker rooms. spa attendant must also assist the guests ensuring their comfort and satisfaction.	
	LIFEGUARD Responsible for maintaining the cleanliness, safety of the hotel pool area, enforce the pool rules, monitor the water quality, and respond to any emergencies or accidents.	
H-MAINTENANCE	MAINTENANCE MANAGER Responsible for the preventive and corrective maintenance of the hotel and for all legal inspections and administrative / management tasks related to installations. Manages the external maintenance companies and the maintenance department of the hotel. <i>Nominative email address</i>	PE (PRO / MAIN MANAGEMENT)
	MAINTENANCE OFFICIAL Working together with the Maintenance Manager in their team to cover shifts. Self-sufficient to solve maintenance issues or coordinate the resolution with external companies.	PM (PRO CON ENG & MAIN)
	MAINTENANCE AUXILIARY Working together with the maintenance team, covering shifts, able to solve minor maintenance issues in the installations by themselves, common repairs, or coordinate them with external companies under the supervision of the MAINTENANCE MANAGER or a MAINTENANCE OFFICIAL .	
	MAINTENANCE GARDENER	

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DEPARTMENT	POSITION	COST CENTER
H-MANAGEMENT	HOTEL DIRECTOR <i>Nominative email address</i>	OP (OPERATIONS CONTROL)
	DEPUTY HOTEL DIRECTOR Works for (or assists) a GENERAL MANAGER located in the same hotel. They take over when the GM is not available and share their responsibilities. <i>Nominative email address</i>	
	OPERATIONS MANAGER Hotel responsible reporting to a GM from another hotel <i>Nominative email address</i>	
	TASK FORCE MEMBER Dedicates their time to other company projects that are different than their hotel responsibilities, either temporary or permanently. <i>Nominative email address</i>	
	PROCUREMENT MANAGER Responsible for managing the hotel procurement staff to guarantee the performance of the end-to-end Procure to Pay process, assuming all the tasks from purchasing execution to a correct vendor billing flow. Also, will ensure an accurate records of inventory stocks / consumptions and guarantee the collaboration with other hotel departments to ensure that their needs are met. <i>Nominative email address</i>	
	QUALITY AND TRAINING MANAGER A quality and training manager is responsible for supporting the delivery of guest experience and service quality in the hotel, working with the hotel leadership team to design, develop and implement training programs that support this. <i>Nominative email address</i>	
	SECURITY MANAGER	OS (OPERATION STAFF)
	SECURITY STAFF	
	STOREKEEPER <i>Nominative email address</i>	



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DEPARTMENT	POSITION	COST CENTER
H-MANAGEMENT	ASSISTANT Administrative responsibilities <i>Nominative email address</i>	OS (OPERATION STAFF)
H-ROOMS	SHUTTLE DRIVER Apart from transporting people between locations, this position also includes employees mainly dedicated to coordinating arrivals and departures of clients.	70 (TRANSPORTATION)
	ROOMS DIVISION MANAGER <i>Nominative email address</i>	06 (OTHER ROOMS MANAGEMENT)
	GUEST RELATIONS MANAGER <i>Nominative email address</i>	05 (FRONT OFFICE MANAGEMENT)
	GUEST RELATIONS <i>Nominative email address</i>	07 (GUEST SERVICES)
	RESERVATION MANAGER Manages a team of reservation staff <i>Nominative email address</i>	06 (OTHER ROOMS MANAGEMENT)
	RESERVATION STAFF Books individual reservation for their property <i>Nominative email address</i>	09 (RESERVATIONS ROOMS)
H-ROOMS/FRONT OFFICE	FRONT OFFICE MANAGER <i>Nominative email address</i>	05 (FRONT OFFICE MANAGEMENT)
	ASSISTANT FRONT OFFICE MANAGER Among other responsibilities, they assist the FO MANAGER in the administrative and management responsibilities of the area. <i>Nominative email address</i>	
	CONCIERGE MANAGER A chief concierge is the head of the concierge team, who provides personalized services to the hotel guests, such as booking reservations, arranging transportation, recommending local attractions, and handling any special requests. <i>Nominative email address</i>	
	SHIFT LEADER FO Doesn't have any administrative or management responsibilities. Only leads the shift	01 (FRONT OFFICE)

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DEPARTMENT	POSITION	COST CENTER
H-ROOMS/FRONT OFFICE	RECEPTIONIST	01 (FRONT OFFICE)
	NIGHT AUDITOR Staff fully dedicated to Night Audit Administrative Tasks. If they also share FO tasks (check-in, check-out, guest services), catalogue them as RECEPTIONISTS .	
	TELEPHONE OPERATOR	
	DOORMAN Standing in front of hotel, Valet parking, arranging transportation for guests, etc.	
	BELL BOY Helping guests with their luggage	
	FO BACKOFFICE ADMINISTRATION* FO STAFF fully dedicated to administrative tasks (billing, commissions, etc.) <i>Nominative email address</i>	
	CONCIERGE <i>Nominative email address</i>	07 (GUEST SERVICES)
H-ROOMS / HOUSEKEEPING	HOUSEKEEPING MANAGER <i>Nominative email address</i>	04 (HOUSEKEEPING SUPERVISORY)
	ASSISTANT HOUSEKEEPING MANAGER Among other responsibilities, they assist the HK MANAGER in the administrative and management responsibilities of the area	
	FLOOR SUPERVISOR Doesn't have any administrative or management responsibilities. Only leads the shift	
	CLEANING STAFF Housekeeping that is mainly dedicated to common areas or room covertures, VIP details, etc.	03 (HOUSEKEEPING COMMON AREAS)
	FLOOR VALET	02 (HOUSEKEEPING ROOMS)
	HOUSEKEEPING Housekeeping that is mainly dedicated to rooms	
	LAUNDRY	08 (LAUNDRY)

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DEPARTMENT	POSITION	COST CENTER
H-SALES	SALES DIRECTOR A sales director is the leader of the sales team, who oversees the sales strategies, goals, and activities of the hotel, such as generating leads, negotiating contracts, closing deals, and building relationships with the clients. Nominative email address	SM (SALES HOTEL MANAGEMENT)
	INHOUSE SALES MANAGER In-house commercial whose main tasks are: To coordinate the sales department of the hotel, to organize and coordinate the hotel events, including the quotation, billing and manage the service orders. Does not work with a GSO . Nominative email address	
	PROPERTY & REGIONAL SALES MANAGER Dedicated to hotel sales. Attracts business, attends fairs, maintains relationships with officialities, etc and coordinates the team. In some cases, they have a small portfolio. Includes the international sales managers. Nominative email address	
	INHOUSE SALES EXECUTIVES In-house commercial whose main tasks are: To organize and coordinate the hotel events, including the quotation, billing and manage the service orders. Does not work with a GEM . Nominative email address	SA (SALES HOTEL)
	PROPERTY & REGIONAL SALES EXECUTIVE Dedicated to hotel sales. Attracts business, attends fairs, maintains relationships with officialities, etc. In some cases, they have a small portfolio. Includes the international sales executives. Does not work with a GEM . Nominative email address	
H-REVENUE	REVENUE MANAGER Nominative email address	RV (REVENUE MANAG.)
	REVENUE MANAGEMENT STAFF Nominative email address	



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DEPARTMENT	POSITION	COST CENTER
H-ENTERTAINMENT	ENTERTAINMENT MANAGER <i>Nominative email address</i>	99 (OTHER INCOME)
	ENTERTAINMENT STAFF	
H-ENTERTAINMENT	KIDS CLUB STAFF Responsible for organizing and leading activities for children staying at the hotel. Their job typically involves creating a safe and fun environment for children to play, learn, and socialize.	99 (OTHER INCOME)
H-IT	STAFF <i>Nominative email address</i>	IT (IT)
H-MARKETING	MARKETING MANAGER <i>Nominative email address</i>	CL (CRM & LOYALTY)
	SOCIAL NETWORK&COMMUNICATION STAFF <i>Nominative email address</i>	
H-GOLF SERVICES	GOLF MANAGER <i>Nominative email address</i>	91 (GOLF HOTEL)
	GOLF STAFF	

* This position should only be assigned to team members fully dedicated to Backoffice tasks in the Front Office department because of the externalization of the Administration Department

