

Biotime 8 – How to add Positions

It is necessary to add the position detail while adding the employee's details

Following are steps to take when you add a position

Personnel > Organization > Position

Click on Add

| Position Code | Position Name | Superior | Employee Qty. | Resigned Qty. |
|---------------|-------------------|----------|---------------|---------------|
| 3 | Manager | - | 0 | 0 |
| 4 | HR | - | 0 | 0 |
| 5 | Developer | - | 0 | 0 |
| 6 | Test | - | 0 | 0 |
| 7 | Technical Support | - | 0 | 0 |

Add
✕

Department Code*

Department Name*

Superior

Confirm
Cancel



Position Code: Enter a Unique position code

Position Name: Enter Position Name

Superior: Select a Superior position

Select Confirm