

12. How to create a new Position and a new Grade in Work Structure?

To create a new Position:-

- a. Other Definition > Application Utilities Lookups > F11 > POST_LIST > Ctl+F11 > Add new post.
- b. Work Structure > Position > Create new position to organization.

To create a new Payscale Grade:-

- a. Create Rank: Other Definition > Application Utilities Lookups > F11 > RANK_LIST > Ctl+F11 > Add new rank.
- b. Under Work Structure > Grade:-
 - i. Pay Scale (Create Pay Scale, and define number of points for the grade step)
 - ii. Point Value (Define Salary for each point in the Pay Scale)
 - iii. Description (Create Grade by linking Pay Scale with Different Ranks)
 - iv. Grade Steps and Points (Define Grade Steps for each Grade)