

9. How to change the Organization Name?

- a. Date track the Organization Name change date.
- b. Create a new Organization (Work Structure > Organization > Description).
- c. Link the Organization to Positions (Work Structure > Position > Description).
- d. Date track the Organization Name change date.
- e. Update the Employee Organization and Position (Assignment > Organization / Position, Save Update).
- f. Set the End Date to the old organization, the day before the new Organization Name creation date (Work Structure > Organization > Description).