

Enterprise - How to Create Job Titles

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Why Do I Need to Add Job Titles?

Job titles in Enterprise are a set drop down list which allows you, the admin, to control what job titles are available in your system. This also helps standardize options for your processes and makes searching and reporting options easy. Job titles can be found on the following records:

- **Employee** - to denote their preferred job

The screenshot displays the employee record for Lorelai "Leah" Woodbury. The record is organized into several sections: personal information, addresses, hiring information, and a left-hand navigation menu. The 'Job Title' field is highlighted with a red box and set to 'Accountant'. The 'Hiring Information' section includes fields for Order Type (TE), Hire Status (Eligible and Active), Profession (All), Washed Status (Familiar), I9 On File (checked), I9 Expire Date, Orientation Date, Anniversery Date (7/7/2018), and Numeric Rating (0). The 'Addresses' section shows the address 123 Maple Lane, Saint Paul, MN 55123. The 'Hiring Information' section also includes Branch (New Brighton), Staffing Specialist (amelia.stout), Interviewed By (amelia.stout), and Entered By (amelia.stout).

Field	Value
Last Name	Woodbury
First Name	Lorelai
Middle Name	
Nickname	Leah
SSN	564-75-3753
ID	4295080432
Act. Date	6/6/2018
Deact. Date	
Order Type	TE
Hire Status	Eligible and Active
Profession	All
Washed Status	Familiar
I9 On File	<input checked="" type="checkbox"/>
I9 Expire Date	
Orientation Date	
Anniversery Date	7/7/2018
Numeric Rating	0
Branch	New Brighton
Staffing Specialist	amelia.stout
Interviewed By	amelia.stout
Entered By	amelia.stout
Job Title	Accountant

- **Order** - to denote what a customer is looking for

Hotel Denouement, Primary
 Accountant
 1 of 4 positions filled
 Customer ID: 4295014308
 Order ID: 4295091071
 Branch: Minneapolis

No tasks to display for your c

tasks appointr

Order Details | Web Options | ACA Surcharge

customer information

Customer ID: 4295014308 | Work Site: Hotel in Eagan
 32352 Candy Lane
 Eagan, MN 55121

Worker Comp: MN 8810 | Burden: Burden 3%

Directions: park in the back lot and talk to the front desk

job information

Required: 4 | Assigned: 1

Order Type: TE Temp

Job Title: Accountant

Description: Needs to have 1-3 years of experience with Microsoft office, etc.

- Assignment - to show what an employee is currently or has done

Garret, Greg
 Hotel Denouement, Accountant
 Assignment ID: 4301405919
 Order ID: 4295091071
 Employee ID: 4295037608
 Branch: Minneapolis

No tasks to display f

tasks ap

assignment information

Employee: Garret, Greg

AIdent: 4295037608

Customer: Hotel Denouement

Department: Primary

Order ID: 4295091071

Assignment ID: 4301405919 | Alt Assignment ID:

Burden: Burden 3%

Temp Phone: () - -

Status: Excellent

Replaces:

Customer DNA Employee DNA

job information

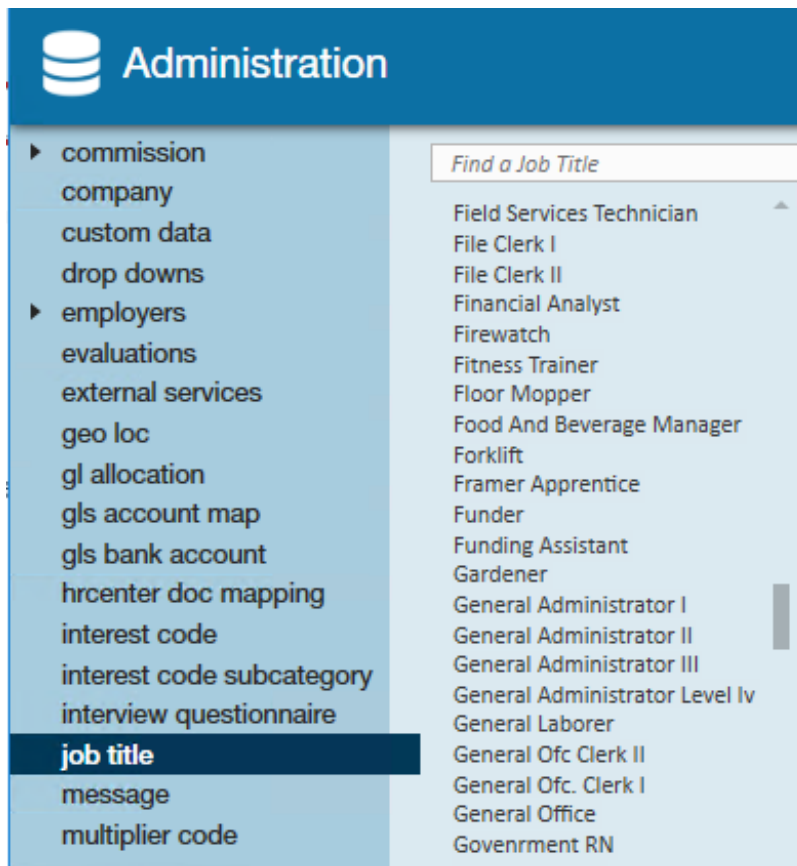
Job Title: Accountant

Job titles can be see in WebCenter, time entry, and can even be printed on invoices (depending on your invoice style).

How to Add a New Job Title

In order for service reps to be able to select a job title, the admin must first add the job title into the system.

1. Navigate to all options > administration
2. Select job title from the left (a list of job titles will appear)



3. Select the + in the upper right to add a new job title
4. Enter/Review the following information

Main Job Title Info

Job Title	Guacamole Maker
Division	Other ▼
Skill Code	P011
Skill Code 2	
Hier	Minneapolis ▼
Category	None ▼
EEO Class	Craft Workers (skilled) ▼
Career Builder Industry	Food ▼
Worker Comp Code	MN4323 ▼
Show in WebCenter	<input checked="" type="checkbox"/>
Default	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>

- **Job Title** - Name of the Job Title as you want it to appear in your system
- **Division** - This option is used to separate or group job titles by business lines for reports and exports. For example, our [Gross Profit Summary Report](#).
- **Skill Code** - Skill and Job title can be seen as synonymous in Enterprise. You'll notice that searching says skill code but will allow you to search by the job title entered above and skill codes will show in a drop down on the order. The skill code field can really just be filled out with the same information as the Job Title field.
- **Hier** - Determines where the job title will exist and be accessible in your database. If this job title is only applicable to one branch, then you can set it to that branch. Most of the time, we recommend keeping job titles at the highest level (system, subsystem, or entity) to ensure all users can utilize it.
- **Category** - This option groups job titles for searching in the [Job Board](#).

Search Jobs

What jobs are you looking for?

Search on a job title, skill or job description

Browse Jobs

Top Skills:

[Forklift](#)

[Welder](#)

[Forklift Operator](#)

[Construction](#)

[Bilingual-Spanish](#)

Top Categories:

[None](#)

[General Office](#)

[Accounting](#)

[Word Processing](#)

- **EEO Class** - This option is used for our [EEO Report](#)
- **Career Builder Industry** - If you are utilizing our [Career Builder Integration](#) to post jobs, you will need to select an applicable industry for posting purposes.
- **Worker Comp Code** - If you select a worker comp code here, anytime a user tries to select this job title it will ask them if they want to change the worker comp code. This is not a required field and should not be selected if you are working within multiple states as it could default the wrong state's worker comp code in that case.
- **Show in WebCenter** - If this box is checked, then this job title will be visible in WebCenter and the Job Board.
- **Default** - Only one job title can be set as the default job title when adding an order for any hierarchy level. We recommend using a default job title set as "unknown" or "general labor" and then having your team update the job title for each order.
- **Active** - This checkbox should remain checked. Only active Job Titles can be selected on a file.

5. Select Save



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