

Beyond - How to Create Job Titles

Last Modified on 06/14/2023 10:46 am CDT

Overview

Job titles in Beyond 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

EMPLOYEE Patricia Griffin (19056) / Details

Patricia Griffin (19056)
SSN: 756-56-9548 · Eagan, MN 55121

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Interest Codes / Skills

Equal Employment Opportunity

ACA

Addresses

Hiring

Washed Status	Familiar	Hire Status	Eligible for Hire >
Job Order Type	Temp	Profession	--
Job Title	Nursing Assistant	Vendor	--
Orientation Date	--	Anniversary Date	5/1/2023
Activation Date	--	Deactivation Date	--
Interviewed By	Jeff Bradford on 8/10/2021	I-9	Not On File
Entered By	Jeff Bradford	Staffing Specialist	Jeff Bradford
Numeric Rating	0	WOTC Eligibility Status	--

- Job Order

JOB ORDER 123 Nursing - Primary (4295036125) / Details

123 Nursing - Primary (4295036125)
Nursing Assistant: 8 of 1 positions filled

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Customer Information

Job Information

SUN	MON	TUE	WED	THU	FRI	SAT
Job Title	Nursing Assistant		Job Order Type	Temp To Full-Time		
Positions Required	1		Positions Filled	8		
Start Date	5/1/2023		Estimated End Date	12/1/2023		
Shift	Morning		Job Order Duration	Indef		
Start Time	8:00 AM		End Time	4:30 PM		
Job Description	--		Dress Code	--		
Safety Notes	--		Shift Notes	--		

- Assignment

ASSIGNMENT Assignment (4302427812) (4302427812) / Details

Patricia Griffin (4302427812)
123 Nursing - Nursing Assistant

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Details

Job Information

SUN	MON	TUE	WED	THU	FRI	SAT
Job Title Nursing Assistant			Business Code --			
Original Start Date 5/1/2023			Estimated End Date 12/1/2023			
Start Date 5/1/2023			End Date --			
Shift Morning			Start Time 8:00 AM			
End Time 4:30 PM			Worksite Address Alex, OK 73002			
Shift Notes --						

Job titles can be seen in WebCenter, Time Entry, and can even be printed on invoices (depending on your invoice style).

How to Add a New Job Title

Note You will need to be a member of a Security Group that contains the "Can Adminstrate" permission to access this functionality.

For more information on setting up Security Groups, please see the following article titled [Beyond - Managing Security Groups](#).

1. Navigate to B Menu > System Settings > Job Titles.
2. Select the "+ Add Job Title" button in the upper right to open the "Add Job Title" window:

Settings > System Settings > Job Titles

System Settings

Advanced Search

Content

External Service

Search returned 733 results

Insight Widgets

Job Titles

On-Site Time Clock Invite Codes

Product Instances

Required Document Types

Sales Teams

Security

Service Rep Teams

Skill Code ↑	Job Title	Division	Hierarchy	Category	ESD Class	Worker Comp C...	WebCenter	Default	Active
A001	Accountant	Office	System - 1	General Office	Officials & Managers		✓	⊗	✓
A002	Accts/book Mach. Oper	Industrial	System - 1	Accounting	Officials & Managers		✓	⊗	✓
A003	Bookkeeper	Office	System - 1	Accounting	Officials & Managers		✓	⊗	✓
A004	Accounting Clerk II	Office	System - 1	Word Processing	Officials & Managers		✓	⊗	✓
A005	Asst. Bookkeeper	Office	System - 1	Accounting	Officials & Managers		✓	⊗	⊗
A006	Payroll Clerk II	Office	System - 1	Accounting	Officials & Managers		✓	⊗	✓
A007	Adding Mch. Op./10 K	Office	System - 1	None	Officials & Managers		✓	⊗	✓

3. Within the "Add Job Title" window, enter/review the following information:
 - o **Job Title** - Name of the job title as you want it to appear in your system.
 - o **Division** - This option is used to separate or group job titles by business lines for reports and exports.

For example, the [Gross Profit Summary Report](#). Selecting a Division will automatically populate the "Skill Code" field.

- **Skill Code** - Skill and Job title can be seen as synonymous in Beyond. 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 job order. The skill code field can really just be filled out with the same information as the Job Title field.
- **Hierarchy** - 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](#).
- **EEO Class** - This option is used for the [EEO Report](#).
- **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 Web** - 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 a job 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 record.

Add Job Title

* Job Title
Accounting Assistant

* Division
Office

* Skill Code
A1005

Skill Code 2

* Hierarchy
High Tech Staffing (Entity)

* Category
Accounting

EEO Class
Office & Clerical

Worker Comp Code
Select...

Show In Web
 Default
 Active


SAVE AS DRAFT CANCEL **SUBMIT**

4. Once the information has been entered/reviewed, select "Submit" to add the new job title.

How to Modify the Job Title

Once the new job title has been created within the system, you can search for it using the searching functionality at the top of the Job Title window:

Job Title	Skill Code	Status	CLEAR FILTERS ✕							
Accounting Assistant		Any								
Search returned 1 result										
Skill Code ↑	Job Title	Division	Hierarchy	Category	EEO Class	Worker Comp C...	WebCenter	Default	Active	
A1005	Accounting Assistant	Office	High Tech Staffing - 2	Accounting	Office & Clerical		✓	⊗	✓	⋮
Rows per page: 20 1 of 1 < 1 >										

Once you have found the intended job title, you can edit/deactivate/reactivate it by selecting the  icon to the right of the job title and selecting one of the following options:

- Edit
- Reactivate (if the job title is currently **inactive**)
- Deactivate (if the job title is currently **active**)

Skill Code ↑	Job Title	Division	Hierarchy	Category	EEO Class	Worker Comp C...	WebCenter	Default	Active	
A1005	Accounting Assistant	Office	High Tech Staffing - 2	Accounting	Office & Clerical		✓	⊗	✓	⋮
Rows per page: 20 1 of 1										<ul style="list-style-type: none"> Edit ✓ Reactivate ☒ Deactivate

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