



# **UnicornHRO**

## **Organizational Set-Up**

The system allows much flexibility when setting up organization levels. You may define up to seven levels within your organizational structure for reporting or grouping purposes. For security purposes, you effectively have an eighth level if you use the Security Class field.

Please keep in mind these system rules when setting up organizational levels:

- Level 1 should represent the consolidated level.
- Level 2 should represent the FEIN level, with one Level 2 value for one FEIN.
- Employees' home organization must contain at least level 1 and level 2.
- One level must be chosen to represent geographic locations. This is required for regulatory reporting such as EEO-1, VETS-100 and OSHA. For these reports, information is grouped by geographic location, represented by one organization level.
- Position control assignments must have at least two levels. Positions may be at the same level as the employee's home organization, at a higher level or a lower level. For example, an employee's home organization could be within a Department (i.e., level 4), but the position control information could be at the Plant level (i.e., level 3).

If you enter a Termination Date, the system will not allow an employee to be assigned to a position in that organization level, or in a level beneath that organization level, in the following functions:

- Add Employee
- New Hire
- Employee Positions
- Position Assignment
- Position Control (Position Assignment page)

Other options include:

Job Evaluation Point data and Salary Ranges can be entered at any level, from one through seven. These are used in conjunction with the position control number. If there are points or salary ranges set up for the organizational level where the position control

number is set up, those will be used to calculate the position's corresponding salary range. If not, the system will check the next higher level until it finds a match. You may, for example, enter your position control data by department (say, level 4) and enter salary ranges at the company level (i.e., level 2). To account for geographic salary differences, enter salary ranges at the level that represents your physical locations, areas, regions, etc.

Organization security can be entered at any level, one through seven, with optional security by job class. A user can be authorized to all organizations, with exceptions such as executive payrolls entered. The system has the capability of giving authority to a user for a certain unit of organization by itself, or including the levels beneath it.