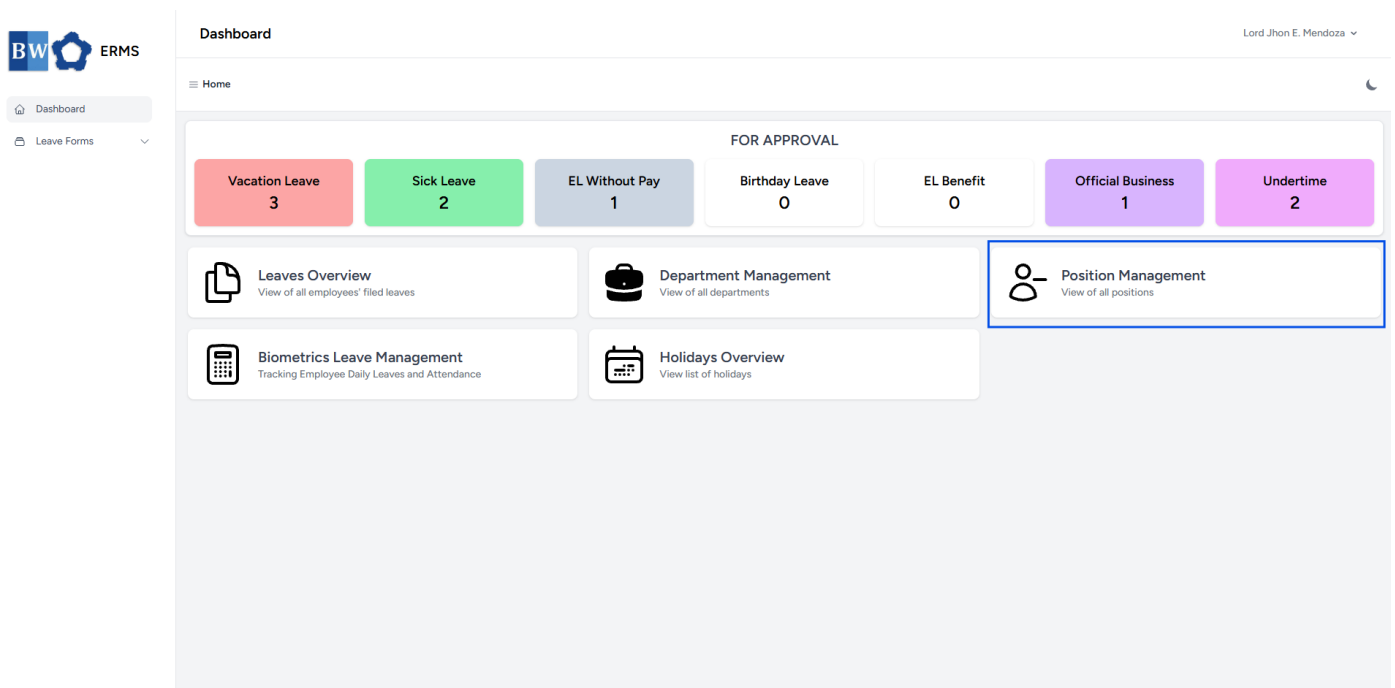


# Position Management

This section provides a clear and complete guide on how to access Position Management as a HRIS Admin, outlining the steps and responsibilities involved.

To access the Position Management page:

- On your Dashboard, click **Position Management** panel.



The screenshot displays the HRIS Dashboard interface. The top navigation bar includes the logo 'BW ERMS' on the left and the user name 'Lord Jhon E. Mendoza' on the right. Below the navigation bar, there is a 'Home' button and a 'Leave Forms' dropdown menu. The main content area is titled 'Dashboard' and features a 'FOR APPROVAL' section with six colored cards: 'Vacation Leave 3' (red), 'Sick Leave 2' (green), 'EL Without Pay 1' (grey), 'Birthday Leave 0' (white), 'EL Benefit 0' (white), 'Official Business 1' (purple), and 'Uvertime 2' (pink). Below this section, there are four main dashboard cards: 'Leaves Overview' (View of all employees' filed leaves), 'Department Management' (View of all departments), 'Biometrics Leave Management' (Tracking Employee Daily Leaves and Attendance), and 'Holidays Overview' (View list of holidays). The 'Position Management' card, which includes a person icon and the text 'View of all positions', is highlighted with a blue border.

- It will open the **Position Management** page.

LIST OF POSITIONS

[Create Position](#)

10 entries per page Search...

POSITION CODE	Position Name	Under Department of	
ACC-JA	Junior Accountant	Accounting	<a href="#">Edit</a> <a href="#">Delete</a>
ACC-SA	Senior Accountant	Accounting	<a href="#">Edit</a> <a href="#">Delete</a>
ACC-SUP	Accounting Supervisor	Accounting	<a href="#">Edit</a> <a href="#">Delete</a>
ADM-CK	Cook	Admin	<a href="#">Edit</a> <a href="#">Delete</a>
ADM-JN	Janitor	Admin	<a href="#">Edit</a> <a href="#">Delete</a>
BAK-BK	Baker	Bakery	<a href="#">Edit</a> <a href="#">Delete</a>
BAK-PP	Production Packer	Bakery	<a href="#">Edit</a> <a href="#">Delete</a>
BLD-OP	Asst. Operator / Packer	Blending	<a href="#">Edit</a> <a href="#">Delete</a>
BLD-PO	Production Operator	Blending	<a href="#">Edit</a> <a href="#">Delete</a>
BLD-PP	Production Packer	Blending	<a href="#">Edit</a> <a href="#">Delete</a>

- On the **Position Management** page, click the **Create Position** button to open the form.

LIST OF POSITIONS

[Create Position](#)

10 entries per page Search...

**POSITION CREATION**

Position Name

Position Code

Under Department of

Close
Submit

POSITION CODE	Position Name	Under Department of	
ACC-JA	Junior Accountant	Accounting	<a href="#">Edit</a> <a href="#">Delete</a>
ACC-SA	Senior Accountant	Accounting	<a href="#">Edit</a> <a href="#">Delete</a>
ACC-SUP	Accounting Supervisor	Accounting	<a href="#">Edit</a> <a href="#">Delete</a>
ADM-CK	Cook	Admin	<a href="#">Edit</a> <a href="#">Delete</a>
ADM-JN	Janitor	Admin	<a href="#">Edit</a> <a href="#">Delete</a>
BAK-BK	Baker	Bakery	<a href="#">Edit</a> <a href="#">Delete</a>
BAK-PP	Production Packer	Bakery	<a href="#">Edit</a> <a href="#">Delete</a>
BLD-OP	Asst. Operator / Packer	Blending	<a href="#">Edit</a> <a href="#">Delete</a>
BLD-PO	Production Operator	Blending	<a href="#">Edit</a> <a href="#">Delete</a>
BLD-PP	Production Packer	Blending	<a href="#">Edit</a> <a href="#">Delete</a>

- Fill out the required fields, then click **Submit**.
- After submitting, a notification will appear saying that the Position has been created. The created position will be added to the list.

Home > Position Management

LIST OF POSITIONS

[Create Position](#)

10 entries per page

POSITION CODE	Position Name	Under Department of		
ACC-JA	Junior Accountant	Accounting		
ACC-SA	Senior Accountant	Accounting		
ACC-SUP	Accounting Supervisor	Accounting		
ADM-CK	Cook	Admin		
ADM-JN	Janitor	Admin		
BAK-BK	Baker	Bakery		
BAK-PP	Production Packer	Bakery		
BLD-OP	Asst. Operator / Packer	Blending		
BLD-PO	Production Operator	Blending		
BLD-PP	Production Packer	Blending		

- To **delete** a position, click the **red delete** icon in the row of the position you wish to remove.

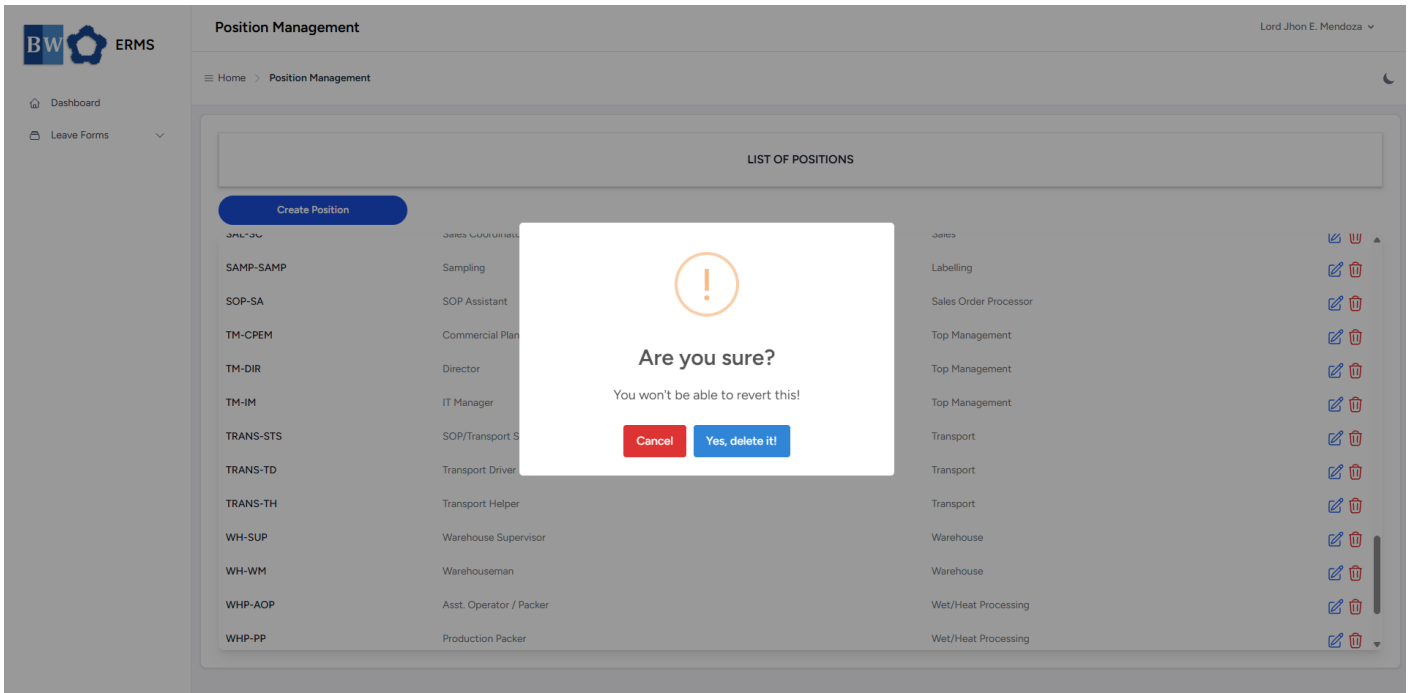
Home > Position Management

LIST OF POSITIONS

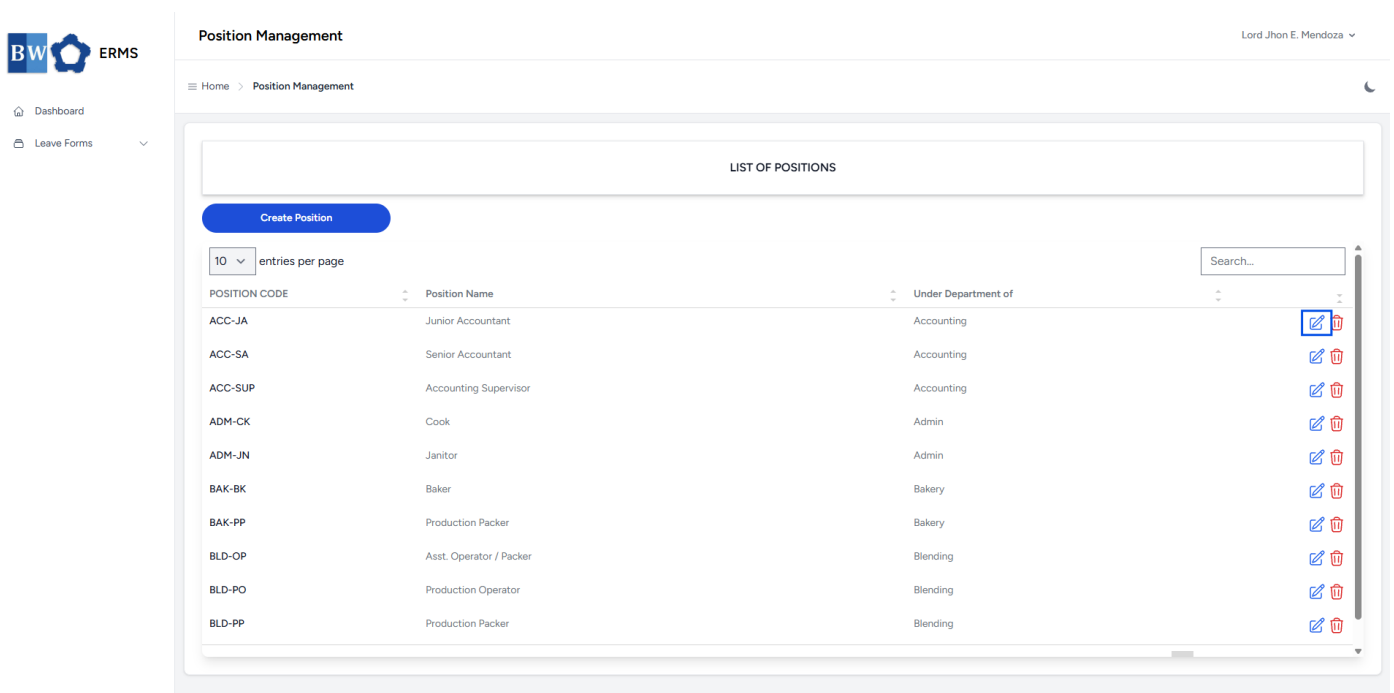
[Create Position](#)

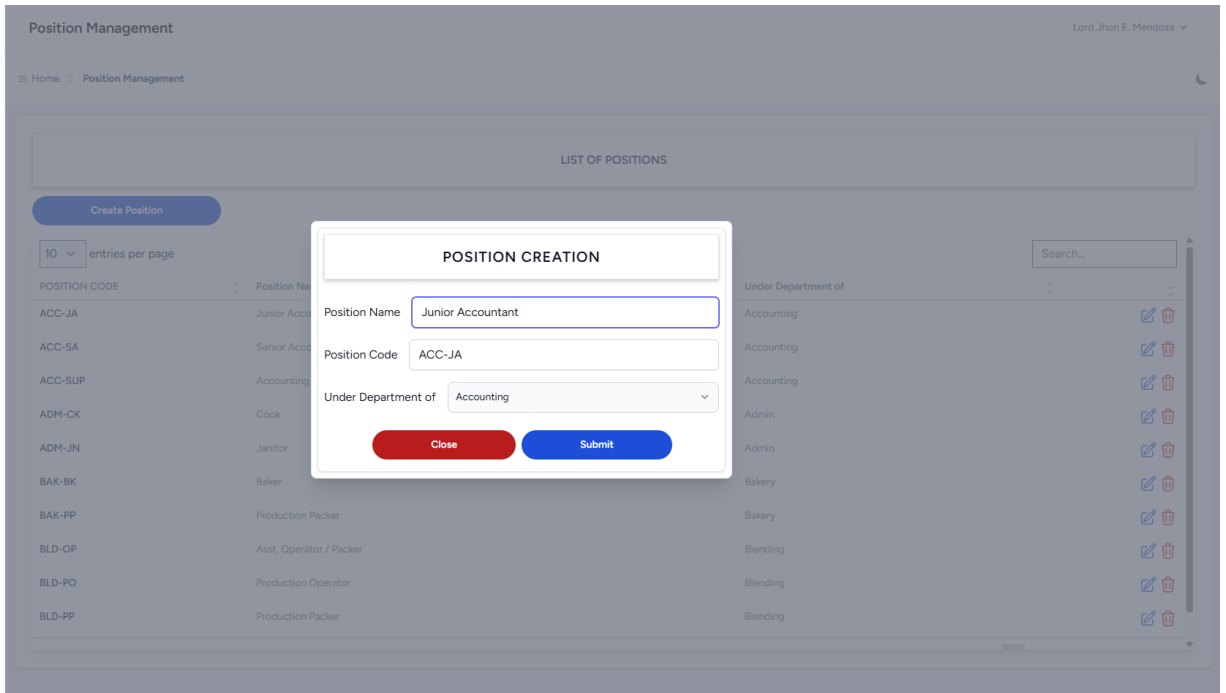
POSITION CODE	Position Name	Under Department of		
SAMP-SAMP	Sampling	Labelling		
SOP-SA	SOP Assistant	Sales Order Processor		
TM-CPEM	Commercial Planning & Execution Manager	Top Management		
TM-DIR	Director	Top Management		
TM-IM	IT Manager	Top Management		
TRANS-STC	SOP/Transport Supervisor	Transport		
TRANS-TD	Transport Driver	Transport		
TRANS-TH	Transport Helper	Transport		
WH-SUP	Warehouse Supervisor	Warehouse		
WH-WM	Warehouseman	Warehouse		
WHP-AOP	Asst. Operator / Packer	Wet/Heat Processing		
WHP-PP	Production Packer	Wet/Heat Processing		

- A confirmation prompt will appear asking if you want to proceed with the deletion.
- Click **Yes, delete it!** button to completely delete the department.



- To **edit** a position, click the **blue edit** icon in the row of the position you wish to edit.





- After editing the Position Name, Code, and Under Department of, click the Submit button to save the changes.

Revision #5

Created 23 July 2025 06:15:53 by Lord Jhon E. Mendoza

Updated 23 July 2025 06:30:36 by Lord Jhon E. Mendoza