

Job Positions

AuditDesktop supports Job Positions nomenclature that is used when determining employees' start and end dates of employment. These dates are in turn used for:

- Engagement team selection - to separate the active employees from those no longer employed
- Strategic and Annual [planning](#) - to determine the available human resources
- Common report [Human resources](#)

To access the nomenclature, open the **Settings** tab and click **Job positions**.

Code	Name	Description	Remaining hours distribution				Effective time
			Unplanned	Education	Sick and unplanned leave	Other	
01	Assistant		5 %	10 %	5 %	0 %	80 %
02	Auditor		5 %	5 %	5 %	0 %	85 %
03	Manager		5 %	5 %	5 %	10 %	75 %
04	Partner		10 %	0 %	10 %	30 %	50 %

Note

The minimal necessary information that must be entered for a job position is the **Name**.

The data in the **Remaining hours distribution** section influence the calculation of the effective fund for audit work time used in Strategic and Annual [planning](#).

- **Unplanned** - unplanned absences
- **Education** - seminars and company trainings
- **Sick and unplanned leave** - paid sick days or other type of absence permitted by law
- **Other** - other activities connected with direct engagement participation. For example, a consultant who works on a half day rate, or a partner who also has managerial functions.

The **Effective time** column result will be the time in **%** during which an employee can be employed when determining the available human resources.