

Managing Jobs in Würk

The **Jobs** feature works similarly to cost centers and allows you to assign profiles and attributes to employees based on their job. A job can have its own default settings—such as employee type, EEO Classification, or timekeeping profile—which will automatically populate when an employee is assigned that job.

Jobs can also store a **Job Description**. This description can be pulled into a **Performance Review** for visibility or used to populate the job description when creating a **Job Requisition** in the **Applicant Tracking System (ATS)**.

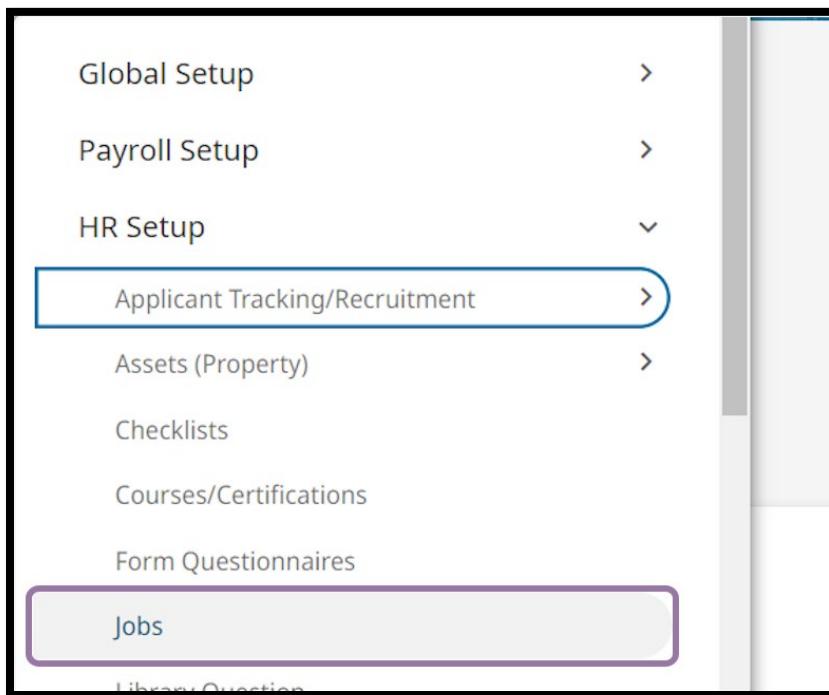
This guide will walk you through how to create a new job, edit an existing job, or copy/clone an existing job and adjust the copied record.

If you follow this guide and do not have the access you need, please contact support@enjoywurk.com for assistance.

Adding a New Job

Adding a new job allows you to create a role from scratch and define the profiles, attributes, and descriptions that should apply when employees are assigned to it. This is the best option when the job doesn't resemble any existing roles or requires its own unique defaults.

1. From the Menu, Navigate to **Settings > HR Setup > Jobs**



2. Click the "Add New" button.



3. Enter the Job Title

You may also complete any other non-required fields here, such as category, job description, etc.

4. Scroll down and set any defaults you'd like to apply for employees assigned to this job (highlighted in purple).

The **Allow Override at Employee Level** option (orange) controls whether a default field from the job can be edited for individual employees.

If the box is checked, that field can be updated on the employee profile.

If it's unchecked, the field is locked and cannot be changed once the employee is assigned to the job.

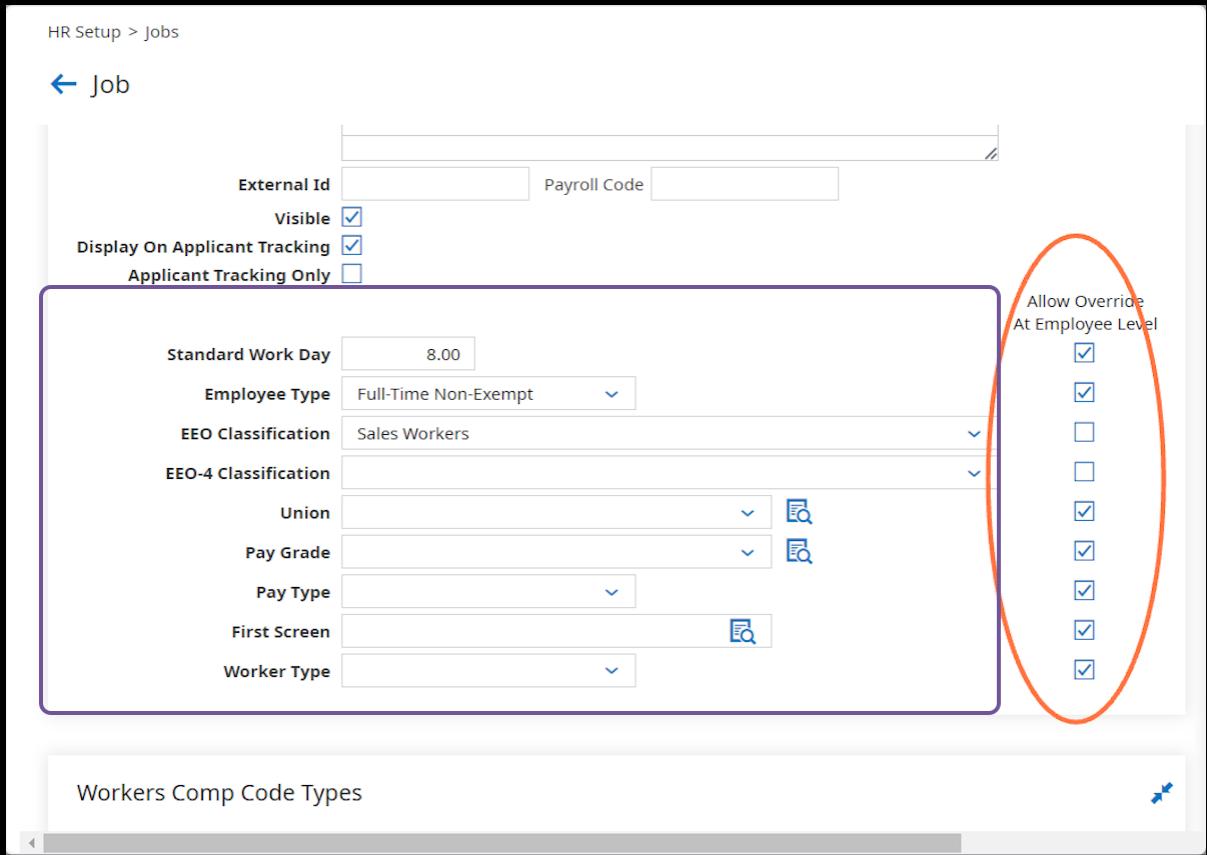
If you do not plan to enter a default value for a field, it's generally best to check the box. When a field is required—either on employee profiles or during HR Actions—and no default has been set, you'll need to enter that information for each employee individually. The field must be editable for you to do that.

This setting has impact on employee profiles *and* during HR Actions. When an HR Action is started and the selected job has a field where Allow Override at Employee Level is unchecked, that field will be read-only (or may not appear at all, depending on the action). Administrators won't be able to modify that information within the HR Action.

Example:

If the Cashier job should generally be “Full-Time Non-Exempt,” but you want the flexibility to adjust this for certain employees, check the box so the field can be edited on profiles and during HR Actions.

However, if the Cashier job should always be classified as “Sales Workers” under EEO Classification, leave the box unchecked. This locks the field on employee profiles and prevents changes during HR Actions, ensuring all Cashier employees remain consistently classified.



HR Setup > Jobs

Job

External Id Payroll Code

Visible

Display On Applicant Tracking

Applicant Tracking Only

Standard Work Day

Employee Type

EEO Classification

EEO-4 Classification

Union

Pay Grade

Pay Type

First Screen

Worker Type

Allow Overrides At Employee Level

Workers Comp Code Types

5. Click Save when you're finished editing the job fields.



6. A pop-up will warn you that EIN's haven't been added. Dismiss the popup and scroll down to click on Add Company EIN.

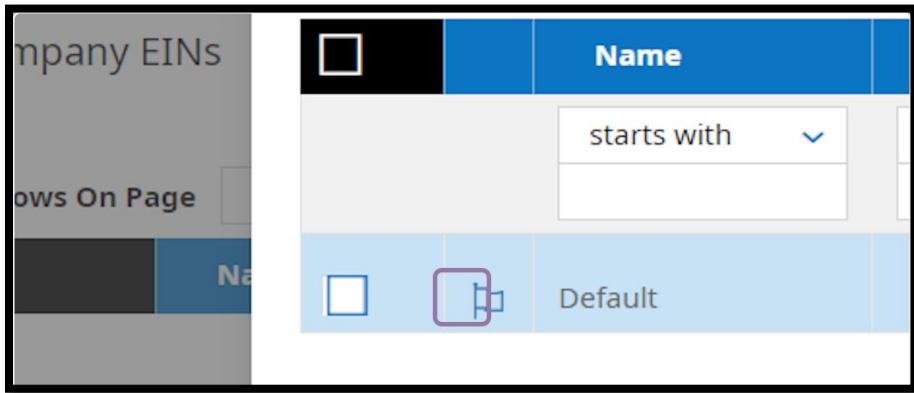


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Time	Active	Created
No Results Returned		

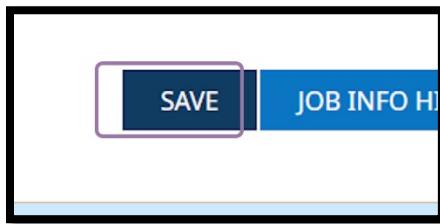
ADD COMPANY EIN

7. Select all EIN's where this job can be used.



8. Click save.

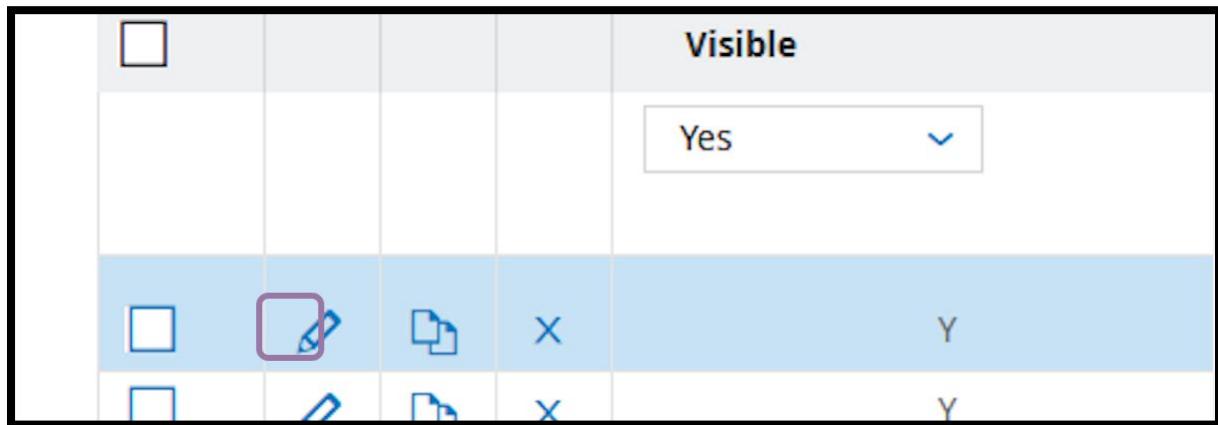
The job is now available to assign to employees



Editing a Job

Editing a job lets you update an existing role's settings, such as default profiles, job descriptions, or attributes. Changes you make here will apply to employees who are assigned to this job, and may also impact fields shown during HR Actions.

1. Locate the Job you want to edit, then click the pencil icon next to it.

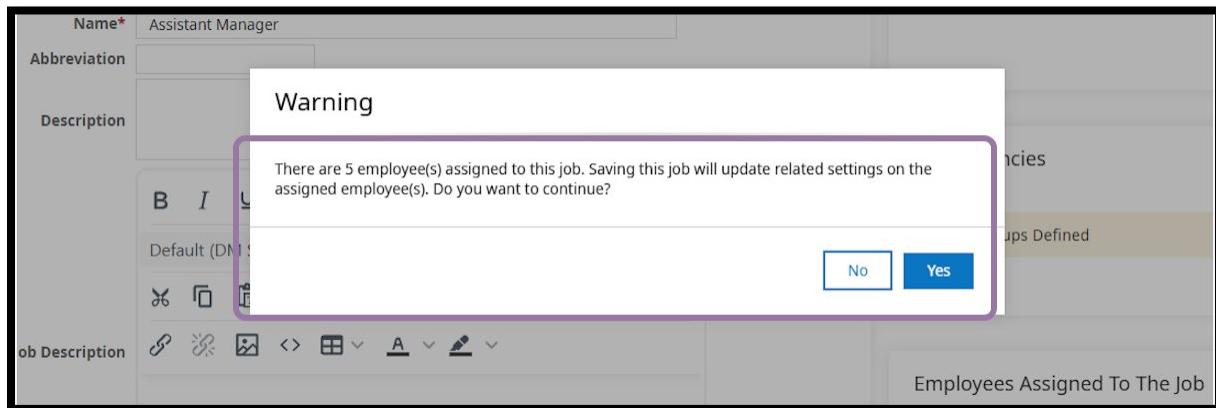


2. Adjust information for the job as needed, then click the Save button.



3. You'll receive a warning that states "There are X employee(s) assigned to this job. Saving this job will update related settings on the assigned employee(s). Do you want to continue?" Choose No to cancel the changes, and Yes to proceed.

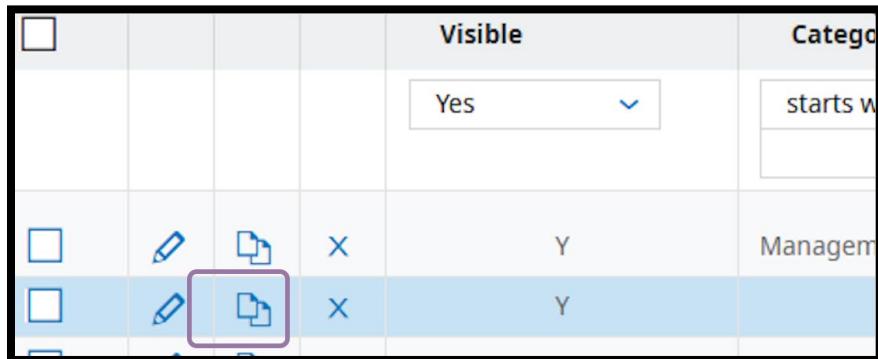
Per the warning, the information as listed on the job title will flow down to each of the employees profiles who are assigned this job. This may have impacts on payroll, timekeeping, accruals, performance reviews, and more. It's highly recommended that you review the employee profiles and information after editing the job to confirm there are no unintended impacts.



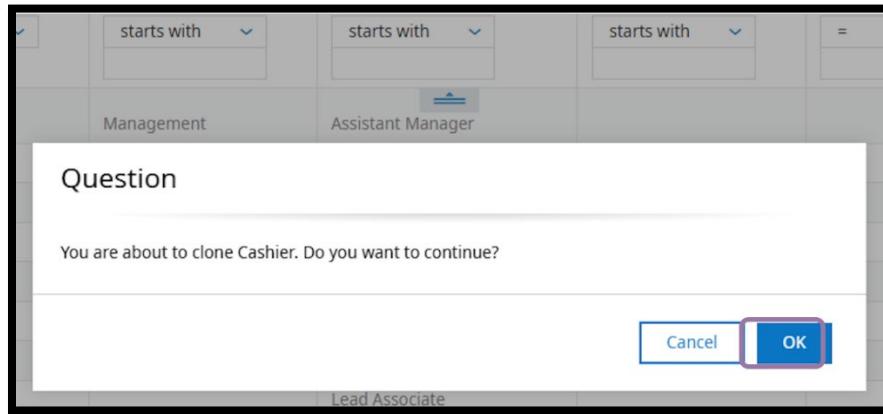
Copying a Job

Copying a job lets you quickly create a new job using an existing one as a starting point. This is useful when two jobs share similar settings, profiles, or descriptions. After copying the job, you can adjust any details that need to be unique to the new role.

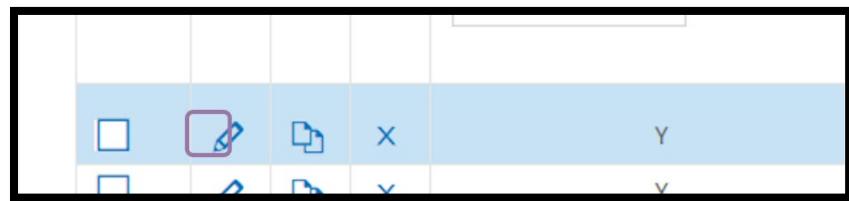
1. Locate the job you want to copy and click the copy icon next to it.



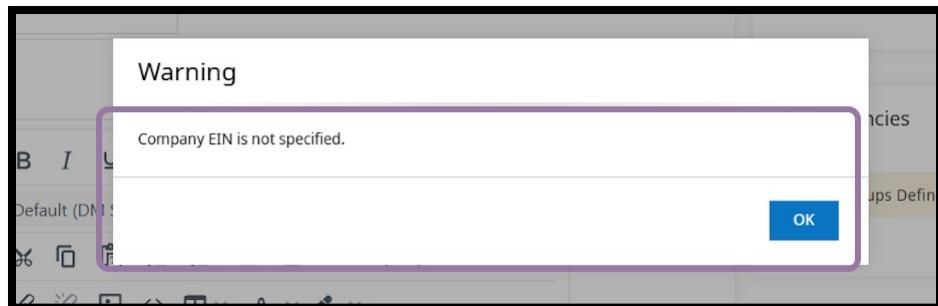
2. Confirm that you want to copy/clone the job by clicking OK in the pop-up.



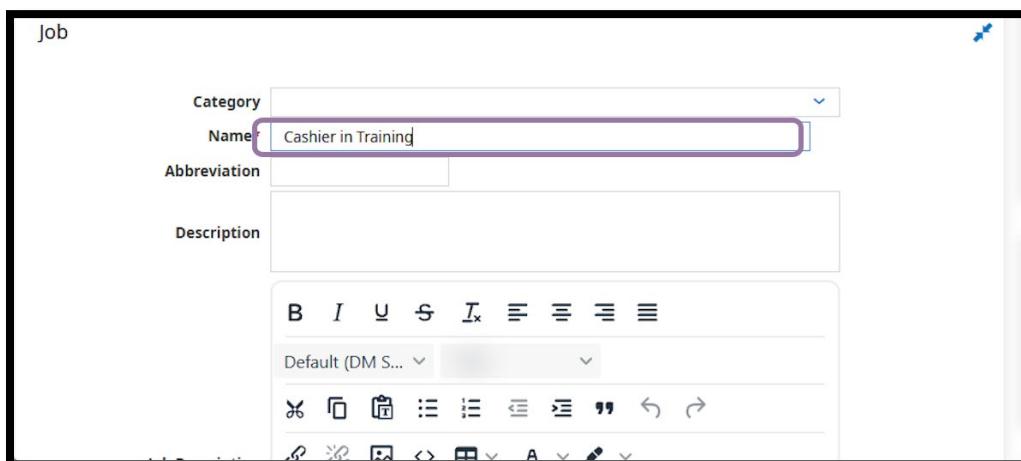
3. Locate the copied job (it will say "Copy of" and then the original job title), then click the pencil icon next to it.



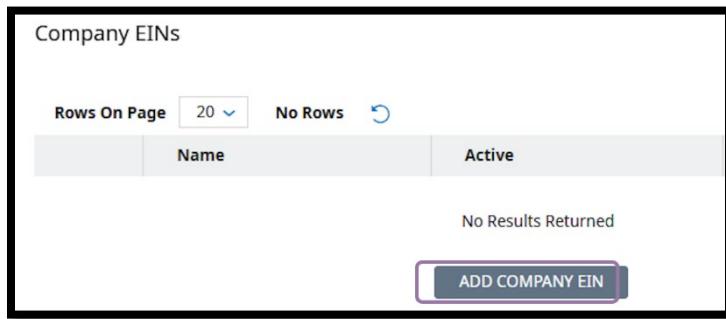
4. Dismiss the pop-up that states the EIN is not specified.



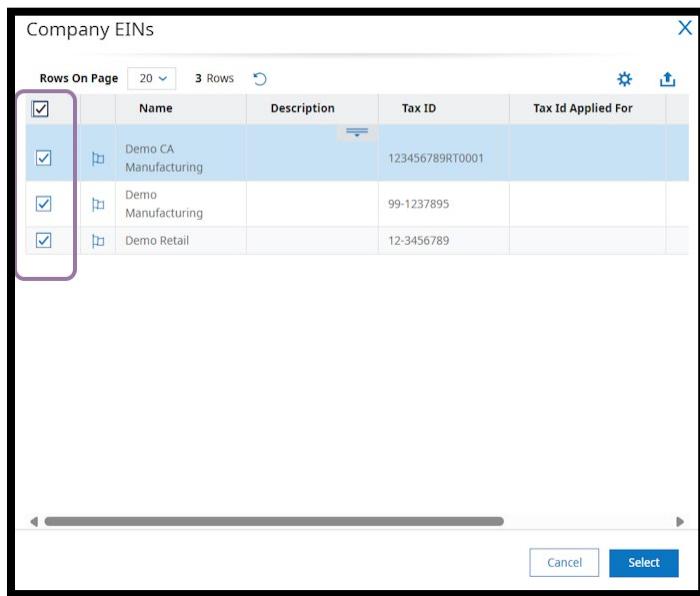
5. Edit the name of the job to the correct name, and then adjust any other fields as needed.



6. Scroll down to click on Add Company EIN.



7. Select all EIN's where this job can be used, then click Select.



8. Click the Save button to apply all changes.

