

# Organization Structure Management

The goal is to organize the structure and chain of command in your organization. This way you will set up workflows that will help your team to work smoothly and attain maximum efficiency.

## Step 1: Create Job categories or groups

The screenshot displays the FinClock HRM interface. At the top, there is a blue navigation bar with the FinClock logo on the left and menu items: HRM, Attendance, Projects, Notes, Payroll, Settings, User Guide, and a user profile dropdown for 'Demo LLC'. On the left side, a 'USER MENU' sidebar lists various options, with 'Job Categories' highlighted in blue. The main content area features a 'Job Categories' section with a 'Quick Tip' and a form to add a new category. The form includes a text input field for the 'Job Category Name', a 'Submit' button, and a 'Cancel' button. An orange 'Assign Job Categories' button is located on the right. Below the form, there is a table with columns for 'Job Category Name', 'Active', and 'Action'. The table contains three rows: '123', 'ABC', and 'ABC TEST', each with a checked 'Active' checkbox and an 'Edit' button. A search bar and a '100 records per page' dropdown are also visible above the table.

Job Categories Quick Tip: 1. To add category, type the name and click submit. 2. To assign categories to Employees click the button on the right

Job Category Name:

Enter Job Category Name

Submit Cancel

Assign Job Categories

100 records per page Search:

Job Category Name	Active	Action
123	<input checked="" type="checkbox"/>	Edit
ABC	<input checked="" type="checkbox"/>	Edit
ABC TEST	<input checked="" type="checkbox"/>	Edit

⇒ Click the manage organization and select the job categories page. You may add all job categories in your organization here. Once done, proceed to the Departments page.



## Step 2: Create Departments

**USER MENU**

- Hr Dashboard
- Add/Invite Staff
- Manage People
- Shift Management
- Leave Management
- Account Settings
- Manage Organization
- Job Categories
- Departments**
- Task Master
- Create Locations
- Assign Locations

Quick tips on Managing Departments. 1. To create department, just type its name and select the job categories under it. 2. You will see the departments on the right panel. 3. Note that the departmnets with no job categories will not appear.

**Department Name:**

Enter Department Name, then Select the job categories under the department

	Job Name
Assigned	123
Assigned	ABC
Assigned	ABC TEST
Assigned	Backend developer
Assigned	Credit Control

Department Name	Job Category Name	Active	Action
Sales	Sales Agent(s)	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Production	Production manager	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Field Operations	Field reporter(s),Driver(s)	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- ⇒ Input the department name
- ⇒ Select the job categories that fall under the department and click submit.
- ⇒ You will see the department list on the right, whereby you may update more information.



### Step 3: Create task flow in the taskmaster

The screenshot displays the FinClock Taskmaster interface. At the top, there is a blue navigation bar with the FinClock logo and menu items: HRM, Attendance, Projects, Notes, Payroll, Settings, and User Guide. A user profile dropdown shows 'Demo LLC'. On the left, a 'USER MENU' sidebar lists various options, with 'Task Master' highlighted in blue. The main content area features a 'Task Plan' instruction: 'Select the Create task button first. Then, select the department and type the task name. The numbers helps to set the order of tasks'. Below this, there is a 'Department:' dropdown menu set to '- Select Departme', with 'Search' and 'Clear' buttons. To the right are '+ Create Task' and '+ Task Board' buttons. The central part of the interface is a grid of 12 task cards, arranged in two rows of six. Each card has a title, a department, and a description. The tasks are numbered 1st through 12th.

1st Task	2nd Task	3rd Task	4th Task	5th Task	6th Task
Studio Operations	Production	Field Operations	News	Sales	News
<b>Studio Task</b> This task is about making plans for the work in studio	<b>Task for Production</b> this work	<b>Box packaging</b> This involves the packaging of the boxes.	<b>Video tests</b> this is to test a couple of things	<b>A trial task</b> This is a trial task	<b>News Collection</b> this task is about collecting news in the field
7th Task	8th Task	9th Task	10th Task	11th Task	12th Task
Field Operations	Design	Design	Field Operations	Field Operations	Field Operations

- ⇒ Taskmaster helps you to create workflows in your organization.
- ⇒ Click the taskmaster page and create the tasks under each department. You can organize the tasks and create task dependencies.



## Step 4: Set Work Locations or Branches

USER MENU

- Hr Dashboard
- Add/Invite Staff
- Manage People
- Shift Management
- Leave Management
- Account Settings
- Manage Organization
- Job Categories
- Departments
- Task Master
- Create Locations
- Assign Locations

HRM Attendance Projects Notes Payroll Settings User Guide Demo LLC

⊖ Add Work location

Back to Register setup

Enter Workstation Name: DC HQ Allowed Clocking Radius (In meters): 200

Enter Location's Name and click set location on map: 1600 Pennsylvania Avenue Northwest, Washington, DC, USA Set location on Map

Map Satellite

Step 4 of 5

Next Step

- ⇒ Add your work locations and set the allowable radius for marking attendance.
- ⇒ You may proceed to assign people the work location on the assign locations page.



## Step 6: Manage Pay Grades

Quick Tips on Assign Pay Grades. 1. Pay grades determine the net payment for the employee, which is calculated per hour. 2. To calculate the pay per hour, total expected pay by the total expected hours

100 records per page Search:

Pay code Name	Pay Per Hour	Active	Action
admin	15	<input checked="" type="checkbox"/>	Edit
Credit Control group C	375	<input checked="" type="checkbox"/>	Edit
director	14	<input checked="" type="checkbox"/>	Edit
Driver group B	125	<input checked="" type="checkbox"/>	Edit
Editor group J	1218.75	<input checked="" type="checkbox"/>	Edit
Presenter Group A	525	<input type="checkbox"/>	Edit

⇒ Create pay grades for people in your organization and assign them to people. These pay grades are used to calculate the earned pay from the number of hours worked.



## **Need help?**

Chat with the support team or book a meeting.

[Book Meeting here](#)

Email: [support@finclock.com](mailto:support@finclock.com)

