

Managing Job Assignments

Job assignments can be managed in two ways; manually or by using [HR Import](#). The following describes how to create, update, and delete job assignments manually.

(This video is taken from the [Hierarchies and job assignments](#) course in the Totara Academy, where you can access more resources and learning materials - including other videos).

Creating a job assignment

1. [Locate and select the user](#) you want to create a job assignment for.
2. Under *Job assignments* select **Add job assignment**.
3. Add the [job details](#).
4. Select **Add job assignment**.

Updating a job assignment

1. [Locate and select the user](#) you want to update a job assignment for.
2. Under *Job assignments* select the job assignment you want to update.
3. Update the [job details](#).
4. Select **Update job assignment**.

Deleting a job assignment

1. [Locate and select the user](#) you want to delete a job assignment for.
2. Under *Job assignments* select the **Delete** icon next to the job assignment you want to delete.
3. Select **Delete** in the dialog to confirm deletion of the job assignment.

Job details

Full name: The full name of the job assignment. If no full name is provided, then it will default to "Unnamed job assignment (ID: X)", where "X" is the ID Number of the job assignment.



Job assignment full names are displayed when a user is required to choose a job assignment - as such, having a full name which is clearly identifiable is highly recommended.

Short name: The short name for the job assignment.

ID Number: The ID Number is a mandatory field and is used to uniquely identify a job assignment for a user when creating or updating job assignments via HR Import. A user cannot have more than one job assignment with the same ID Number, however multiple users could have the same job assignment ID Number. The ID Number may contain letters, numbers, spaces and special characters.

Description: The description of the job assignment.

Start date: The start date of the job assignment. This field is for information only, although it can be used when creating dynamic audiences to populate membership based on job assignment start date.

End date: The end date of the job assignment. This field is for information only, although it can be used when creating dynamic audiences to populate membership based on job assignment end date.

Position: The position the job assignment relates to. Select Choose position to choose a position from the dialog and select **OK**. This option is not shown if position hierarchies are disabled in [Advanced features](#).

Organisation: The organisation the job assignment relates to. Select Choose organisation to choose an organisation from the dialog and select **OK**.

Appraiser: The appraiser the job assignment relates to. Select Choose appraiser to choose an appraiser from the dialog and select **OK**. This option is not shown if appraisals are disabled in [Advanced features](#).

Manager: The manager of the user. Select Choose manager to choose a manager job assignment from the dialog and select **OK**. When choosing a manager, you choose the job of the manager that relates to the user you're creating a job assignment for. If the manager you're choosing does not have a job assignment, you can also choose to create an empty job assignment.

On this page

- [Creating a job assignment](#)
- [Updating a job assignment](#)
- [Deleting a job assignment](#)
- [Job details](#)



The Totara Academy has a whole course dedicated to using [Hierarchies and job assignments](#) in Totara Learn. Here you can learn more on how to use hierarchies and job assignments, see best practice, and give it a go yourself.

Temporary manager: The temporary manager of the user. Select Choose temporary manager to choose a temporary manager job assignment from the dialog and select OK. Similar to choosing a manager, you choose the job of the temporary manager that relates to the user you're creating a job assignment for. If the temporary manager you're choosing does not have a job assignment, you can also choose to create an empty job assignment.

This option is not shown if temporary managers are disabled (*Site Administration > Users > User policies*).

Temporary manager expiry date: The expiry date of the temporary manager. This option is not shown if temporary managers are disabled (*Site Administration > Users > User policies*). Temporary managers will automatically be removed by the *Update temporary managers* scheduled task after the expiry date has passed.