

Data Requirements

<div><div>Position Definition</div><div><div>+ Position Number</div><div>- Title (English)</div><div>- Title (French)</div><div>- Job Description (Doc No.)</div><div>- Further Details</div><div>- Group</div><div>- Area</div><div>- Code Rome</div><div>- Code Rome Description</div><div>- Key Position (tick box)</div><div>- Department</div><div>- Accountable Manager</div><div>- Function</div><div>- Responsible Manager</div><div>- Timesheet Discipline</div><div>- Project Location</div><div>- Planned Start</div><div>- Forecast Start</div><div>- Planned Finish</div><div>- Forecast Finish</div><div>- Incumbent (Family Name / given name)</div><div>- Preferred Candidate Selected?</div><div>- Date Created</div><div>- Authorised By</div></div></div>	<div><div>Recruitment</div><div><div>- Position #</div><div>- Responsible Recruitment Officer</div><div>+ PRF #</div><div>- Date Raised</div><div>- Urgent Position</div><div>- Active / Closed</div><div>- Cap Emploi</div><div>- Submitted</div><div>- Released (Y/N)</div><div>- Confirmation Date</div><div>- Internal Advertisement</div><div>- Notice Date</div><div>- Close</div><div>- External Advertisement</div><div>- Who?</div><div>- Notice Date</div><div>- Close</div><div>- Candidates</div><div>- Name</div><div>- Interview Req'd (Y/N)</div><div>- Interview Comments</div><div>- HR Questionnaire completed?</div><div>- Out of Policy Required?</div><div>- Out of Policy Agreed with Proj Director</div><div>- Preferred Candidate</div></div></div>	<div><div>Approval (New PAF)</div><div><div>+ PAF #</div><div>- Revision</div><div>- Position #</div><div>- Date Raised</div><div>- Name of Candidate</div><div>- Current conditions</div><div>- Status</div><div>- Rotation</div><div>- Accommodation</div><div>- Start Date</div><div>- Finish Date</div><div>- New Conditions</div><div>- Out of Policy (Y/N/NA)</div><div>- Supervisor Approval</div><div>- Manager Approval</div><div>- HR Approval</div><div>- Finance Review</div><div>- PMT Approval</div><div>- Status Comments</div><div>- Business Manager</div><div>- Project Director</div><div>- Employer Notified</div></div></div>	<div><div>Approval (New PAF)</div><div><div>+ PAF #</div><div>- Revision</div><div>- Position #</div><div>- Name of Candidate</div><div>- Employment Contract</div><div>- Issued</div><div>- Accepted</div><div>- Start Date</div></div><div><div>Mobilisation</div><div><div>+ Reference #</div><div>- Name</div><div>- Responsible Mobility Officer</div><div>- Current Location</div><div>- Place for Lodgment</div><div>- Visa file (forecast/actual)</div><div>- Visa Lodged (F / A)</div><div>- Visa Approved (F/A)</div><div>- Activate by (date)</div><div>- Mobilisation Date (F/A)</div><div>- Travel Arranged</div><div>- TRF number</div><div>- Accommm Arranged</div></div></div></div>	<div><div>Travel Details</div><div><div>- Family Name</div><div>- Given Names</div><div>+ TRF Reference no.</div><div>- Date Raised</div><div>- Departure Date</div><div>- Itinerary</div><div>- Return Date</div><div>- Type (R&R, Bus, etc.)</div><div>- Approved / Cancelled</div><div>- Date Approved</div><div>- Approved by</div><div>- Charge Code</div><div>- Flight ticket number</div><div>- Accommodation</div><div>- Site Access</div></div></div>
--	---	--	--	--

Data Library

<div><div>Person Details</div><div><div>+ Family Name</div><div>+ Given Names</div><div>- Employer (for Project)</div><div>- Employee Number</div><div>- CV (Document number)</div><div>- Home Base (for Project)</div><div>- Passport/ID Number</div><div>- Citizenship</div><div>- Contact Phone</div><div>- Email</div><div>- Classification (A, E, L)</div><div>- Status</div><div>- Badge Number</div><div>- Emergency Contact</div></div></div>	<div><div>Create a Position No.</div><div>(aa.bb.cc.dd.ee.ff)</div><div><div>+ Ref. no.</div><div>- Department (aa)</div><div>- Function (bb)</div><div>- Discipline (cc.dd)</div><div>- Sequence number (ee.ff)</div></div></div>	<div><div>Employer</div><div><div>+ Code</div><div>- Description</div></div></div> <div><div>Code Rome</div><div><div>+ Code</div><div>- Description</div></div></div>	<div><div>Job Description</div><div><div>+ Position Title</div><div>- Document Number</div></div></div> <div><div>Project Location</div><div><div>+ Location Code</div><div>- Location</div></div></div> <div><div>Position Group</div><div><div>+ Group</div><div>- Group Description</div></div></div>	<div><div>Department</div><div><div>+ Department</div><div>- Accountable Manager</div></div></div> <div><div>Function</div><div><div>+ Function</div><div>- Responsible Manager</div><div>- Timesheet Discipline</div></div></div> <div><div>Discipline</div><div><div>+ Discipline Code</div><div>- Discipline Description</div></div></div>	<div><div>Area</div><div><div>+ Area Code</div><div>- Area Description</div></div></div> <div><div>Travel Type</div><div><div>+ Code</div><div>- Description</div></div></div>
---	--	--	--	---	--

