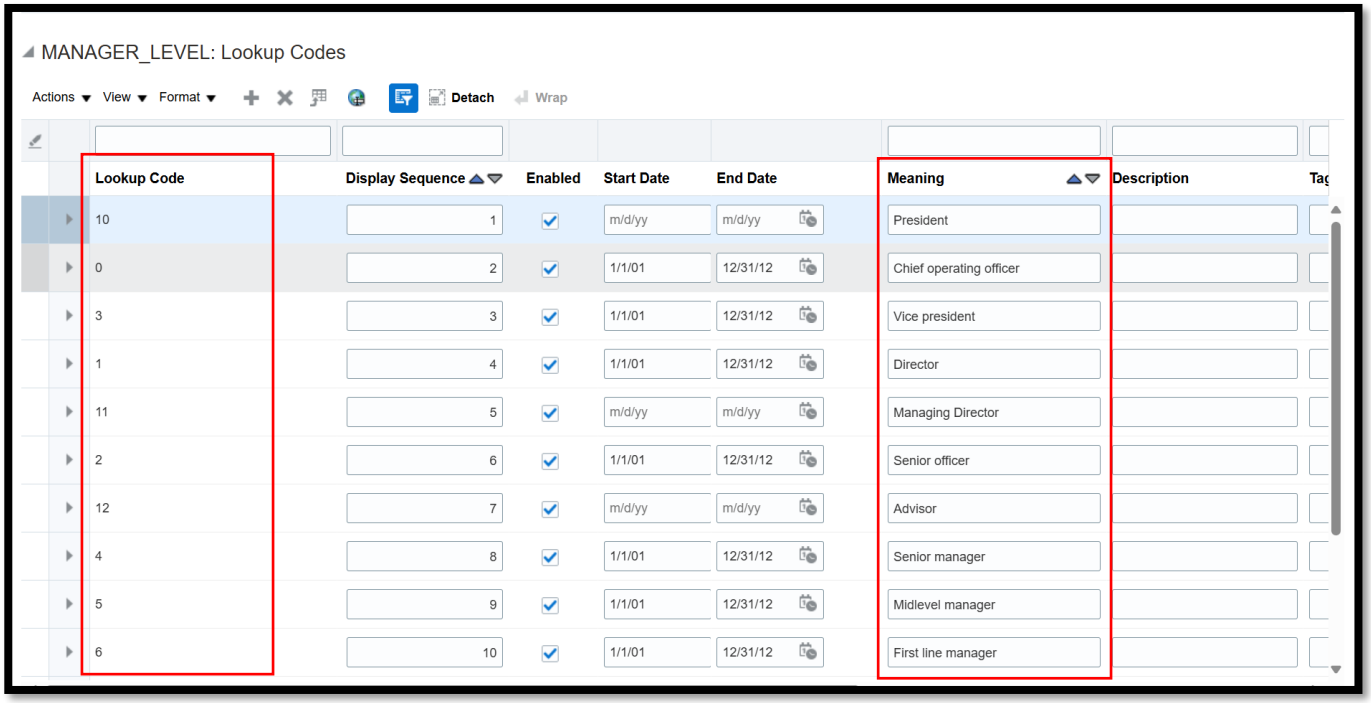
Automatically populate the Level Code field based on the selected Management Level on the New Job page

The system auto-fills the Level Code based on the selected Management Level, ensuring a consistent and standardized job classification framework. This removes manual errors, aligns job data with global HR and compensation policies, and enhances compliance. It also supports streamlined approval processes and accurate workforce analytics.

Navigation: Setup & Maintenance > Manage Job Lookups > MANAGER_LEVEL

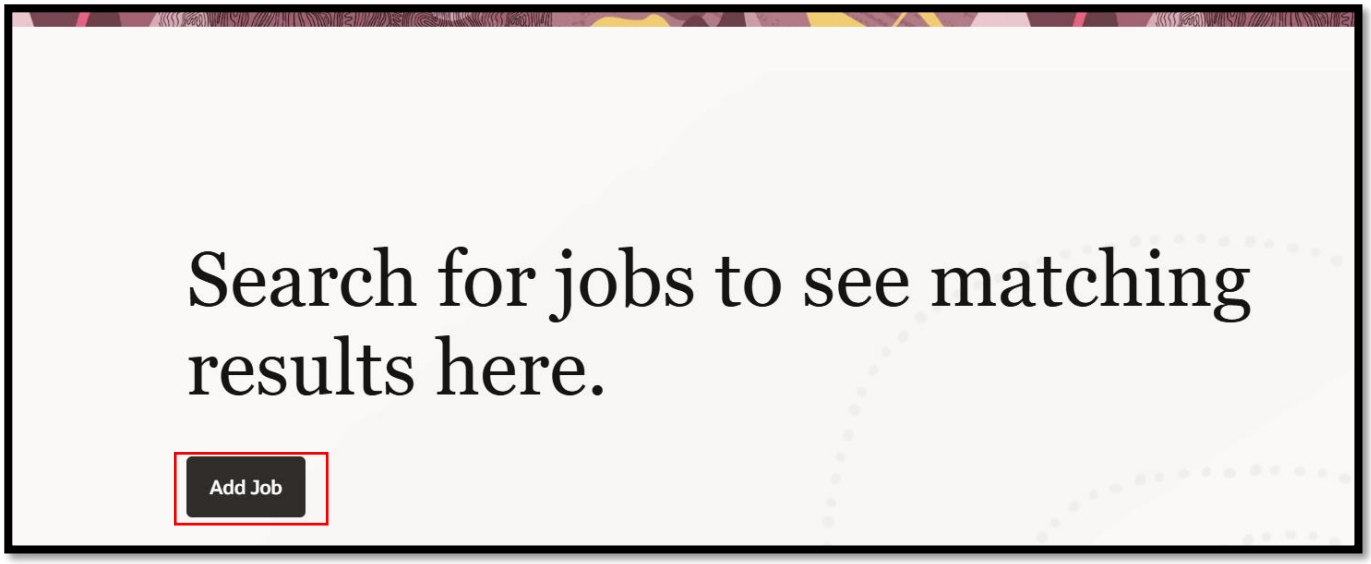




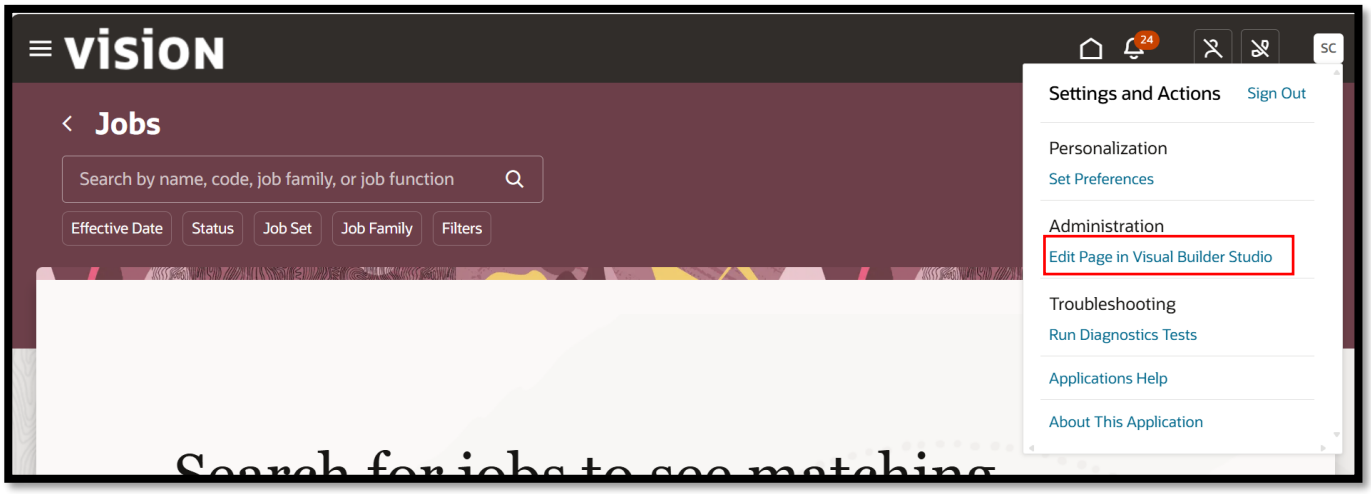
Navigation: Workforce Structure > Jobs



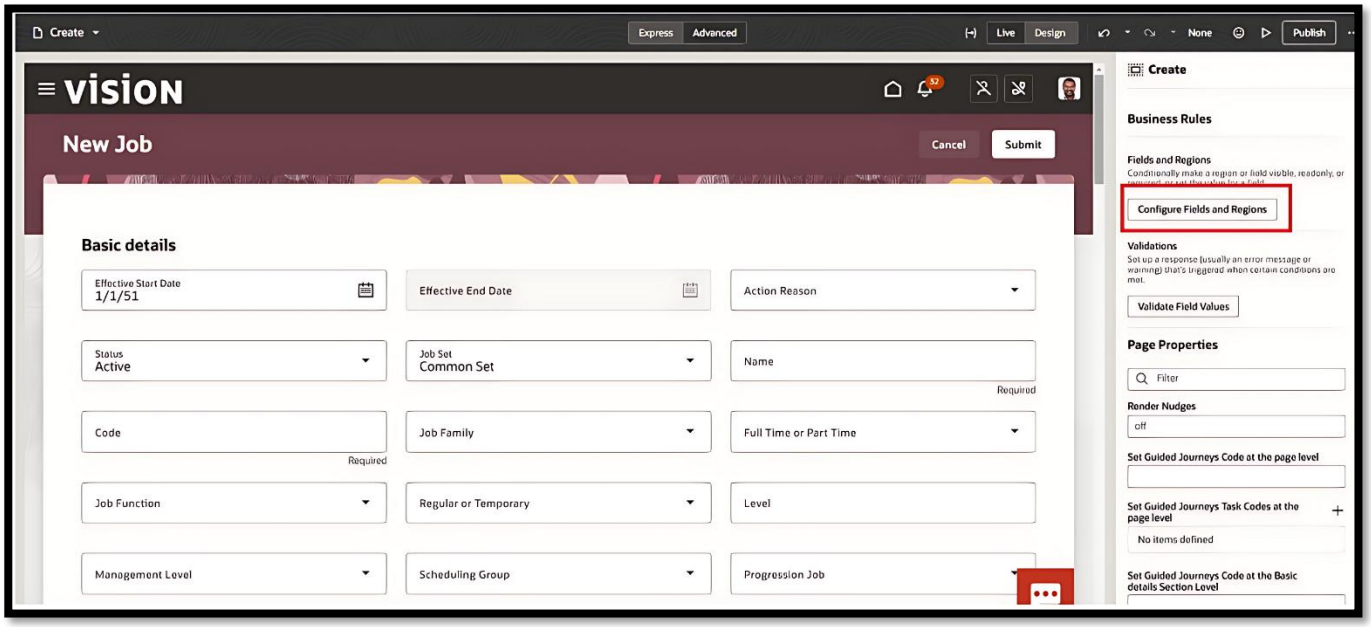
After selecting **JOBS**, Click **ADD JOBS**



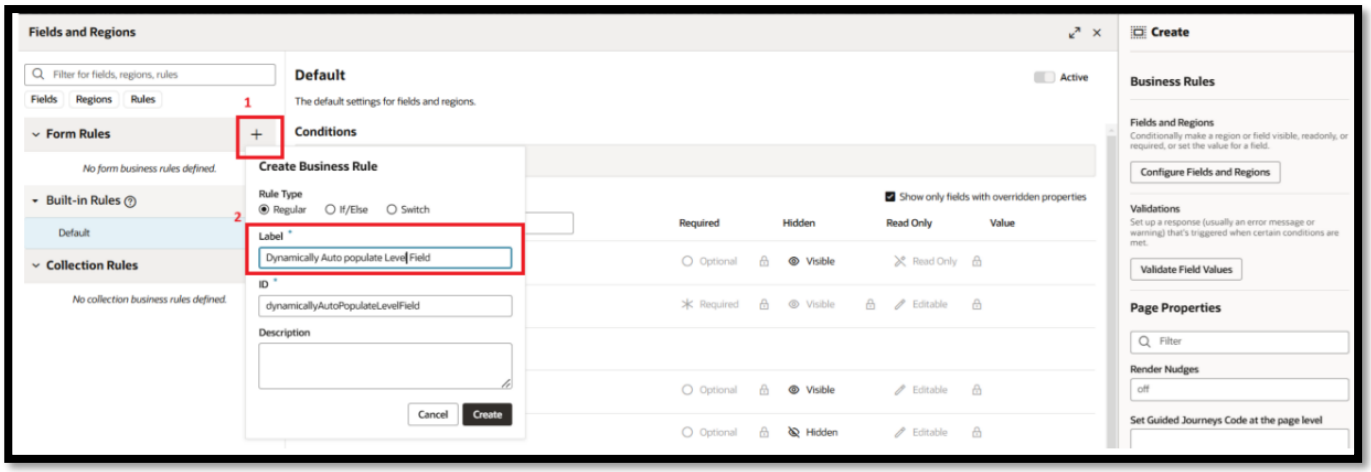
Once new job page appears, Click **Edit Page in Visual Builder Studio**



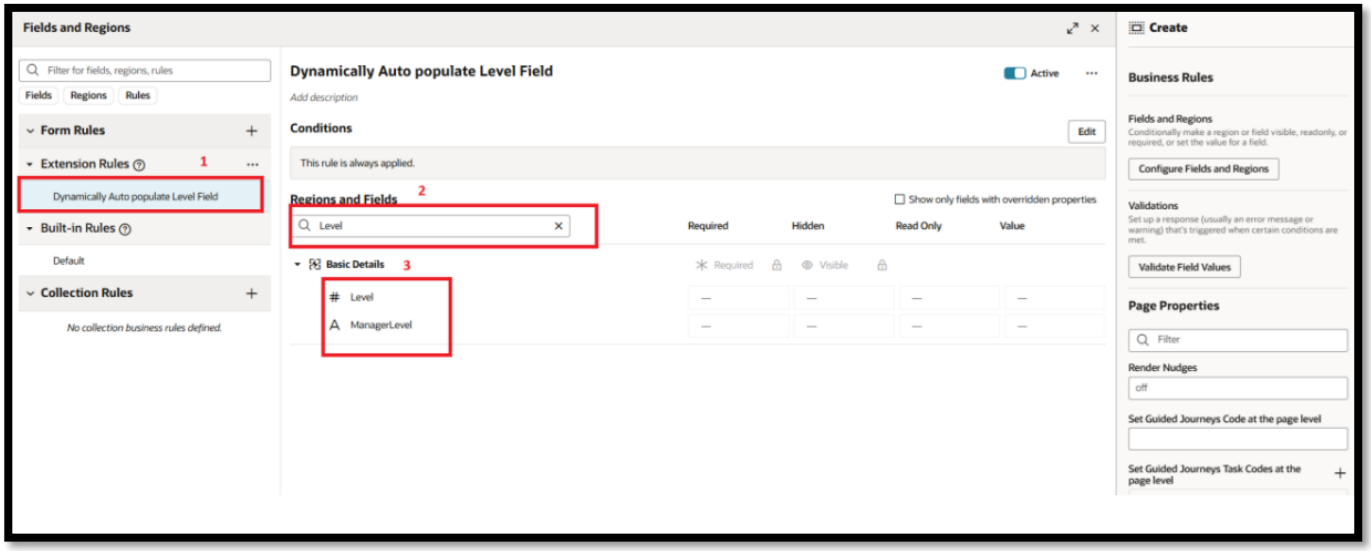
After page is opened in Visual Builder Studio, Under Business Rules click on **Configure Fields and Region**



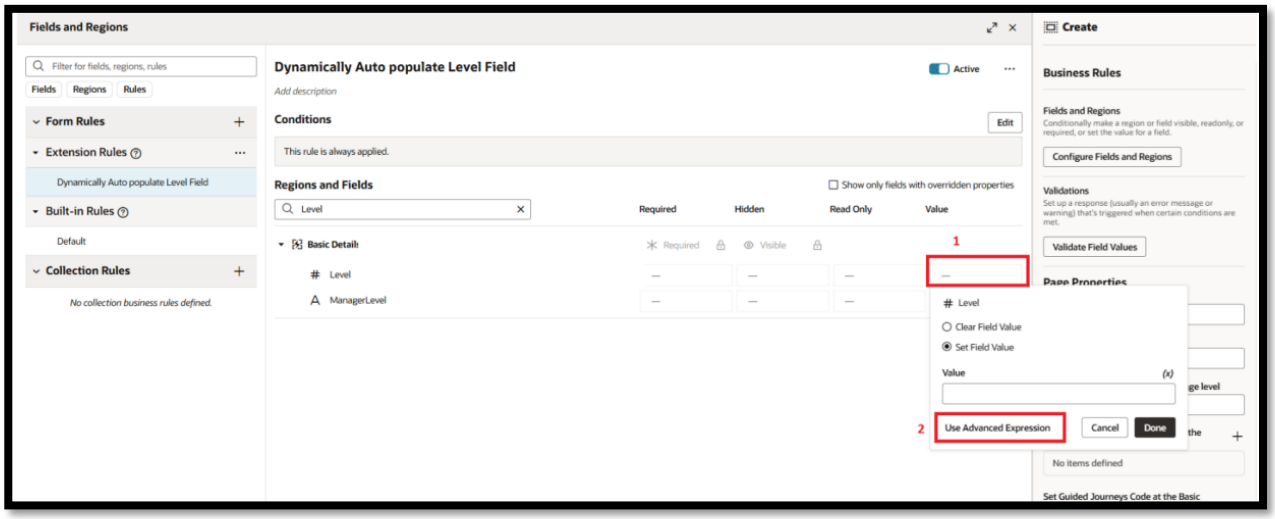
Then, add by clicking form rules, **Create Business Rule**: Regular and name the Label as Dynamically Auto populate Level Field.



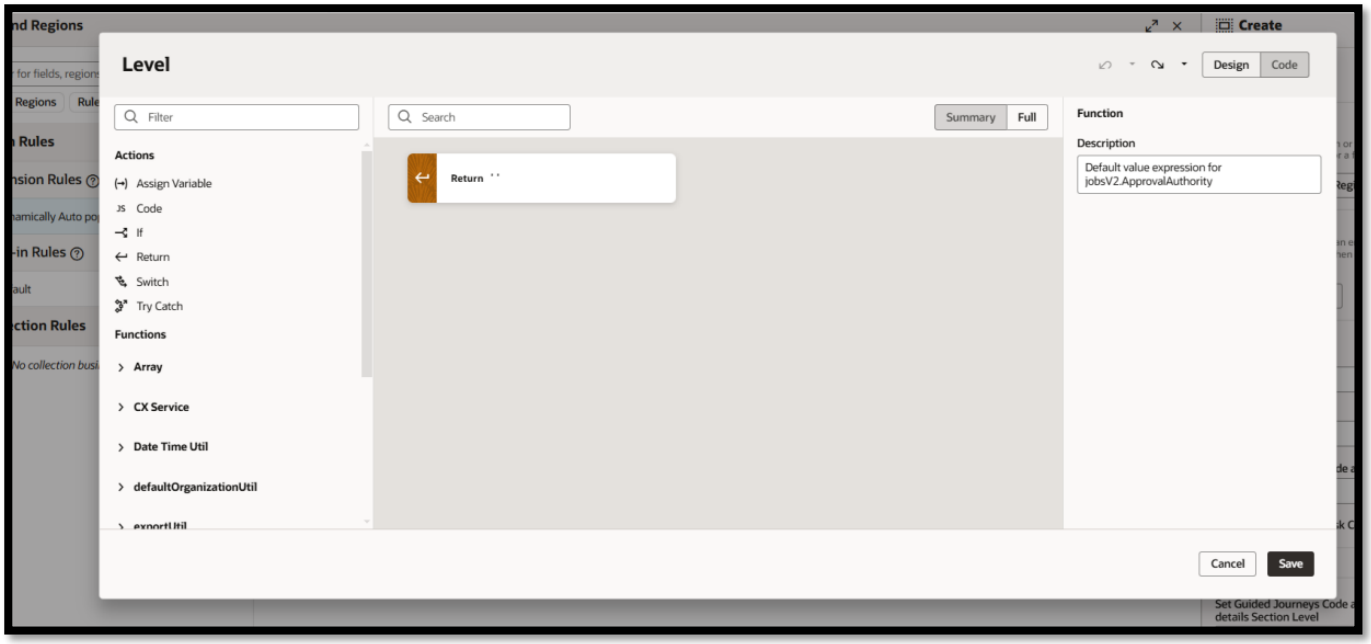
In Extension Rules, Click New Rule. Search for Level



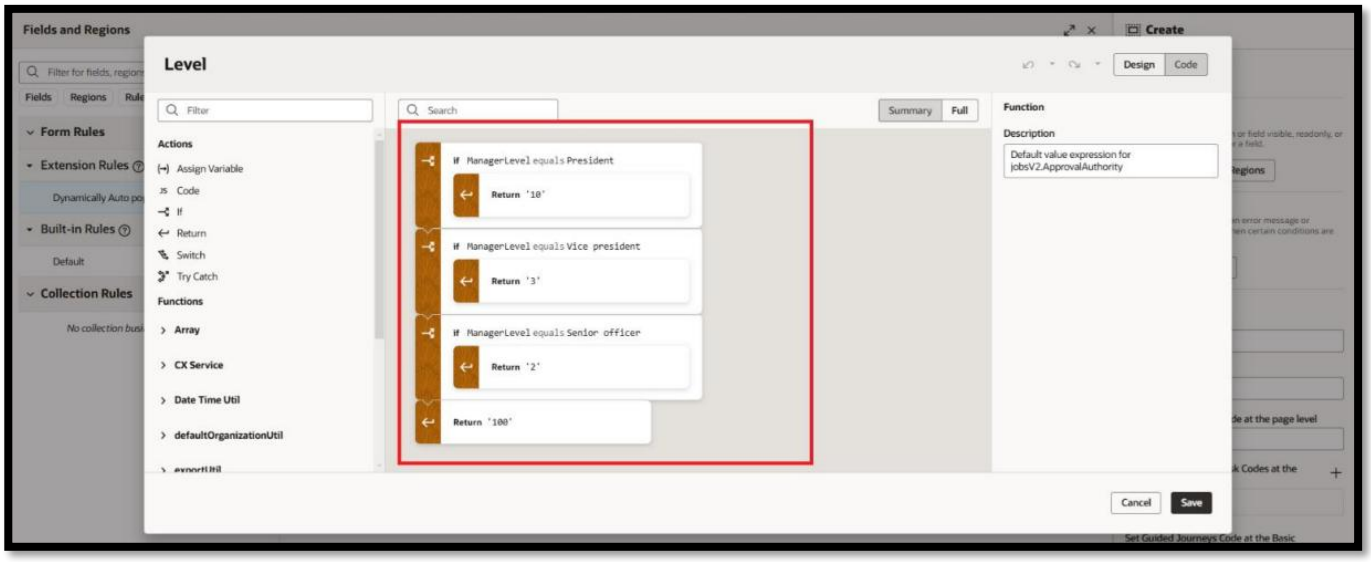
Click Level > Click Value > Click Use Advanced Expression



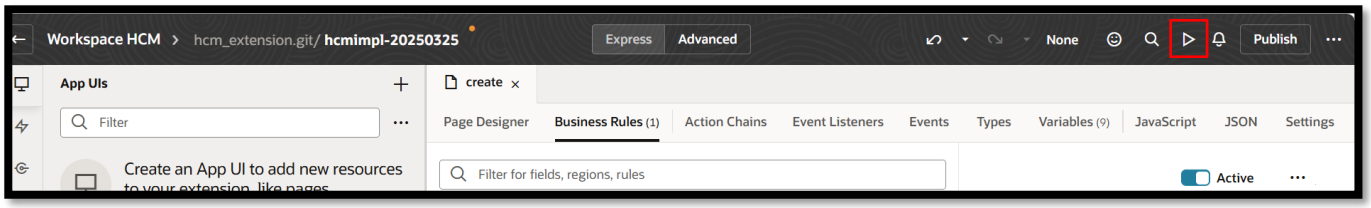
View Advanced Expression window



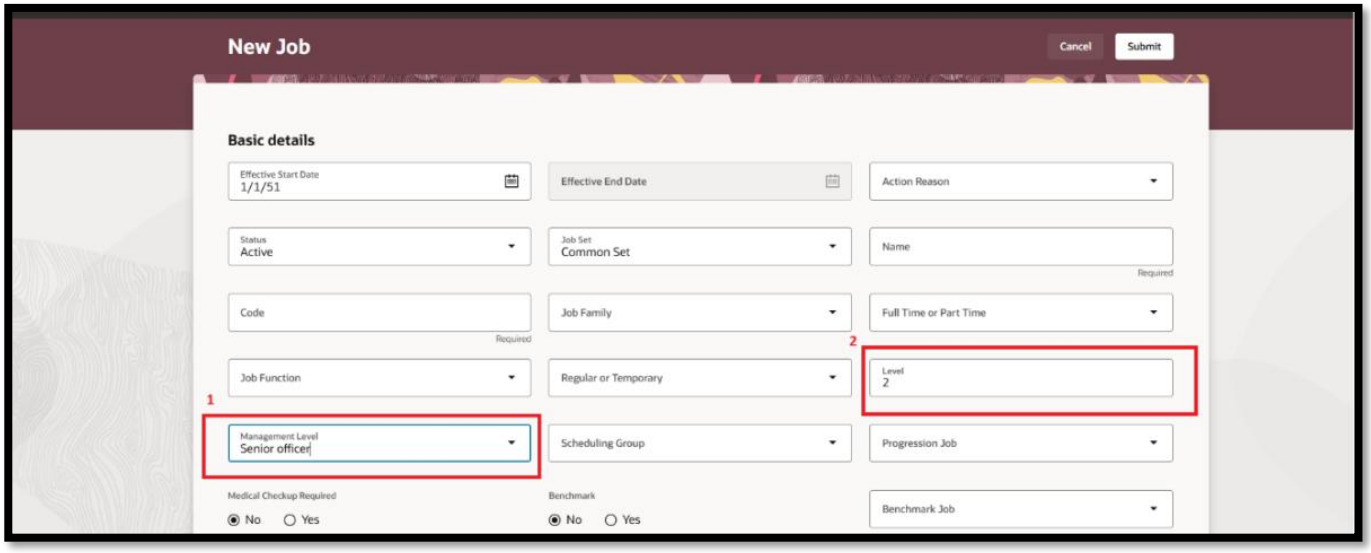
Drag and drop **"If"** and write the condition as below. Click **Save**



After making the changes, Enter **Preview** mode



Select the **Management Level LOV**. Observe that the Level field will auto-populate



Conclusion

The step-by-step document and provided navigation ensure a seamless configuration to dynamically populate the **Level Code** field based on the selected **Management Level** on the **New Job** page. This enhancement not only streamlines the data entry process but also improves accuracy and consistency in job creation.