Import master data

General information

If a large number of employees has to be created, it would be relatively time-consuming to do this via the menu item Persons[1]. Therefore there is the possibility to enter the **employe master data** and all other relevant information concerning the persons. This could be created comfortably in a Microsoft Excel file, from where the data is finally read out and imported. The document provided for this purpose is described below.

NOTIZ

The columns highlighted in red on the screenshots are mandatory fields - the yellow fields can be filled **optionally**.

The document

Employee master data

This page deals with the personal data of the employees and the assignment to **loose groups**.

Lastname	Firstname	Title	User-ID	OE	E-Mail	Date of birth	Gender	Tel.	Fax	Mobile Phone	Address	Zip Code	City	Country	User	Management	Admin
Hartmann	Alexander		AleHar	XY-GF	alehar@XY.at	05.05.1975	male			06505588392	Wiener Straße 10	1014	Vienna	AT	J	J	J
Hodi	Gerhard	Dr.	GerHod	XY-BAS	gerhol@XY.at	14.07.1959	male			06769282214	Sterzinger Straße 1	1136	Vienna	AT	J	N	J
Schwarz	Erika	Mag.	EriSch	XY-PERS	erisch@XY.at	24.03.1968	female			06603452818	Tullnerstraße 18	1142	Vienna	AT	J	J	N
Seidl	Gunter		GunSei	XY-SUP	gunsei@XY.at	11.10.1980	male			06647692345	Zieherplatz 14/c	1162	Vienna	AT	J	N	N

An explanation of those columns that require such an explanation:

- **Employee ID**
  This refers to the personnel number assigned to the employee in the company.
- **User-ID**
  This is the user name under which the employee is to be created in Personalwolke. The user name can be any combination (in this case, the first 3 letters of the first and last names would be used).
- **OU - short for: organizational unit**
  This includes the various departments of the company, such as management (GF), personnel (PERS) etc. This column contains the short names of the relevant OU.
- **User / Management / Admin**
  In the Personalwolke these are the names of the 3 different *loose groups*. Depending on which of these groups the user is assigned to (Y = Yes, add / N = No, do not add), he or she receives different authorizations in the Personalwolke.

Organizational units

This page is used to define the hierarchical groups / departments and their relationships to each other.

Name	Parent	Supervisor	Personnel
CEO	ROOT	321654	963874
Basis Services	XY-SUP	321654	963874
Employees	XY-GF	963874	963874
Support	XY-GF	963874	963874

- **Shortname**

This consists of the fixed mandat short code (XY) and a freely selectable short code of the OU / department.

- **Name**
  The full name of the OU / department.
- **Parent**
  The short name entered here indicates which OU the department is subordinate to in the question. This allows a creation of a clear hierarchical order. In the screenshot above, root is given for the *management* - this means that the management does not have a superior department = is therefore at the top of the hierarchy.
- **Supervisor**
  Or even **department heads** - here the personnel number must be entered. It is important to make sure that this number is the same as the one entered under personal master data.
- **Personnel**
  Like the supervisor, the correct personnel number of the person who has this role for the relevant department must be entered here.

NOTIZ

A definition of the roles **superior** and **personnel** is contained in the menu option Roles[2].

Daily program

Various working time models can be recorded here, depending on the structure of the company.

Short text	Designation	Validity TP Start	Validity TP End	Frame Time Start	Frame Time End	Working Time Start	Working Time End	Core Time Start	Core Time End	Daily Target
G/7,42	Glz/7,42/07:00-18:00/Mon-Fri	00:00	24:00:00	07:00	18:00	08:00	16:42	09:30	16:00	07:42
G/0	Glz/0/-/Sat, Sun, Holiday	00:00	24:00:00	07:00	14:00					00:00

- **Number**
  The **daily programs** must be clearly numbered - these numbers can also be used to enter them on the **weekly programs** page.
- **Short text**
  A freely selectable short name for the daily program. In the above case, **G/7.42** stands for a flexitime model (Gleitzeitmodell) with a daily target of **7 hours** and **42 minutes**.
- **Designation**
  As shown in the screenshot, the long name of the program could be chosen to contain the most important information.
- **Validity TP Start / End**
  This is the period in which the daily schedule is valid. Shift models are an exception to the normal case (00:00 - 24:00), since night shifts can extend from late evening to long after midnight.
- **Daily target**
  The daily target working time mentioned above specifies the number of working hours that an employee must work each day (on average) in order to achieve his or her weekly target.

Weekly program

The **weekly program** determines which **daily program** is used on which day of the week.

Long text	Mon	Tue	Wed	Thu	Fri	Sat	Sun	max. weekly working hours
Glz/38,3/7:00 - 18:00	1	1	1	1	1	2	2	50

- **Short text**

A freely selectable short name for the week program. In the above case, **G/38.3** stands for a flexitime model (Gleitzeitmodell), with a weekly working time of **38.3 hours** and a framework time between 07:00 and 18:00 hours.

- **Long text**
  As shown in the screenshot, the long name of the program could be chosen to contain the most important information.
- **Mon -Sun**
  The number of the applicable **day program** is entered under the respective short names of the weekdays (Mon - Sun).

1. /daisy/personalwolke-admin/5928-dsy.html?language=4
2. /daisy/personalwolke-admin/5886-dsy.html?language=4