

# Import Master data

## General information

If a large number of employees is to be created, it would be relatively time-consuming to do this via the menu item **Persons**<sup>1</sup> in the webdesk. Therefore there is the possibility to enter the **master data** and all other relevant information concerning the persons to be created comfortably in a Microsoft Excel folder, from where they are finally read out and imported. The folder provided for this purpose is described below - each of its pages under the same heading.

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**.

| A              | B        | C         | D           | E       | F       | G             | H            | I          | J            | K   | L                            | M       | N    | O          | P    | Q    | R          | S     |
|----------------|----------|-----------|-------------|---------|---------|---------------|--------------|------------|--------------|-----|------------------------------|---------|------|------------|------|------|------------|-------|
| Personalnummer | Nachname | Vorname   | Akad. Titel | User-ID | OE      | Email         | Geburtsdatum | Geschlecht | Telefon      | Fax | Mobil                        | Adresse | PLZ  | Stadt      | Land | User | Management | Admin |
| 321654         | Hartmann | Alexander |             | AleHar  | XY-GF   | alehar@XY.at  | 05.05.1975   | männlich   | 0650 5588392 |     | Wiener Hauptstraße 10/A/4/15 | 1014    | Wien | Österreich | J    | J    | J          |       |
| 789653         | Hodi     | Gerhard   | Dr.         | GerHod  | XY-BAS  | gerhold@XY.at | 14.07.1959   | männlich   | 0676 9282214 |     | Sterzinger Straße 1          | 1136    | Wien | Österreich | J    | N    | J          |       |
| 963874         | Schwarz  | Erika     | Mag.        | EriSch  | XY-PERS | erisch@XY.at  | 24.03.1968   | weiblich   | 0660 3452818 |     | Tullnerstraße 18             | 1142    | Wien | Österreich | J    | J    | N          |       |
| 359852         | Seidl    | Gunter    |             | GunSei  | XY-SUP  | gunsei@XY.at  | 11.10.1980   | männlich   | 0664 7692345 |     | Zieherplatz 14/C/3/7         | 1162    | Wien | Österreich | J    | N    | N          |       |

The following is 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 the Webdesk. The user name can be any combination (in this case, the first 3 letters of the first and last names would be used).
- **OE - short for: organizational unit**  
This includes the various departments of the company, such as management (GF), personnel (PERS),...). This column contains the short names of the relevant OU.
- **User / Management / Admin**  
In the webdesk 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 Webdesk.

### Organizational units

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

| Kurzname | Name             | Parent | Vorgesetzter     | Personal         |
|----------|------------------|--------|------------------|------------------|
| XY-GF    | Geschäftsführung | ROOT   | 321654           | 963874           |
| XY-BAS   | Basis Services   | XY-SUP | 321654           | 963874           |
| XY-PERS  | Personal         | XY-GF  | 963874           | 963874           |
| XY-SUP   | Support          | XY-GF  | 963874           | 963874           |
| ...      | ...              | ...    | <Personalnummer> | <Personalnummer> |

- **Shortname**

This consists of the fixed client abbreviation (XY) and a freely selectable abbreviation 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 clear hierarchical order to be created. In the screenshot above, **root** is given for the *management* - this means that the management does not have a superior department, i.e. is at the top of the hierarchy.
- **Supervisor**  
Or even **department heads** - this includes the personnel number of the employee who holds this position in the company. It is important to ensure that it matches what was entered under **Person master data**.
- **Personnel**  
As with the supervisor, the correct personnel number of the person who has this **role** for the relevant department must also be specified here.

NOTIZ

Eine Definition der Rollen **Vorgesetzter** und **Personal** ist im Menüpunkt **enthalten**. A definition of the roles **superior** and **personnel** is contained in the menu option **Roles<sup>2</sup>**.

## Daily program

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

| Nummer | Kurztext | Bezeichnung               | Gültigkeit TP Beginn | Gültigkeit TP Ende | Rahmen Beginn | Rahmen Ende | Normalarbeitszeit Beginn | Normalarbeitszeit Ende | Kernzeit Beginn | Kernzeit Ende | Tagessoll |
|--------|----------|---------------------------|----------------------|--------------------|---------------|-------------|--------------------------|------------------------|-----------------|---------------|-----------|
| 1      | G/7,42   | Glz/7,42/7:00-18:00/Mo-Fr | 00:00                | 24:00:00           | 07:00         | 18:00       | 08:00                    | 16:42                  | 09:30           | 16:00         | 07:42     |
| 2      | G/0      | Glz/0/-/Sa,So,Fe          | 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 day 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.

| Kurztext | Langtext            | Mo | Di | Mi | Do | Fr | Sa | So | Wöchentliche Höchststarbeitszeit |       |
|----------|---------------------|----|----|----|----|----|----|----|----------------------------------|-------|
| Glz/38,3 | Glz/38,3/7:00-18:00 |    | 1  | 1  | 1  | 1  | 1  | 2  | 2                                | 50,00 |

- **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