# General Information on HR-Expert

Webdesk **HR-Expert** is an application for HR staff to manage employees and the internal organizational elements. It is a stand-alone application that builds on **Webdesk EWP**. To be able to use Webdesk HR-Expert, Webdesk EWP must therefore be installed, and every HR-Expert user must also be created as a Webdesk master record.

Webdesk HR-Expert uses the same database as Webdesk EWP and, in addition, additional tables to store the information to be managed.

## Functions of Webdesk HR Expert

- Personal master data with contract history and position, job, and organization history
- Management and assignment of skills
- Management of family members
- Management of personal bank accounts and salaries
- Management of information about disabilities
- Assignment of responsibilities
- Institutional education of the employee (classic training)
- Staffing plan and organization chart
- Extensive reports
- Full-text search by person, job, position, location, organizational unit, and cost center

## Permission Options

The permission to access Webdesk HR-Expert can be controlled by assigning a dedicated role in the Webdesk Administrator. Customizing masks, menu items, or reports in HR-Expert is only possible for the administrator.

## Using HR-Expert Reports in Webdesk EWP

The reports available in HR-Expert can also be used as Webdesk menu items for a manager self-service and can thus be made available to a broader group of users.

## Joint Administration of Persons and Groups

Every person created in HR-Expert is automatically also visible in the Webdesk EWP Administrator. Conversely, with every person created via the Webdesk EWP Administrator, an employee is also automatically created in HR-Expert.

In principle, the core information of a person can be administered via both access points, but important HR-relevant, administrative properties such as employment contract, job assignment, private addresses, etc. can only be administered via HR-Expert.