Kontaktinfos

In diesem Tab befinden sich verschiedene Subtabs.

webdesk _{Benter}	Mandant	• Suchen	Q
Preson: Vayne John Son Concontract I/Or Soft Environt Undo Preson: Vayne John John Son		Sofortiger Austritt	Idung
Telefon und E-Mall Privatadressen Geschäftsadresse Sofortnachrichten-Dienste Webprofile			
Privat			To To
Private E-Mail			AMEN
Private mountaininet			TARE (
Geschäftlich			9
E-Mail			
Handy-Nummer			*
Bür Telefonnummer			
Biro Faxnummer			
ΝΟΤΙΖ			
Wichtig: Beachten Sie Zeitabgrenzung und Historisierung ¹ damit Sie die Wirksamkeit und Historisierung erzielen!	e beabsichtig	te	

Telefon und E-Mail

🕼 Edit	~ Mc	ore									
Master data	System	Contactinfos	Time Acquisition	Organisation	Skills	Employment	Development	Finances	Education	Family	/ Documents
Phone and E-	-Mail Pr	ivate Addresse	s Office Address								
Private											Office
Private e-m	nail Susi	anne.Sonne@So	onntag.at								E-Mail Susanne.Sonne@SonneundWind.at
Private Mob	pile +43	676 9333887									Cell phone number +43 664 7878406
Private Pho	ne										Office phone number
											Office fax phone number

In this area, private and business telephone numbers and email addresses can be maintained.

Please note that the **business email address** of the employee is used by the system for all notification functions. Also a $Login^1$ with the **business** email address (instead of the user name) into the Personalwolke is possible, if the employee is an active user.

The telephone numbers maintained here can also be displayed in other views (especially the Attendance $list^2$ in time recording) if this has been configured by the administrator.

The recommended **input form** for this feature is +43 xxx xxxxxxxxx

When using a smartphone, you can click on the phone number to copy it to the phone's call function and make a phone call by pressing the dial function.

- 1. /daisy/personalwolke-admin/6119-dsy.html?language=4
- 2. /daisy/personalwolke-admin/5874-dsy.html?language=4

Privatadressen

Cedit V More		Outraliation	chille Francisco					n-h	Deservation					
hone and E-Mail Private Addres	Office Address	Organisation	Sions Em	npioyment L	Pevelopment	Finances	Education	Family	Documents					
1 items														
Street			Zip code			City				Country		Valid from	Valid till	
Wienerstraße 21			3002	3002			Purkersdorf			Austria		30.11.2022	01.01.3000	6
Former Relations (0 iter	ns)													
Street	Zip cod	•			City		4	Country			Valid from		Valid till	

In this section, one or more private residential addresses are entered and stored in a history.

Only one address can be marked as the **primary** (**registered**) **address** at any time. As soon as a new address is assigned to this attribute, HR-Expert automatically corrects the "Valid to" field of the address previously marked as primary.

The address is required for social security registration, or for any form of contract. The private address of the employee is also helpful for the coordination of any activity outside the company.

A **correspondence address** can be interesting if the employee is staying at a different address for a longer period of time, but is not registered there. An example of this could be that the tradesmen have to carry out a longer repair at the registration address.

Below the entry screen, the active residential addresses are displayed, including all entries whose validity has expired.

On this screen there are the two system buttons "*New*" for entering a new address and "*Delete line*" to remove an entry from the list.

ΝΟΤΙΖ

Important: Consider Time limitation and Historisation.¹ so that you achieve the intended effectiveness and historization!

1. /daisy/personalwolke-admin/7738-dsy.html?language=4

Geschäftsadresse

	System	Contactinfos	Time Acquisition	Organisation	Skills	Employment	Development	Finances	Education	Family	Document
Phone and	E-Mail	Private Addresses	Office Address								
		Synchron	ize Office Addre	ss with Locatio	on						
Office stre	set addres	ss Wagenseilgas	se 14								
	e ZIP coc	ie 1120									
Offic											
Offic	Office cit	ty Wien									

In this area, you maintain the current business address (employer's address / current usage site or office address). The address is required for the social insurance registration.

If you check the **Synchronize with assigned location** checkbox, HR-Expert enters the stored address (for the location). The prerequisite for this is an assignment to a location in the Tab Organisation - Groups¹ Organization - Groups tab, if these have been configured.

(In the example shown above the synchronize-feature is used. The address field is grayed, a changing of the address is only possible if the location addressed is changed or via de-synchronization.)

1. /daisy/personalwolke-admin/7750-dsy.html?language=4

Sofortnachrichten-Dienste

Stammdaten System Erw. Kontaktinfos Zeiterfa	ssung Organisation C	Qualifikationen	Beschäftigung	Aufgaben	Entwicklung	Finanzen	Bildung	Angehörige	Dokumente	
Telefon und E-Mail Privatadressen Geschäftsadr	esse Sofortnachrichten-	-Dienste Web	oprofile							
🕂 Neu 🕒 Zeile löschen										
1 Elemente										
Dienst-Anbieter	Primärer Dienst	Benu	Benutzer-Name			ültig von		Gültig I	Gültig bis	
facebook	Z	Way	WayneJohn			9.07.2017		01.01.3000		

In this tab you can enter web services (e.g. facebook, Skype, Google+).

In the text field "**Service provider**" you can specify which service it is, also for the **user name** a text field is provided. With a tick 1 service can get the status **primary**.

In this tab, the validity period is not adjusted by the system, but can be edited manually at any time.

Expired accounts are listed below.

On this screen there are the two system buttons "New" for entering a new address and "Delete line" to remove an entry from the list.

Webprofile

ammdaten System Erw. Kont	aktinfos Zeiterfassun	Organisation	Qualifikationen	Beschäftigung	Aufgaben	Entwicklung	Finanzen	Bildung	Angehörige	Dokumente		
Telefon und E-Mail Privatadress	en Geschäftsadresse	Sofortnachricht	en-Dienste We	bprofile								
● Neu ● Zeile k	ischen											
Webadresse		Primäres Profi	I	Dienst-Anbiete	r		G	iültig von		Gültig	bis	
www.facebook.com		v		facebook				23.08.2017			01.01.3000	
Frühere Zuordnungen (0	Elemente)											

This tab differs only minimally from the (Advanced) Contact Info - Instant Messaging Services tab.

In this tab you can enter web services (e.g. facebook, Skype, Google+).

In the text field "**Web address**" you can specify how the profile is to be found, also the **service provider** can be specified in a text field. With a tick 1 profile can get the status **primary**.

In this tab, the validity period is not adjusted by the system, but can be edited manually at any time.

Expired accounts are listed below.

On this screen there are the two system buttons "New" for entering a new address and "Delete line" to remove an entry from the list.

1. /daisy/personalwolke-admin/7738-dsy.html?language=4