# Employment

**In this submenu, the contract-relevant details of the employee are entered. Every change to the general conditions is saved in a time history so that it can be traced without gaps.**

NOTIZ

Important: Observe Time Limitation and Historization[1] so that you achieve the intended effectiveness and historization!

## Employment

In this submenu as well, data that is important for the system is marked with a small red asterisk.

In this area, employment data is maintained in a historized manner. Any change to the employment relationship should be documented with a new entry in order to ensure a continuous employment history of the employee!

When a new employment period is created, the key points of the preceding period are carried over to simplify data entry. As a quality assurance measure, however, the status is set to empty and must be set deliberately by the user.

It is left to the user, however, to decide to what extent to use the historization option to turn every (small) change in the employment data into a new employment period, or to document only key points such as:

- Change in working time
- Change in collective agreement classification
- Status change between ACTIVE, INACTIVE, or TERMINATION

Details on the individual fields can be found under: Employment Field Directory[2]

## Secondary Activities

In this submenu, employment with other companies can be entered, but it is for information only.

## Maternity Protection/Parental Leave

In this area, an upcoming maternity protection period or parental leave is maintained.

Maternity can naturally only be saved for a female employee. Parental leave can, in accordance with the law, be saved for female as well as male employees (paternal leave).

The maternity protection and parental leave periods are calculated based on the entered expected date of birth.

By checking the checkbox "Create/update employment entry for maternity protection", these can also be automatically transferred into an employment entry.

## Disability

Disabilities are kept up to date in this area. As soon as a disability is saved, a message appears indicating that a document can be stored for it. Select the desired disability in the list and click the "**x related documents**" button. In the following dialog you can upload one or more documents.

NOTIZ

**Important:** This links the document to the selected disability and automatically stores it in the correct destination folder in the "Documents" tab. The reverse procedure of uploading the

document in the "Documents" tab and then assigning it to the disability is not possible, see: Linking Documents with a Disability or Tax Benefit[1]

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**Important**: Please observe Time Limitation and Historization[2] so that you achieve the intended effectiveness and historization!

You can find more information on the entries under Employment Field Index[3].

See also the detailed instructions: Recording Disabilities and Tax Benefits[4]

1. /daisy/personalwolke-admin/7783-dsy.html?language=4
2. /daisy/personalwolke-admin/7738-dsy.html?language=4
3. /daisy/personalwolke-admin/7839-dsy.html?language=4
4. /daisy/personalwolke-admin/7782-dsy.html?language=4

Details on the individual fields can be found under: Disability Field Directory[3]

## Approvals

Work and residence permits of the employee are entered here.

Details on the individual fields can be found under: Approvals Field Directory[4]

## Appraisal Interview / Disciplinary Proceedings

In this tab, disciplinary steps or employment-law measures and warnings concerning the employee can be noted and recorded with history tracking.

You can find more information on this tab under Employment Field Index[1] .

1. /daisy/personalwolke-admin/7839-dsy.html?language=4

## Terminations

This page is for your information about scheduled or already completed terminations of the employment relationship with this employee.

Recording an employee termination, as well as changing this data or deleting the scheduled termination, is done via the "More" button in the main view of the employee form ("End employment relationship").

Changes to an employee termination recorded in this way can likewise be entered via "More"/"End employment relationship". Information on the entry can be found in the FAQ section under Recording an Employment End in the Employee Form[1].

1. /daisy/personalwolke-admin/9550-dsy.html?language=4

1. /daisy/personalwolke-admin/7738-dsy.html?language=4
2. /daisy/personalwolke-admin/7839-dsy.html?language=4
3. /daisy/personalwolke-admin/7840-dsy.html?language=4
4. /daisy/personalwolke-admin/7841-dsy.html?language=4