

Master Data

The screenshot shows the HR-Expert software interface. At the top, there's a navigation bar with tabs: PERSONNEL, ORGANISATION, REPORTS, and SYSTEM MAINTENANCE. Below this, a search bar and a user profile icon are visible. The main content area displays the 'Person: Sonne Susanne (SuW22032807, Sonne und Wind GmbH)' profile. On the left, there's a sidebar with icons for various functions. The main profile area shows a summary of the employee's information, including a photo, name, title, and basic details. Below this, there are several tabs: Master data, System, Contactinfos, Time Acquisition, Organisation, Skills, Employment, Development, Finances, Education, Family, and Documents. The 'Master data' tab is currently selected, showing a detailed view of the employee's personal and professional information. This includes fields for Client, Title, Lastname, First name, Title suffixed, Date of Birth, Age, Gender, Employee-ID, Username, Job title, Internal Title, Birth Name, Middle Name, Origin, Insurance, SSN, Health Insurance, Comment, Date of Death, Valid from, and Valid till.

Field	Value
Client	Sonne und Wind GmbH
Title	DI
Lastname	Sonne
First name	Susanne
Title suffixed	
Date of Birth	01.06.1968
Age	54
Gender	Female
Employee-ID	SuW22032807
Username	SuWsonnusa
Job title	Geschäftsführung (Technik)
Internal Title	
Birth Name	
Middle Name	
Origin	
Citizenship	Austria
Birth Country	Austria
Birth Place	Litschau
Insurance	SSN 4231010668
Health Insurance	Österreichische Gesundheitskasse
Comment	
Date of Death	
Valid from	03.06.2022
Valid till	01.01.3000

All personal data of the employee are recorded here.

This tab provides a quick overview of the employee, his position in the company and his user name.

NOTIZ

Important: The "**Valid from**" date in the "Master data" tab defines the overall validity start date of the employee file! All time-related data records in the employee file can be entered for that date at the earliest! See Illustration: [Time limitation and Historisation](#)¹.

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The employee's **entry date** is in [Tab Employment - Employment](#)².

Details on the individual fields can be found at: [Master Data Field Index](#)³

1. </daisy/personalwolke-admin/7738-dsy.html?language=4>
2. </daisy/personalwolke-admin/7758-dsy.html?language=4>
3. </daisy/personalwolke-admin/7842-dsy.html?language=4>