Tab Contactinfos - Private addresses

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.

> **N O T I Z**
>
> **Important:** Consider Time limitation and Historisation.[1] so that you achieve the intended effectiveness and historization!

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