

Tab Employment - Employment

The screenshot shows the 'Tab Employment - Employment' interface. It features a top navigation bar with tabs: Stammdaten, System, Envi. Kontaktinfos, Zeiterfassung, Organisation, Qualifikationen, Beschäftigung, Aufgaben, Entwicklung, Finanzen, Bildung, Angehörige, and Dokumente. Below this is a sub-navigation bar with tabs: Beschäftigung, Nebentätigkeiten, Mutterschutz / Elternzeit, Behinderungen, Bewilligungen, Mitarbeitergespräch, and Austritte. The main area displays a table with 1 element and a detailed form for editing employment data. The table has columns: Status, Grund, Kollektiv- oder Tarifvertrag, Anstellung Prozent, Wochenstunden, Gültig von, and Gültig bis. The form includes fields for Status (Aktiv), Grund, Vertragstyp, Kollektiv- oder Tarifvertrag, Verwendung-/Entgeltgruppe, Entgelt-/Vorrückungsstufe, Anstellungscode, Vollzeit Wochenstunden (38,5), Arbeitszeit Einheit (Stunden), Wochenstunden (38,5), Anstellung Prozent (100), Tage in der Woche (5), Wochenplan (Standard), Urlaubstage im Jahr (25), Eintrittsdatum (19.07.2017), Austrittsdatum, Fiktives Eintrittsdatum, Kündigungsfrist Anzahl (6), Kündigungsfrist Einheit (Woche), Kommentar, Mitarbeiter Klassifikation, Überstunden, Ende Probezeit, Sozialversicherungsgruppe, Sozialversicherung-Status, Gültig von (19.07.2017), and Gültig bis (01.01.3000).

The employment data is maintained historically in this area. Any changes in the employment relationship should be documented with a new entry to ensure that the employee has a consistent employment history.

When you create a new employment segment, the main points of the previous segment are copied to make the entry easier. As a quality assurance measure, however, the status is set to empty and must be deliberately set by the user.

However, it is up to the user to what extent he uses the historization option to make each (small) change to the employment data a new employment segment, or to document only essential cornerstones, e.g:

- Change in working time
- Change in collective contract classification
- Status switch between ACTIVE, INACTIVE or EXIT

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Important: Please note [Time limitation and Historisation](#).¹ so that you achieve the expected effectiveness and historisation!

To avoid confusion:

- **Valid from:** Validity start date of the data record
- **Entry date:** Date on which the employee became part of the company.
- **Fictitious entry date:** optional and used to calculate years of employment

Details on the individual fields can be found here: [Employment Field Index](#)²

1. [/daisy/personalwolke-admin/7738-dsy.html?language=4](#)

2. [/daisy/personalwolke-admin/7839-dsy.html?language=4](#)