

# Creation of a new employee

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## New employee with indefinite employment contract

- Go to the employee list, by one of the following ways:
  - Main menu > Personnel > "Employees (current)".
  - QuickLinks (left toolbar) > "Employees (current)" (green person)
- Create new employee by clicking on "New".
- You will now see an empty input mask with various tabs and many text or selection fields. The fields marked with a red star must be filled in to save a new employee.
- See: [Mandatory fields - Required for creating employees in HR-Expert](#)<sup>1</sup>
- The date "Valid from" in the [Master data tab](#)<sup>2</sup> should not be confused with "Employment > Entry date"!
- The date "Valid from" in the [Master data tab](#)<sup>3</sup> determines the overall validity period of the employee file! All time-related data records in the employee file can be entered for that date at the earliest!
- The more information about this employee is entered immediately, the easier it is to use the system from now on.
- Once all required fields have been entered, click on "Save" to transfer all information to the database and save it.

### WARNUNG

Automatic intermediate storage is not provided and therefore the automatic timeout must be observed!

## New employee with fixed-term employment contract

In principle, the investment of a fixed-term employment relationship does not differ particularly from the investment of an open-ended employment relationship.

At the creation the end date of the contract in the [tab Employment - Employment](#)<sup>4</sup> can be limited already by setting the concrete date "Valid till".

## Under-year entry

Adjust vacation entitlement (6020)

1. </daisy/personalwolke-admin/7740-dsy.html?language=4>
2. </daisy/personalwolke-admin/7741-dsy.html?language=4>
3. </daisy/personalwolke-admin/7741-dsy.html?language=4>
4. </daisy/personalwolke-admin/7758-dsy.html?language=4>