Creating a New Employee

New Employee with a Permanent Employment Contract

- Go to the employee list in one of the following ways:
  - Main menu > Personnel > "Employees (current)"
  - QuickLinks (left toolbar) > "Employees (current)" (green figure)
- Create a new employee by clicking "New"
- You now see an empty input mask with various tabs and many text or selection fields. The fields marked with a red asterisk must be filled in to be able to save a new employee.
  See: Required Fields - Needed for Creating an Employee in HR-Expert[1]
- The "Valid from" date on the Master Data tab[2] is not to be confused with "Employment > Entry date"!
- The "Valid from" date on the Master Data tab[3] determines the validity frame of the employee record as a whole! All time-related records in the employee record can be entered at the earliest for that date!
- The more information about this employee you enter right away, the easier the system is to handle from then on.
- When all required fields are filled in, clicking "Save" transfers all information to the database and thus saves it.

WARNUNG

Automatic interim saving is not provided, so the automatic timeout must be observed!

New Employee with a Fixed-Term Employment Contract

In principle, creating a fixed-term employment relationship does not differ much from creating a permanent employment relationship

During creation, the end date of the contract can already be set in the Employment tab - Employment [4] by entering the specific "Valid until" date.

Mid-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