

Required Fields PS

Required for creating an employee in HR-Expert

Below is a list of the required fields for a selection of topic areas.

More detailed information on the topic areas can be found in the instructions for the individual menu items.

NOTIZ

Required fields are fields marked with an asterisk and can differ from client to client.
To be able to save a record / employee, all required fields must be filled in.

- [Master Data tab](#)¹
 - Client (prefilled)
 - Last name
 - First name
 - Personnel number (suggested by the system, but can be changed as long as it is unique in the company)
 - User name (same behavior as personnel number)
 - Valid from (start of validity of the employee record as a whole; entries for before this date are not possible, see: Time Limitation and Historization)
- [Employment tab](#)²
 - Status
 - Employment code
 - Full-time weekly hours
 - Working time unit
 - Weekly hours or percent
 - Working days per week
 - Weekly schedule
 - Entry date
 - Social insurance group
 - Valid from
 - Valid until
- [Organization tab](#)³
 - Organizational unit
 - Valid from
 - Valid until

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

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

3. </daisy/personalwolke-admin/7750-dsy.html?language=4>

Additionally required for social security registration

- Master data tab:
 - All existing titles
 - Date of birth
 - Social security number

- Gender
- Citizenship
- Occupation/position
- Contact info tab -> Business address
 - Postal code
 - City
 - Or: if a location is assigned, the function "Synchronize business address with location" can be selected.
- Contact info tab -> Home addresses
 - Street and house number
 - Postal code
 - City
 - Country
 - Primary (registered) address
- Employment tab:
 - Collective agreement
- Organization tab -> Groups
 - Cost center(s)
 - Location
- Finances tab:
 - Salary/wage
 - Salary or wage and
 - - if agreed -
 - Bonus
 - Benefit in kind
 - Dirt allowance
 - Overtime flat rate
 - All-in hours portion
 - Allowances
 - Bank account

Possibly required before the first payroll

- Finances tab -> Tax benefits (incl. supporting document for each entry)
 - Sole earner tax credit
 - Single parent tax credit
 - Commuter allowance
 - Company transport
 - Night worker
 - L16 of the previous employer
 - Benefit in kind
 - Travel cost subsidy
 - ZS-QU1
 - Cross-border commuter
 - A1 document

- Tax-free allowance notice
- Advertising expenses flat rate for expatriates
- Employment tab -> Disabilities (incl. supporting document for each entry)
 - Wheelchair
 - Visually impaired
 - Hearing impaired
 - Speech impaired