

User status and employment status

In the personnel cloud, the terms "active" and "inactive" are used in two areas to indicate a state:

- [User status](#)¹
- [Employment status](#)²

In the following, the difference in the use of "active" and "inactive" in both areas is explained.

User status

What does the status "active" or the display "active user" mean?

- The status "active" means that the employee has the scope of access of a normal user to Personalwolke.

Where is the "active user" status recognisable?

- *Administration/Persons: in the table column "active user". A distinction can be made here between "yes" and "no" or the display of all employees ("---").*

Persons

[+ New person](#) [Print](#) [PDF](#) [Excel](#)

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	Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
Q				Alt								
	Adam	Angelika	Angelika Adam Kostenkontrollprüfung Vorgesetzter	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW2032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
	Berger	Barbara	Barbara Berger	Sonne und Wind GmbH	SuW-Eink	SuWbarberg	SuW2032802	barbara.berger@sonneundwind.at	5359		Yes	Mar 28, 2022
	Charon	Claudia	Claudia Charon Kostenkontrollprüfung Personal	Sonne und Wind GmbH	SuW-PLinz	SuWcharclau	SuW2032803	claudia.charon@sonneundwind.at	5406		Yes	Apr 5, 2022

- HR-Expert: Tab "System" in der master data view of the person

[Edit](#) [More](#)

Master data System Contactinfos Time Acquisition Organisations

System Password

☒ **Active user**

☐ Userlogin is locked

Pay Role sub-unit

Language English (en)

Layout/Skin responsive

Menu Desktop

☒ **Link Page With Menu**

When is a user inactive?

If an employment relationship is terminated, the user status is automatically set to inactive by the system after the last working day.

Can the user status be changed arbitrarily?

Yes, by unchecking "Active user" in the person mask/system in HR-Expert (for more information, click [here](#)³).

When should the employee's user status be changed in this way?

If there is a risk of misuse of the system by the employee. This prevents access to Personalwolke.

An employee's primary employment relationship is paused, for example, due to maternity leave. How does this affect the user status?

An employee on maternity leave, care leave, sabbatical or similar is also managed as an active user. This is because even during maternity leave it may be necessary for them to access or change their data.

And what is the effect of leaving the company?

On the day the employment relationship ends, the user is automatically set to inactive. Only in the case of imminent danger (dismissal) does it make sense to actively deactivate access prematurely.

Employment status

What are the employment statuses?

- **active:** there is currently a valid employment relationship,
- **inactive:** the employment relationship is upright (no completed termination), but is currently not being actively exercised, e.g. due to parental leave.
- **resigned:** the employment relationship has been terminated

Where can the status of the employment relationship be identified?

- HR Expert/Personal Mask/Employee/Employee statuses: the table of the chronological sequence of employment statuses shows which employment status was/is active or inactive since when. (You can find more on the topic of employment statuses [here](#) [Link to the English version of "Beschäftigungszustände" will be added soon].)

The screenshot shows the HR-Expert interface with the 'Employment' tab selected. The 'Employment States' table is highlighted with a red box. The table has columns: Valid from, Valid till, Duration, State, Reason, Hours per Week, Percent, Labor Contract, and Pay group. The table contains three rows of data.

Valid from	Valid till	Duration	State	Reason	Hours per Week	Percent	Labor Contract	Pay group
01.07.2023	01.01.3000	0y 3m 24d till now	Active	Parental Leave end	38,50	100,00		
01.12.2022	30.06.2023	0y 7m 0d	Inactive	Parental Leave	0,00	0,00		
22.04.2022	30.11.2022	0y 7m 9d	Active		38,50	100,00		

- HR-Expert/Reports/Employees: Here a display filtered by employment status is possible

HR-Expert

PERSONNEL ORGANISATION REPORTS SYSTEM MAINTENANCE

Persons

New

Choice (22 items)

Lastname	First name	Client Name	Group Shortname	Username	Employee-ID	Valid from	E-Mail	Date of Birth	Gender	Employment Priority	Employment State	Employment Percent	Employment Hours per Week
Adam	Angelika	Sonne und Wind GmbH	SuW-CEO	SuWAdamange	SuW22032801	28.03.2022	angelika.adam@sonneundwind.at	01.03.1990	Female	Primary Employment	Active	51,95	20,00
Berger	Barbara	Sonne und Wind GmbH	SuW-Eink	SuWBarbberg	SuW22032802	28.03.2022	barbara.berger@sonneundwind.at	02.03.1990	Female	Primary Employment	Active	0,00	0,00
Charon	Claudia	Sonne und Wind GmbH	SuW-PLinz	SuWCharclau	SuW22032803	05.04.2022	claudia.charon@sonneundwind.at	03.03.1995	Female	Primary Employment	Active	0,00	0,00
Dorner	Daniel	Sonne und Wind GmbH	SuW-ProdWind	SuWDanidorn	SuW22032804	22.04.2022	daniel.dorner@sonneundwind.at	01.04.1990	Male	Primary Employment	Active	100,00	38,50
Elsner	Elisabeth	Sonne und Wind GmbH	SuW-FuE	SuWelsnellis	SuW22032806	03.06.2022	elisabeth.elsner@sonneundwind.at	01.06.1980	Female	Primary Employment	Active	100,00	38,50
Ezquerria	Ernesto	Sonne und Wind GmbH	SuW-PMWind	SuWWezquerria	SuW22032820	04.01.2023		04.06.1978	Male	Primary Employment	Active	100,00	38,50
Foscanu	Fabiu	Sonne und Wind GmbH	SuW-PMWind	SuWFoscfabi	SuW22032812	15.07.2022	fabiu.foscanu@sonneundwind.at	15.07.1999	Male	Primary Employment	Active	100,00	38,50
Huber	Heinrich	Sonne und Wind GmbH	SuW-Const	SuWHubehein	SuW22032811	10.06.2022	heinrich.huber@sonneundwind.at	01.10.1972	Male	Primary Employment	Active	100,00	38,50
Irdner	Iris	Sonne und Wind GmbH	SuW-Mark	SuW-IrdnIris	SuW22032823	23.05.2023				Primary Employment	Active	100,00	38,50
Juchtmann	Julius	Sonne und Wind GmbH	SuW-Const	SuWJuchjuli	SuW22032813	14.09.2022		01.09.1983	Male	Primary Employment	Active	100,00	38,50

- HR-Expert/Reports/State of employees/Reason and state list or Employment state statistic: here reports can be created according to the different status states. (You can find more on the topic of reports here).

1. </daisy/personalwolke-admin/7742-dsy.html?language=4>