User status and employment status

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

- User status[1]
- Employment status[2]

The following explains the difference in the use of "active" and "inactive" in the two areas.

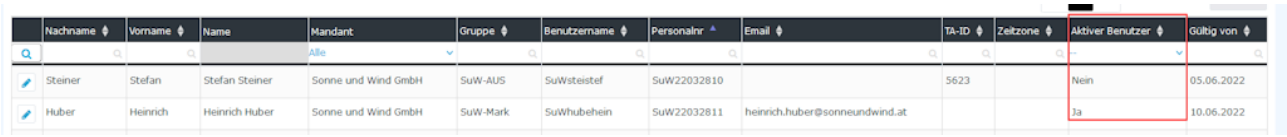
User status

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

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

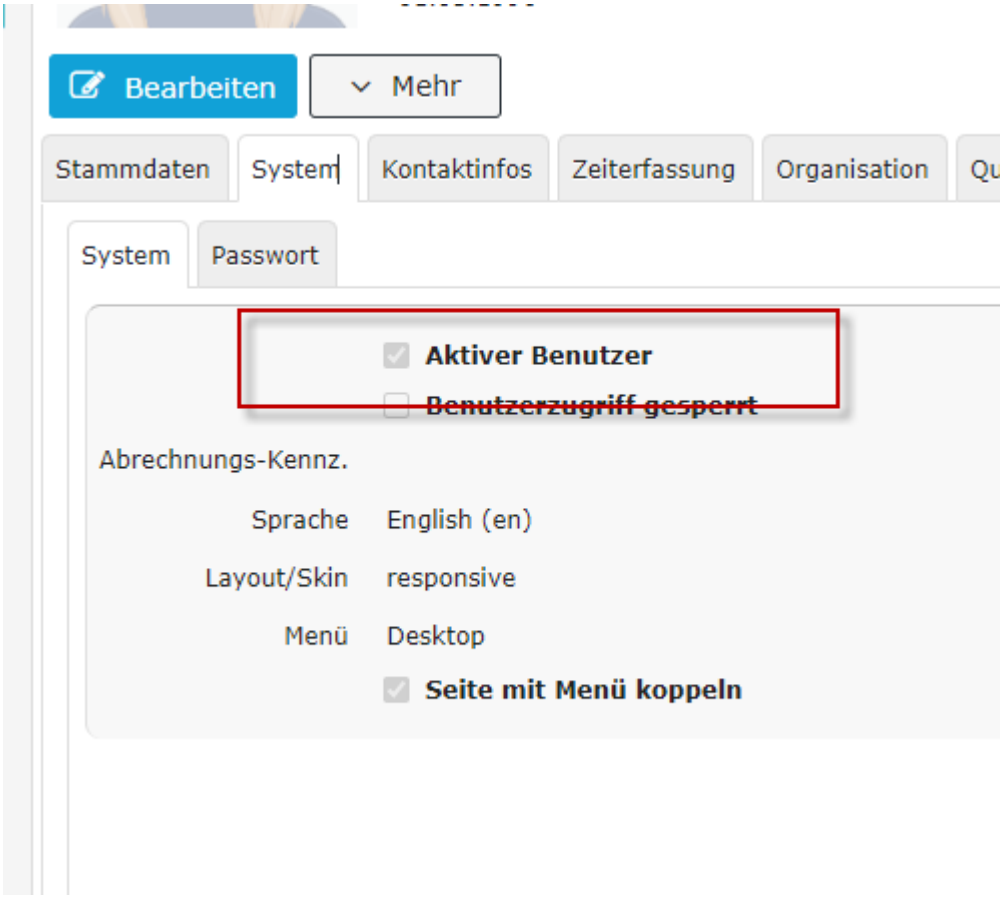
Where can the "active user" state be seen?

- Personalwolke/Administration/Persons: in the table column "active user". Here you can distinguish between "yes" and "no" or display all employees ("---").



Nachname	Vorname	Name	Mandant	Gruppe	Benutzername	Personalnr	Email	TA-ID	Zeitzone	Aktiver Benutzer	Gültig von
			Alle								
Steiner	Stefan	Stefan Steiner	Sonne und Wind GmbH	SuW-AUS	SuWsteistef	SuW22032810		5623		Nein	05.06.2022
Huber	Heinrich	Heinrich Huber	Sonne und Wind GmbH	SuW-Mark	SuWhubehein	SuW22032811	heinrich.huber@sonneundwind.at			Ja	10.06.2022

- HR-Expert: in the "System" tab in the person screen



When is a user inactive?

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

Can the user status also be changed arbitrarily?

Yes, by clearing the checkmark for "Active user" in the person screen/System in HR-Expert (you can find more information on this here[3])

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

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

An employee's primary employment is paused, for example because of parental leave. How does this affect the user status?

An employee on parental leave, during care leave, on a sabbatical or the like is also treated as an active user.

And what is the effect of leaving the company?

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

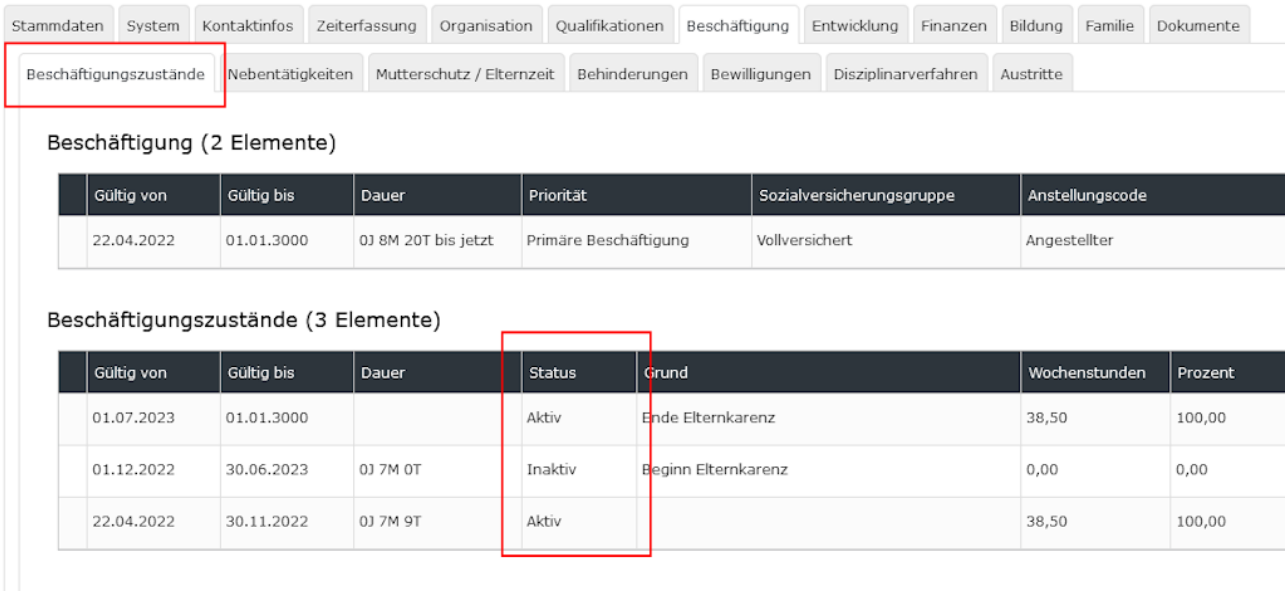
Employment status

What employment statuses are there?

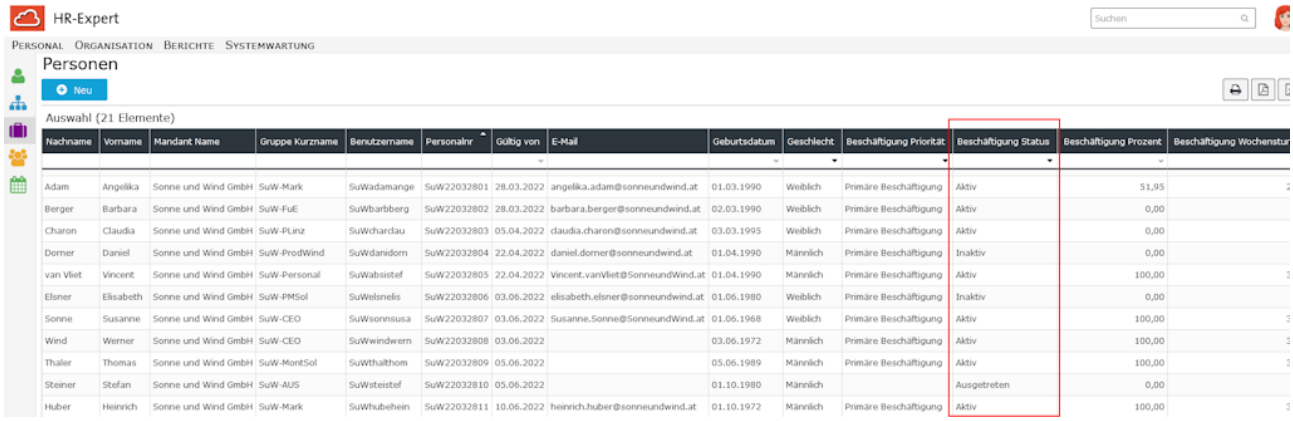
- **active:** there is currently a continuing employment,
- **inactive:** the employment continues (it has not been terminated), but is currently not actively being performed, e.g. because of parental leave
- **left**: the employment has been terminated

Where can the status of the employment be seen?

- HR-Expert/Person screen/Employment/Employment states: the table of the chronological sequence of employment states shows which employment state was or is active or inactive since when. (You can find more on the topic of employment states here[4])



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



Nachname	Vorname	Mandant Name	Gruppe Kurzname	Benutzername	Personalnr	Gültig von	E-Mail	Geburtsdatum	Geschlecht	Beschäftigung Priorität	Beschäftigung Status	Beschäftigung Prozent	Beschäftigung Wochenstur
Adam	Angelika	Sonne und Wind GmbH	SuW-Mark	SuWadamange	SuW22032801	28.03.2022	angelika.adam@sonneundwind.at	01.03.1990	Weiblich	Primäre Beschäftigung	Aktiv	51,95	
Berger	Barbara	Sonne und Wind GmbH	SuW-FuE	SuWbarbberg	SuW22032802	28.03.2022	barbara.berger@sonneundwind.at	02.03.1990	Weiblich	Primäre Beschäftigung	Aktiv	0,00	
Charon	Claudia	Sonne und Wind GmbH	SuW-PLinz	SuWcharclau	SuW22032803	05.04.2022	claudia.charon@sonneundwind.at	03.03.1995	Weiblich	Primäre Beschäftigung	Aktiv	0,00	
Dorner	Daniel	Sonne und Wind GmbH	SuW-ProdWind	SuWdanidorn	SuW22032804	22.04.2022	daniel.dorner@sonneundwind.at	01.04.1990	Männlich	Primäre Beschäftigung	Inaktiv	0,00	
van Vliet	Vincent	Sonne und Wind GmbH	SuW-Personal	SuWabsistef	SuW22032805	22.04.2022	Vincent.vanVliet@SonneundWind.at	01.04.1990	Männlich	Primäre Beschäftigung	Aktiv	100,00	
Elsner	Elisabeth	Sonne und Wind GmbH	SuW-PMSol	SuWelsnelis	SuW22032806	03.06.2022	elisabeth.elsner@sonneundwind.at	01.06.1980	Weiblich	Primäre Beschäftigung	Inaktiv	0,00	
Sonne	Susanne	Sonne und Wind GmbH	SuW-CEO	SuWsonnsusa	SuW22032807	03.06.2022	Susanne.Sonne@SonneundWind.at	01.06.1968	Weiblich	Primäre Beschäftigung	Aktiv	100,00	
Wind	Werner	Sonne und Wind GmbH	SuW-CEO	SuWwindwern	SuW22032808	03.06.2022		03.06.1972	Männlich	Primäre Beschäftigung	Aktiv	100,00	
Thaler	Thomas	Sonne und Wind GmbH	SuW-MontSol	SuWthalthom	SuW22032809	05.06.2022		05.06.1989	Männlich	Primäre Beschäftigung	Aktiv	100,00	
Steiner	Stefan	Sonne und Wind GmbH	SuW-AUS	SuWsteistef	SuW22032810	05.06.2022		01.10.1980	Männlich		Ausgetreten	0,00	
Huber	Heinrich	Sonne und Wind GmbH	SuW-Mark	SuWhubehein	SuW22032811	10.06.2022	heinrich.huber@sonneundwind.at	01.10.1972	Männlich	Primäre Beschäftigung	Aktiv	100,00	

- HR-Expert/Reports/Employee status/Basic and status list or employment status: here reports can be created by the different status states. (You can find more on the topic of reports here[5].)

1. /daisy/personalwolke-admin/7742-dsy.html?language=4
2. /daisy/personalwolke-admin/8617-dsy.html?language=4
3. /daisy/personalwolke-admin/7856-dsy.html?language=4