# **Import Master data**

### **General information**

If a large number of employees is to be created, it would be relatively time-consuming to do this via the menu item Persons<sup>1</sup> in the webdesk. Therefore there is the possibility to enter the **master data** and all other relevant information concerning the persons to be created comfortably in a Microsoft Excel folder, from where they are finally read out and imported. The folder provided for this purpose is described below - each of its pages under the same heading.

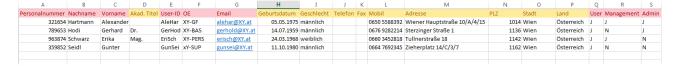
NOTIZ

The columns highlighted in red on the screenshots are mandatory fields - the yellow fields can be filled **optionally**.

## The document

## **Employee master data**

This page deals with the personal data of the employees and the assignment to loose groups.



The following is an explanation of those columns that require such an explanation:

## • Employee ID

This refers to the personnel number assigned to the employee in the company.

#### User-ID

This is the user name under which the employee is to be created in the Webdesk. The user name can be any combination (in this case, the first 3 letters of the first and last names would be used).

#### • OE - short for: organizational unit

This includes the various departments of the company, such as management (GF), personnel (PERS),...). This column contains the short names of the relevant OU.

#### • User / Management / Admin

In the webdesk these are the names of the 3 different loose groups. Depending on which of these groups the user is assigned to (Y = Yes, add / N = No, do not add), he or she receives different authorizations in the Webdesk.

## **Organizational units**

This page is used to define the hierarchical groups / departments and their relationships to each other.

Kurzname	Name	Parent	Vorgesetzter	Personal
XY-GF	Geschäftsführung	ROOT	321654	963874
XY-BAS	Basis Services	XY-SUP	321654	963874
XY-PERS	Personal	XY-GF	963874	963874
XY-SUP	Support	XY-GF	963874	963874
			<personalnummer></personalnummer>	<personalnummer></personalnummer>

#### Shortname

Import Master data

This consists of the fixed client abbreviation (XY) and a freely selectable abbreviation of the OU / department.

#### Name

The full name of the OU / department.

#### Parent

The **short name** entered here indicates which OU the department is subordinate to in the question. This allows a clear hierarchical order to be created. In the screenshot above, **root** is given for the *management* - this means that the management does not have a superior department, i.e. is at the top of the hierarchy.

### Supervisor

Or even **department heads** - this includes the personnel number of the employee who holds this position in the company. It is important to ensure that it matches what was entered under **Person master data**.

#### Personnel

As with the supervisor, the correct personnel number of the person who has this **role** for the relevant department must also be specified here.

NOTIZ

Eine Definition der Rollen **Vorgesetzter** und **Personal** ist im Menüpunkt enthalten. A definition of the roles **superior** and personnel is contained in the menu option Roles<sup>2</sup>.

## Daily program

Various working time models can be recorded here, depending on the structure of the company.

Nummer	Kurztext	Bezeichnung	Gültigkeit TP Beginn	Gültigkeit TP Ende	Rahmen Beginn	Rahmen Ende	Normalarbeitszeit Beginn	Normalarbeitszeit Ende	Kernzeit Beginn	Kernzeit Ende	Tagessoll
1	G/7,42	Glz/7,42/7:00-18:00/Mo-Fr	00:00	24:00:00	07:00	18:00	08:00	16:42	09:30	16:00	07:42
2	G/0	Glz/0/-/Sa,So,Fe	00:00	24:00:00	07:00	14:00					00:00

#### Number

The **daily programs** must be clearly numbered - these numbers can also be used to enter them on the **Weekly Programs** page.

### Short text

A freely selectable short name for the day program. In the above case, G/7.42 stands for a flexitime model (Gleitzeitmodell) with a daily target of 7 hours and 42 minutes.

#### Designation

As shown in the screenshot, the long name of the program could be chosen to contain the most important information.

### • Validity TP Start / End

This is the period in which the daily schedule is valid. Shift models are an exception to the normal case (00:00 - 24:00), since night shifts can extend from late evening to long after midnight.

### Daily target

The daily target working time mentioned above specifies the number of working hours that an employee must work each day (on average) in order to achieve his or her weekly target.

## Weekly program

The weekly program determines which daily program is used on which day of the week.

Kurtext	Langtext	Мо	Di	Mi	Do	Fr	Sa	So	Wö	chentliche Höchstarbeistzeit
Glz/38,3	Glz/38,3/7:00-18:00		1	1	1	1	1	2	2	50,00

### Short text

A freely selectable short name for the week program. In the above case, **G/38.3** stands for a flexitime model (**G**leitzeitmodell), with a weekly working time of **38.3 hours** and a framework time between 07:00 and 18:00 hours.

Import Master data 2

## Long text

As shown in the screenshot, the long name of the program could be chosen to contain the most important information.

## Mon -Sun

The number of the applicable **day program** is entered under the respective short names of the weekdays (Mon - Sun).

- $1. \quad / daisy/personal wolke-default-en/Time-Base/10473-dsy/5885-dsy/po\_showPersons.new.html \\$
- 2. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_showRoles.act.html

Import Master data 3