

# Master Data Field Index

| Fieldname      | Fieldtyp   | Description  |
|----------------|------------|--|
| Client         | Dropdown   | Specifies the company to which this employee belongs and cannot be changed later.          |
| Title          | text box   | for academisc titles (Dr., Prof., Mag., DI, etc.)  |
| Last Name      | text box   | Mandatory field for the employee's last name   |
| First Name     | text box   | Mandatory field for the employee's first name  |
| Title suffixed | text box   | for the titles in the following (BA, MA, PhD)  |
| date of birth  | date field | with a date picker as help, the system can also display the employee's current age         |
| Employee-ID    | text box   | Mandatory field, configurable to automatically assign the next free number, must be unique |
| Gender         | Dropdown   | Backed up with a drop-down list  |
| Beruf/Position | text box   | required for social insurance registration   |
| Internal Title | Dropdown   | is stored with a customizable selection window and describes the internal position         |
| Birth name     | text box   | in order to be able to follow any name changes   |
| Middle Name    | text box   | if the employee has one, all other first names can be entered here                         |

| Fieldname         | Fieldtyp | Description   |
|-------------------|----------|---|
| Active User       | Checkbox | If checked, the user can log in to the webdesk, if unchecked, access is blocked.  |
| Username          | text box | Mandatory field, a unique and explicit user name must be assigned   |
| Pay Role sub-unit | text box | An identifier used for internal purposes can be noted here.   |
| Language          | Dropdown | the selection list depends on the languages for which text modules have been created, German and English are currently being serviced by us |

|               |          |   |
|---------------|----------|---|
| Layout / Skin | Dropdown | You can choose between classic and responsive, Responsive is the preferred choice here.   |
| Menu          | Dropdown | Mobile and desktop can be fixed or the empty line can be selected to get the dynamic menu which adjusts to the size of the display. |

| Fieldname         | Fieldtyp | Description                                |
|-------------------|----------|--|
| Citizenship       | Dropdown | necessary to register for social insurance |
| Birth Country     | Dropdown | Backed up with a drop-down list            |
| Birth Place       | text box | pure info field                            |
| Relig. Confession | Dropdown | the selection list is configurable         |

Section **"Insurance"**

| Fieldname        | Fieldtyp | Beschreibung                               |
|------------------|----------|--|
| SSN              | text box | necessary for social security registration |
| Health Insurance | Dropdown | a customizable selection list is provided  |

| Fieldname                                | Fieldtyp   | Description   |
|--|------------|---|
| Adjuration date                          | date field | Certain professional groups also need this date field with a date selector to help them.                |
| Comment                                  | text box   | optionally usable to store information  |
| Date of Death                            | date field | with date selector, should this be necessary  |
| Userlogin is locked                      | Checkbox   | This indicates whether the employee is locked out.  |
| Valid from                               | date field | All actions of this employee can start with this date, beginning of the validity of the data record.    |
| Valid till                               | date field | End of validity of the record, no more actions can be saved after this date.                            |
| Interconnect Page With Menu              | Checkbox   | if checked, the Webdesk menu and page will be linked by a colored bar to the called action in the menu. |
| Synchronize Office Address with Location | Checkbox   | If the employee has a different place of residence or work than   |

|  |  |   |
|--|--|---|
|  |  | Vienna, the time zone can be synchronised with the assigned location. |
|--|--|---|