

Mandatory fields

Below is a list of mandatory fields for a selection of topics.

More detailed information on the subject areas can be found in the instructions, part of whose contents refer to the mandatory fields overview here.

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Mandatory fields are marked with an star and may differ from client to client. In order to save a record / employee, all mandatory fields must be filled.

- Tab Master data:
 - Client (prefilled)
 - Surname
 - First name
 - Personnel number (proposed by the system, but can be adjusted as long as it is unique in the company)
 - User name (same behavior as personnel number)
 - Valid from (the total validity start date of the employee file, entries for before this date are not possible, see: Time delimitation and history management)
- Tab Employment:
 - Status
 - employment code
 - full-time weekly hours
 - Working time Unit
 - Weekly hours or percent
 - Working days during the week
 - Weekly plan
 - Entry date
 - Social insurance group
 - Valid from
 - Valid until
- Tab Organization:
 - Organizational unit
 - Valid from
 - Valid until