Zeitabgrenzung und Historisierung

In HR-Expert, employee entries can be historically stored in a timeline. However, there are a few basic things to keep in mind so that no data records are accidentally overwritten. HR-Expert offers the administrator some automatic support, but does not always question the accuracy of the data entered. The principle is: "The administrator is (almost) always right". I

Rule Nr. 1:

It is always recommended to create a new record by clicking on "New" instead of editing an existing one.

- "Edit" changes the data of an existing dataset.
- "New" creates a new record.

Rule Nr. 2:

The data "Valid from" and "Valid to" are essential for the storage of a dataset such as group assignment, salary entries, bank accounts, primary residential address, employment entries, etc.

If HR-Expert has to make a delimitation due to a time overlap (conflict), the last data record entered is always preferred. For a better understanding, the following graphic describes the priority principle.

This graphic shows how entries with different validity periods relate to each other.

> **N O T I Z**
>
> **Important!** Absolutely nothing can be saved before the start of validity of the employee file, defined in the date "Valid from" in the master data tab. Each entry with an earlier start of validity is automatically corrected to this date (entry D in the graphic).

State 1: Entry A begins, for example, with the "Valid from" of the master data.
State 2: The HR admin creates B with a "Valid from" during the validity period of A. A and B both have a "Valid to" infinity.

When you save, the system automatically breaks down the overlaps between the two data records. In accordance with the principle of prioritizing newer data records, the original entry A is shortened so that it ends with the start of B. The system then saves the new data records automatically.

State 3: Displays the result after automatic correction by the system.
State 4: The HR admin creates C with a validity before that of B. B and C both have a "Valid to" infinity.

Again, there are temporal overlaps that are not allowed and are automatically resolved by the system when you save according to the principle of prioritizing new data records.

State 5: Displays the result after saving. The system has corrected the "valid to" from A to one day before the "valid from" from C. Entry C is valid until further notice ("Valid to" infinite).

State 6: The HR admin creates entry D with a date before the validity date of the employee master record.

In addition to the time overlap with all previous entries, this also results in the error situation that the validity begins before the employee's validity. The system corrects the situation as follows when saving:

- The validity start date of the new entry is set to the employee's validity start date.
- The new entry overwrites (deletes) all previously created entries, since they collide with the newer entry.

The result is a single entry D that extends over the entire validity period and deletes all previous entries.

Summarization

- The "Valid from" date in the employee's master data is the earliest possible validity start date for all data records contained in the master data.
- "Edit" changes an existing data record! The previous contents are not saved!
- "New" creates a data record, optimal for the historical storage of the data.
- Last entered data are prioritized. "The administrator is right", therefore the correct input of the data "Valid from" and "Valid to" is particularly important.
- At any one time, only one entry can exist per historicized entry type (e.g. only one primary residential address per validity period).