Persons

General

The person administration includes all evaluable employees of the company as well as all users of the employee portal. These two sets of persons do not necessarily have to be congruent. However, each person who is to be evaluated using the authorization structures of the Personalwolke must exist as a master record in the Personalwolke.

Depending on requirements, all active employees as well as employees who have left the company can be managed here.

The person master data fulfill 2 functions:

- enable access to the Personalwolke (access to the Personalwolke is only possible for active users).
- The employee can be evaluated (employees who have left the company can also be taken into account here).

All person master data is entered and managed in the person administration, such as user name, personnel number, which group (department) the employee is assigned to, which roles he or she holds, and who is responsible for this employee (superior, personnel). Passwords are also managed here.

New group assignments can be made here as well as the assignment of new roles.

> **W A R N U N G**
> An employee can only be assigned to one hierarchical group at a time, but to several loose groups!

Active / Inactive Employees

A differentiation can be made between active and inactive employees.

Active employees are all employees with Personalwolke access, they are fully evaluable. Non-active employees do not have access to the Personalwolke, cannot be reached via the Switch user[1] user switching function, but can be fully evaluated. Non-active employees can be, for example, employees who work in a production hall and do not have a fixed workstation or PC. Here, time recording and corrections can be carried out by a superior person (e.g. shift, team or plant manager, etc.).

Employees are identified as active or inactive in the person master data sheet[2].

New entries / Resignations

The creation of **new employees** is done directly in the webdesk via the menu item **New Person**.

When you create a new license, a license check mechanism checks the license availability in the background. If the available Webdesk licenses are exceeded, a corresponding message is displayed. New employees can be marked as active or inactive when they are created.

The following options are available for **employees who have left** the company:

- **Employee is deleted directly in the webdesk**
- This frees up a Webdesk user license, but all Webdesk data is gone, so that no active selection is possible in the evaluations; the deleted employee can only be partially evaluated.
- **Employee is marked as inactive**
  Due to the inactive status, a Webdesk user license becomes free, but an evaluation license must be granted. The inactive employee remains evaluable in his former group, but can no longer actively enter the Webdesk, or there is no Benutzer umschalten[3] user switching option to the inactive employee.
- **Employee is moved to a leaving group**

If an employee who has left the company is moved to a leaving group, his or her status should be set to inactive. This means that the effects are the same as for inactive employees. The **advantage** here is that the leaving employee no longer appears in his or her original group, or if this group is deleted, the leaving can still be evaluated.

It should be noted here that the legislator intends to archive the data for a certain period of time. The webdesk automatically takes care of this point and no intervention on your part is necessary.

Historization

The historization of the employee data refers only to the evaluation possibilities, and is meant to consider left employees and group changes. This guarantees the possibility of a historically correct group assignment for department changes.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	showPersons
Artefakt-Typ	Action

1. /daisy/personalwolke-default-en/6124-dsy/5887-dsy.html

2. /daisy/personalwolke-default-en/Time-Base/10473-dsy/5885-dsy/po_showPersons.act.html

3. /daisy/personalwolke-default-en/6124-dsy/5887-dsy.html