# **Contakt infos**

This tab contains various subtabs.

webdesk hr expert	Bendeer Mandael	Suchen
RESONAL ORGANISATION Person: Bearbeiten	N SYSTEMWARTUNG Wayne John /WFV10 36.5 WV Mannich 26.6 2007 Exhimathe Litecher	BENUTZE Sofortiger Austritt Sozialversicherung Anmeldung
	Kontalitentos Zellerfassung Organisation Qualifikationen Beschäftigung Aufgaben Entwicklung Finanzen Bildung Familie Dokumente	
	Privatadressen Geschäftsadresse Sotorinachinchen-Dienste Webprofile	
Private Private E-Mail Private Mobilnummer Private Telefonnumme		
0.10051		
Geschäftlich E-Mail Handy-Nummer		
Büro Telefonnummer Büro Faxnummer		
NOTIZ		
	<b>tant:</b> Please note Time limitation and Historisation <sup>1</sup> so that you achieve the eveness and historisation!	expected

## Phone and E-Mail

🕼 Edit	~ N	lore										
Master data	System	Contactinfos	Time Acquisition	Organisation	Skills	Employment	Development	Finances	Education	Family	Document	ts
Phone and	E-Mail F	rivate Addresses	s Office Address									
Private												Office
Private e-	mail Su	anne.Sonne@So	onntag.at									E-Mail Susanne.Sonne@SonneundWind.at
Private M	obile +4	3 676 9333887										Cell phone number +43 664 7878406
Private Pl	hone											Office phone number
											C	Office fax phone number

In this area, private and business telephone numbers and email addresses can be maintained.

Please note that the **business email address** of the employee is used by the system for all notification functions. Also a  $Login^1$  with the **business** email address (instead of the user name) into the Personalwolke is possible, if the employee is an active user.

The telephone numbers maintained here can also be displayed in other views (especially the Attendance  $list^2$  in time recording) if this has been configured by the administrator.

The recommended input form for this feature is +43 xxx xxxxxxxxx

When using a smartphone, you can click on the phone number to copy it to the phone's call function and make a phone call by pressing the dial function.

- 1. /daisy/personalwolke-default/6119-dsy.html?language=4
- 2. /daisy/personalwolke-default/5874-dsy.html?language=4

# Private addresses

r data System Contactinfos Time Acquisition Organisation			Organisation	Skills I	Employment	Development	Finances	Education	Family	Documents					
ne and E-Mail	Private Addresse	s Office Address													
items															
Street				Zip code			City	City			Country Vali		Valid from	Valid till	
Wienerstraße	21			3002			Purker	Purkersdorf			Austria		30.11.2022	01.01.3000	
rmer Relati	ions (0 item	5)													
Street Zip code		City				Country				Valid from		Valid till			

In this section, one or more private residential addresses are entered and stored in a history.

Only one address can be marked as the **primary** (**registered**) **address** at any time. As soon as a new address is assigned to this attribute, HR-Expert automatically corrects the "Valid to" field of the address previously marked as primary.

The address is required for social security registration, or for any form of contract. The private address of the employee is also helpful for the coordination of any activity outside the company.

A **correspondence address** can be interesting if the employee is staying at a different address for a longer period of time, but is not registered there. An example of this could be that the tradesmen have to carry out a longer repair at the registration address.

Below the entry screen, the active residential addresses are displayed, including all entries whose validity has expired.

On this screen there are the two system buttons "*New*" for entering a new address and "*Delete line*" to remove an entry from the list.

#### ΝΟΤΙΖ

**Important:** Consider Time limitation and Historisation.<sup>1</sup> so that you achieve the intended effectiveness and historization!

1. /daisy/personalwolke-default/7738-dsy.html?language=4

### **Business address**

aster data	System	Contactinfos	Time Acquisition	Organisation	Skills	Employment	Development	Finances	Education	Family	Document
Phone and	E-Mail P	rivate Addresses	Office Address								
		Synchron	ize Office Addre	ss with Locatio	on						
Office str	eet addres:	C. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10									
Offi	ce ZIP code	e 1120									
	off in the	/ Wien									
	Office city										

In this area, you maintain the current business address (employer's address / current usage site or office address). The address is required for the social insurance registration.

If you check the **Synchronize with assigned location** checkbox, HR-Expert enters the stored address (for the location). The prerequisite for this is an assignment to a location in the Tab Organisation - Groups<sup>1</sup> Organization - Groups tab, if these have been configured.

(In the example shown above the synchronize-feature is used. The address field is grayed, a changing of the address is only possible if the location addressed is changed or via de-synchronization.)

1. /daisy/personalwolke-default/7750-dsy.html?language=4

### Instant messaging services

Felefon und E-Mail	rivatadressen Ges	chäftsadresse	Sofortnachricht	ten-Dienste We	ebprofile						
🕂 Neu	- Zeile löschen		J						 		
1 Elemente	E Zelle loschen										
Dienst-Anbieter		Prim	ärer Dienst	Ber	utzer-Name	G	iültig von	Gültig I	Gültig bis		
facebook		<b>v</b>		Wa	yneJohn		1	9.07.2017	01.01.3	01.01.3000	

In this tab you can enter web services (e.g. facebook, Skype, Google+).

In the text field "**Service provider**" you can specify which service it is, also for the **user name** a text field is provided. With a tick 1 service can get the status **primary**.

In this tab, the validity period is not adjusted by the system, but can be edited manually at any time.

Expired accounts are listed below.

On this screen there are the two system buttons "New" for entering a new address and "Delete line" to remove an entry from the list.

### **Web Profiles**

	System Erw. Kontakti	nfos Zeiterfassun	g Organisation	Qualifikationen	Beschäftigung	Aufgaben	Entwicklung	Finanzen	Bildung	Angehörige	Dokumente		
elefon und	E-Mail Privatadressen	Geschäftsadresse	Sofortnachricht	en-Dienste We	bprofile								
Elemer		hen											
Weba	dresse		Primäres Profi	I	Dienst-Anbiete	r		G	iültig von		Gültig bis	Gültig bis	
www.	facebook.com				facebook				23.08.201	17	01.01.3	01.01.3000	
	Zuordnungen (0 Ele	mente)											
rühere			Profil		Dienst-Anbiet				ig von		Gültig bis		

This tab differs only minimally from the (Advanced) Contact Info - Instant Messaging Services tab.

In this tab you can enter web services (e.g. facebook, Skype, Google+).

In the text field "**Web address**" you can specify how the profile is to be found, also the **service provider** can be specified in a text field. With a tick 1 profile can get the status **primary**.

In this tab, the validity period is not adjusted by the system, but can be edited manually at any time.

Expired accounts are listed below.

On this screen there are the two system buttons "New" for entering a new address and "Delete line" to remove an entry from the list.

1. /daisy/personalwolke-default/7738-dsy.html?language=4