

# Master Data

The screenshot shows the HR-Expert software interface. At the top, there is a search bar and a navigation menu with options: PERSONNEL, ORGANISATION, REPORTS, and SYSTEM MAINTENANCE. The main header displays the employee's name: "Person: Sonne Susanne (SuW22032807, Sonne und Wind GmbH)". Below this is a profile picture and a list of icons representing different data categories. The main content area is divided into several sections: "Client" (Sonne und Wind GmbH), "Title" (D1), "Lastname" (Sonne), "First name" (Susanne), "Title suffixed", "Date of Birth" (01.06.1968), "Age" (54), "Gender" (Female), and "Employee-ID" (SuW22032807). The "Origin" section includes "Citizenship" (Austria), "Birth Country" (Austria), and "Birth Place" (Litschau). The "Insurance" section shows "SSN" (4231010668) and "Health Insurance" (Österreichische Gesundheitskasse). The "Date of Death" section shows "Valid from" (03.06.2022) and "Valid till" (01.01.3000). A "Comments (0)" sidebar is visible on the right.

All personal data of the employee are recorded here.

This tab provides a quick overview of the employee, his position in the company and his user name.

NOTIZ

**Important:** The "**Valid from**" date in the "Master data" tab defines the overall validity start date of the employee file! All time-related data records in the employee file can be entered for that date at the earliest! See Illustration: [Time limitation and Historisation](#)<sup>1</sup>.

NOTIZ

The employee's **entry date** is in [Tab Employment - Employment](#)<sup>2</sup>.

Details on the individual fields can be found at: [Master Data Field Index](#)<sup>3</sup>

1. </daisy/personalwolke-default/7738-dsy.html?language=4>
2. </daisy/personalwolke-default/7758-dsy.html?language=4>
3. </daisy/personalwolke-default/7842-dsy.html?language=4>