

# Master Data

The screenshot shows the 'HR-Expert' software interface. At the top, there are navigation tabs: PERSONNEL, ORGANISATION, REPORTS, and SYSTEM MAINTENANCE. A search bar is located in the top right corner. The main content area displays the profile of 'Person: Sonne Susanne (SuW22032807, Sonne und Wind GmbH)'. The profile includes a photo of Susanne Sonne, her title 'SuW-CEO', and her status 'Active'. Below the photo, there are buttons for 'Edit' and 'More'. The 'Master data' tab is selected, showing a grid of information:

<b>Client</b>	Sonne und Wind GmbH	<b>Username</b>	SuWsonnusa	<b>Insurance</b>	SSN 4231010668
<b>Title</b>	D1	<b>Job title</b>	Geschäftsführung (Technik)	<b>Health Insurance</b>	Österreichische Gesundheitskasse
<b>Lastname</b>	Sonne	<b>Internal Title</b>		<b>Comment</b>	
<b>First name</b>	Susanne	<b>Birth Name</b>		<b>Date of Death</b>	
<b>Title suffixed</b>		<b>Middle Name</b>		<b>Valid from</b>	03.06.2022
<b>Date of Birth</b>	01.06.1968	<b>Origin</b>		<b>Valid till</b>	01.01.3000
<b>Age</b>	54	<b>Citizenship</b>	Austria		
<b>Gender</b>	Female	<b>Birth Country</b>	Austria		
<b>Employee-ID</b>	SuW22032807	<b>Birth Place</b>	Litschau		

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>.

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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>