

# Tab Contact information - Private addresses

Stammdaten System Erw. Kontaktinfos Zeiterfassung Organisation Qualifikationen Beschäftigung Aufgaben Entwicklung Finanzen Bildung Angehörige Dokumente

Telefon und E-Mail Privatadressen Geschäftsadresse Sofortnachrichten-Dienste Webprofile

Neu Zeile löschen

1 Elemente

Straße	Postleitzahl	Stadt	Land	Gültig von
888 Cook Ave	OH 44512-2406	New York	Vereinigte Staaten von Amerika	19.07.2017

Straße  Land

Adress-Zeile 2

Adress-Zeile 3

Postleitzahl

Stadt

Korrespondenz-Adresse  
 Primäre (Melde-)Adresse

Gültig von \*

Gültig bis \*

Frühere Zuordnungen (0 Elemente)

Straße	Postleitzahl	Stadt	Land	Gültig von
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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.

## NOTIZ

**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