

Creation of a new employee

New employee with indefinite employment contract

- Go to the employee list, by one of the following ways:
 - Main menu > Personnel > "Employees (current)".
 - QuickLinks (left toolbar) > "Employees (current)" (green person)
- Create new employee by clicking on "New".
- You will now see an empty input mask with various tabs and many text or selection fields. The fields marked with a red star must be filled in to save a new employee.
- See: [Mandatory fields - Required for creating employees in HR-Expert](#)¹
- The date "Valid from" in the [Master data tab](#)² should not be confused with "Employment > Entry date"!
- The date "Valid from" in the [Master data tab](#)³ determines the overall validity period of the employee file! All time-related data records in the employee file can be entered for that date at the earliest!
- The more information about this employee is entered immediately, the easier it is to use the system from now on.
- Once all required fields have been entered, click on "Save" to transfer all information to the database and save it.

WARNUNG

Automatic intermediate storage is not provided and therefore the automatic timeout must be observed!

New employee with fixed-term employment contract

In principle, the investment of a fixed-term employment relationship does not differ particularly from the investment of an open-ended employment relationship.

At the creation the end date of the contract in the [tab Employment - Employment](#)⁴ can be limited already by setting the concrete date "Valid till".

Under-year entry

Adjust vacation entitlement (6020)

1. </daisy/personalwolke-default/7740-dsy.html?language=4>
2. </daisy/personalwolke-default/7741-dsy.html?language=4>
3. </daisy/personalwolke-default/7741-dsy.html?language=4>
4. </daisy/personalwolke-default/7758-dsy.html?language=4>