

# Employment Field Index

| Fieldname               | Fieldtyp   | Description  |
|-------------------------|------------|--|
| State                   | Dropdown   | Mandatory field, current possibilities: Active, Inactive and Resigned  |
| Reason                  | Dropdown   | Depending on which status is selected, the drop-down menu displayed for this field changes.  |
| Labor Contract          | text box   | with list button as help opens a list of all assigned <a href="#">contracts</a> <sup>1</sup>   |
| Fulltime Hours per Week | text box   | When saving, the system asks you whether you want to adapt them to the collective agreement, but you can also enter them manually in the text field provided.  |
| Employment code         | Dropdown   | Mandatory field, currently entered in the selection list are worker, salaried employee, freelancer, contract for work, civil servant.  |
| Worktime Unit           | Dropdown   | Mandatory field, selectable between hours and percent depending on the selected unit, the agreed work performance can be entered either in the field "Weekly hours" or "Employment percent".                 |
| Hours per Week          | text box   | Depending on whether hours or percent was selected for "Working time unit", the system releases one of the two as a required entry field to enter the actually agreed working time.                          |
| Percent                 | text box   |  |
| Working Days per Week   | text box   | Mandatory field, indicates the number of days on which work is planned.  |
| Weekly Plan             | Dropdown   | Mandatory field, a stored list with standard, special weekly time model (a weekly grid opens to enter in detail when and how much work is done), shift model (shift model description opens after selection) |
| Vacation Days           | text box   | Mandatory field, is required by the system in order to be able to settle the vacation days correctly.  |
| Entry date              | date field | Mandatory field with date selector, required by the system   |
| Resignation Date        | date field | optional to use  |

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|--|------------|--|
| fictitious entry date                              | date field | his field is optional and is used to calculate years of employment.  |
| Period of termination Count                        | text box   | Mandatory field  |
| Period of termination Unit                         | Dropdown   | Mandatory field, selection list with day, week, month, year  |
| Comment  | text box   | optional to use  |
| Pay Group  | text box   | can be backed up with a selection list on request  |
| Employment code                                    | Dropdown   | is stored with a selection list. Currently available are employee, apprentice and trainee.   |
| Charge/advanced stage Usage/<br>remuneration group | text box   | The two text boxes can be filled in manually or with the help of the attached button.  |
| Overtime Hours                                     | Dropdown   | A selection box is used to define the included overtime hours.   |
| Valid from   | date field | Mandatory field, from when is this employment assignment valid?  |
| Valid till   | date field | Mandatory field, until when is this employment assignment valid according to the current status?   |
| End of Probation                                   | date field | The date is optional, should a probationary period be agreed it can be entered here  |
| Social Security Group                              | Dropdown   | Mandatory field, currently selectable are Fully insured, Minor, Apprentice, Freelancer, Minor Freelancer   |
| Social Security State                              | Dropdown   | Currently there are the following stored: registration running, registered, deregistration running, deregistrated, this field is changed by the system should the button social security registration start the workflow |

1. /daisy/personalwolke-default/7612-dsy.html?language=4