Persons

General

Person administration includes all employees of the company who can be included in reports, as well as all users of the employee portal. These two sets of persons do not necessarily have to be identical. In principle, however, every person who is to be included in reports via the permission structures of Personalwolke must exist as a master record in Personalwolke.

Depending on requirements, all active employees as well as employees who have left the company can be managed here.

The person master data fulfills 2 functions:

- Enable access to Personalwolke (access to Personalwolke is only possible for active users)
- The employee can be included in reports (employees who have left the company can also be taken into account here)

All person master data is entered and managed in person administration, such as username, employee number, which group (department) the employee is assigned to, which roles they hold, and also who is responsible for this employee (supervisor, personnel). Passwords are also managed here.
New group assignments can be made here as well as the assignment of new roles.

> WARNUNG
> An employee can be assigned to exactly one hierarchical group at a time, but to several loose groups!

Active / Inactive employees

A distinction can be made between active and inactive employees.
Active employees are all employees with Personalwolke access; they can be fully included in reports.
Inactive employees have no access to Personalwolke and cannot be reached via the Switch user[1] function, but they can be fully included in reports. Inactive employees can be, for example, employees who work in a production hall and do not have a fixed workstation or PC. Here, time tracking and corrections can be done by a superior person (e.g., shift, team or plant manager, etc.).

Employees are marked as active or inactive in the person master data sheet[2].

New hires / Departures

Newly hired employees are created directly in Personalwolke via the menu item **New person**.
When a person is created, a license check mechanism runs in the background to check license availability. If the available Personalwolke licenses are exceeded, a corresponding message is displayed. Newly hired employees can be marked as active or inactive when they are created.

For **employees who have left** the company, the following options exist:

- **The employee is deleted directly in Personalwolke**
  This frees up a Personalwolke user license, but all Personalwolke data is gone, so the employee can no longer be actively selected in reports; the deleted employee can only be partially included in reports.
- **The employee is marked as inactive**
  The inactive status frees up a Personalwolke user license, but a reporting license must be assigned. The inactive employee remains available for reports in their former group, but can no longer actively log in to Personalwolke, and there is no Switch user[3] option for the inactive employee.
- **The employee is moved to a departure group**

If an employee who has left is moved to a departure group, their status should be set to inactive. The effects are then the same as for inactive employees. The **advantage** here is that the departed employee no longer appears in their original group, and if this group is deleted, the departure can still be included in reports.

Please note that the legislator requires data to be archived for a certain period of time. Personalwolke takes care of this automatically, and no action is required on your part.

Historization

The historization of employee data applies only to reporting options and is intended to take departed employees and group changes into account. This ensures a historically correct group assignment in the event of department changes.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	showPersons
Artefakt-Typ	Action

1. /daisy/webdesk-manual-admin/5887-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5946-dsy.html?language=4
3. /daisy/webdesk-manual-admin/5887-dsy.html?language=4