

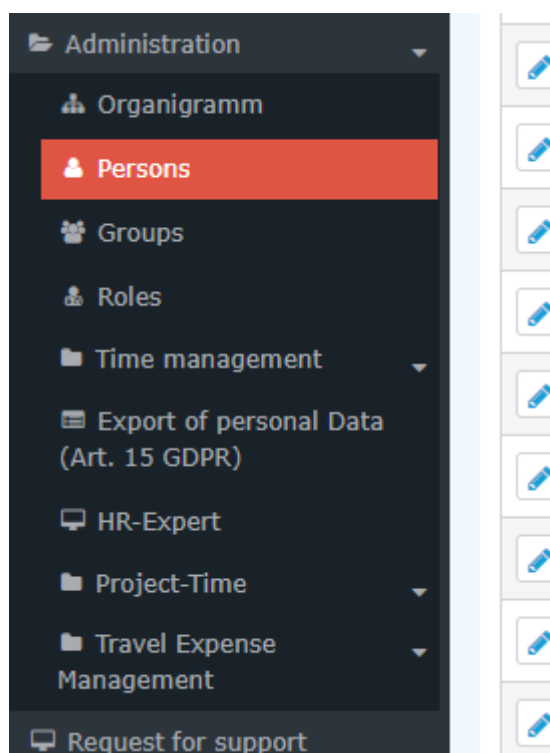
Mitarbeiter versetzen (Abteilung, Gruppe, Standort, Kostenstelle)

There are basically three ways to move an employee to another department.

- 1. Via the entry in the "Groups" tab in the master data of a person:** This is possible for hierarchical groups (departments in the organisation chart) as well as for loose groups or for locations and cost centres. This variant is described below.
- 2. Via the entry "Persons" in the master data of a group:** This variant is also possible for hierarchical groups (departments in the organisation chart) as well as for loose groups or for locations and cost centres. Information on this variant can be found under "*FAQ - Adding employees to a group*". [Link will be added soon]
- 3. Via editing in the organigram:** This is only possible for hierarchical groups, as only these are shown in the organigram. Information on this can be found in the chapter "[Organisation chart - Move employees to another department \(group\)](#)"^{1"}

For variant 1, start as follows:

In the menu tree under **Administration**, select the item "Persons".



This menu item provides a list of all created persons (employees) of the client (company).

Persons

+ New person

Print PDF Excel

Entry 1-20 of 23

| | Lastname | First name | Name | Client | Group | Username | Employee-ID | Email | TA-ID | Time zone | Active user | Valid from |
|--|-----------|------------|-------------------|---------------------|--------------|--------------|-------------|----------------------------------|-------|-----------|-------------|--------------|
| | Adam | Angelika | Angelika Adam | Sonne und Wind GmbH | SuW-CEO | SuWadamange | SuW22032801 | angelika.adam@sonneundwind.at | 5358 | | Yes | Mar 28, 2022 |
| | Berger | Barbara | Barbara Berger | Sonne und Wind GmbH | SuW-Eink | SuWbarberg | SuW22032802 | barbara.berger@sonneundwind.at | 5359 | | Yes | Mar 28, 2022 |
| | Charon | Claudia | Claudia Charon | Sonne und Wind GmbH | SuW-PLin | SuWcharclau | SuW22032803 | claudia.charon@sonneundwind.at | 5406 | | Yes | Apr 5, 2022 |
| | Dorner | Daniel | Daniel Dorner | Sonne und Wind GmbH | SuW-ProdWind | SuWdanidom | SuW22032804 | daniel.dorner@sonneundwind.at | 5460 | | Yes | Apr 22, 2022 |
| | Elsner | Elisabeth | Elisabeth Elsner | Sonne und Wind GmbH | SuW-FuE | SuWelsnellis | SuW22032806 | elisabeth.elsner@sonneundwind.at | 5619 | | Yes | Jun 3, 2022 |
| | Ezquerria | Ernesto | Ernesto Ezquerria | Sonne und Wind GmbH | SuW-PMWind | SuWwezquerne | SuW22032820 | | 6367 | | Yes | Jan 4, 2023 |
| | Foscanu | Fablu | Fablu Foscanu | Sonne und Wind GmbH | SuW-PMWind | SuWfoscfabi | SuW22032812 | fablu.foscanu@sonneundwind.at | 62 | | Yes | Jul 15, 2022 |
| | Huber | Heinrich | Heinrich Huber | Sonne und Wind GmbH | SuW-Const | SuWhubehein | SuW22032811 | heinrich.huber@sonneundwind.at | 6967 | | Yes | Jun 10, 2022 |
| | Ildrich | Ines | Ines Ildrich | Sonne und Wind GmbH | SuW-AUS | SuWldrines1 | SuW22032817 | | 6262 | | No | Dec 14, 2022 |
| | Irdner | Iris | Iris Irdner | Sonne und Wind GmbH | SuW-Mark | SuW-IdnIris | SuW22032823 | | 7277 | | Yes | May 23, 2023 |
| | Juchtmann | Julius | Julius Juchtmann | Sonne und Wind GmbH | SuW-Const | SuWjuchjuli | SuW22032813 | | 4941 | | Yes | Sep 14, 2022 |
| | Karic | Almin | Almin Karic | Sonne und Wind GmbH | SuW_Test | SuWakaric | SuW22032824 | | 7376 | | Yes | Jun 14, 2023 |

Using the input fields under **Last Name**, **First Name**, **Client**, **Group**, **Username**, **Employee ID**, **E-mail**, **TA-ID**, **Active User** and **Valid from**, the list can be restricted accordingly.

For example, by entering "M" in the Last name field, the list can be restricted to persons whose last name contains at least one "M".

Persons

+ New person

Print PDF Excel

3 Entries Lines: 20

| | Lastname | First name | Name | Client | Group | Username | Employee-ID | Email | TA-ID | Time zone | Active user | Valid from |
|--|-----------|------------|------------------|---------------------|-----------|-------------|-------------|--------------------------------|-------|-----------|-------------|--------------|
| | Adam | Angelika | Angelika Adam | Sonne und Wind GmbH | SuW-CEO | SuWadamange | SuW22032801 | angelika.adam@sonneundwind.at | 5358 | | Yes | Mar 28, 2022 |
| | Juchtmann | Julius | Julius Juchtmann | Sonne und Wind GmbH | SuW-Const | SuWjuchjuli | SuW22032813 | | 4941 | | Yes | Sep 14, 2022 |
| | Micosi | Michael | Michael Micosi | Sonne und Wind GmbH | SuW-Mark | SuWmichmici | SuW22032814 | michael.micosi@sonneundwind.at | 6062 | | Yes | Nov 2, 2022 |

3 Entries

To edit the desired person, simply click in the line or on the edit symbol.



In the person mask that is now shown, click on the **Groups** tab.

Person

Save Save & Close Back Delete Edit in HR-Expert

Print

First name: Angelika Valid from: 28.03.2022

Lastname: Adam Valid till: 01.01.3000

Master data: **Groups** Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Organigramm SuW

with History ☐

| New group | Valid from | Valid till |
|------------------|------------|------------|
| Select an Option | | |

| Orgstructure | Name | Valid from | Valid till | Delete |
|-----------------|----------------------------|------------|------------|--------|
| Organigramm SuW | SuW-CEO (Geschäftsleitung) | 04.07.2023 | 01.01.3000 | |

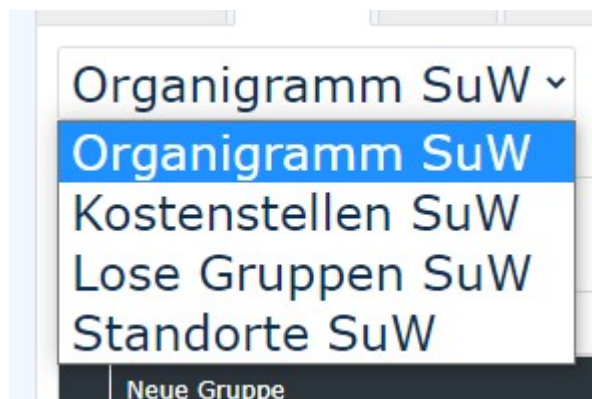
After selecting the **Groups tab**, the above input mask appears.

First, you must decide whether the employee is to be assigned to a **group in the organigram** (hierarchical relationship of the groups to each other) or to a **Loose group** (manual grouping of individual employees according to freely selectable criteria). For more information on hierarchical (organisation chart) or loose groups, see [Administration - Groups](#) ² in the manual.

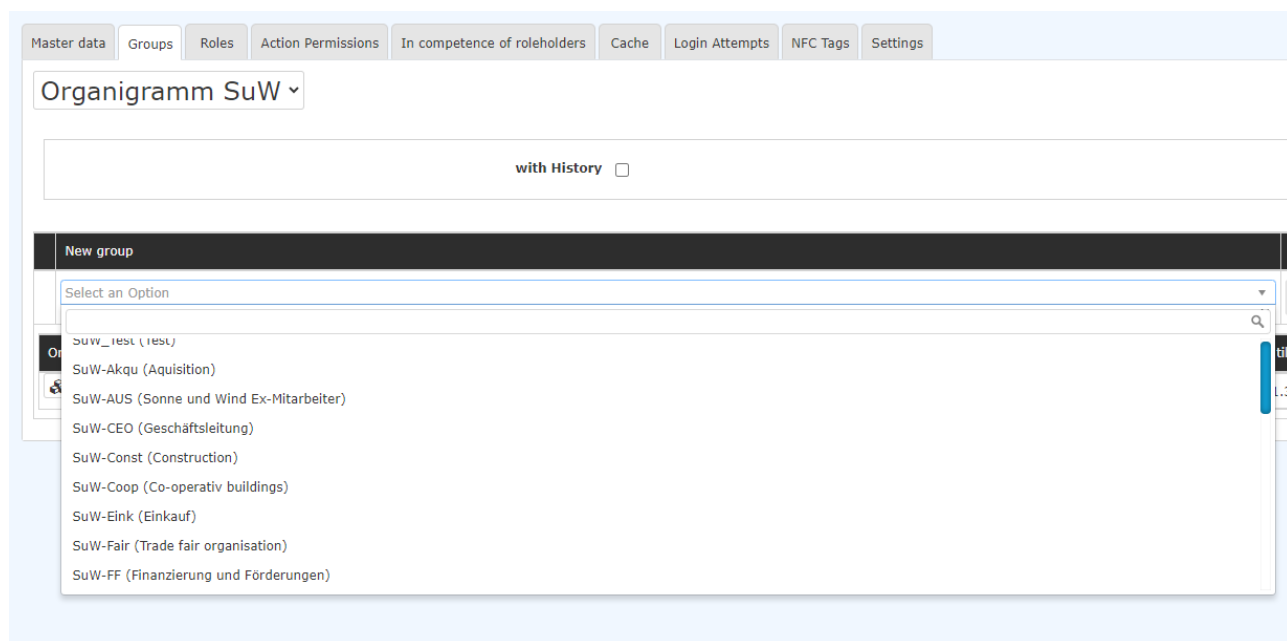
WARNING

ATTENTION: A person can only be a member of **ONE organigram-group at a time** (the new assignment therefore overwrites the existing one)! The situation is different with loose groups - here the employee can be a member of any number of loose groups at any time.

After selecting an organisation chart or loose group (or location or cost centre, if the company structure provides for them)



the new group (organisation chart) or the additional group (loose group) or the location or cost centre the employee is to join can be selected via a drop-down list in the lower section of the tab



After selecting the appropriate group, a **Valid from** and/or **Valid to** date can be optionally filled in.

Master data Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Organigramm SuW

with History ☐

| New group | | Valid from | Valid till |
|----------------------------------|--|------------|------------|
| SuW-Coop (Co-operativ buildings) | | | |

| Orgstructure | Name | Valid from | Valid till | Delete |
|-----------------|----------------------------|------------|------------|--------|
| Organigramm SuW | SuW-CEO (Geschäftsleitung) | 04.07.2023 | 01.01.3000 | |

The following constellations are possible when entering the date:

- Valid from **blank**, Valid until **blank**: Assignment is valid immediately until 01.01.3000 (our definition of "until further notice"...).
- Valid from **blank**, Valid until **filled in**: Assignment is valid immediately, until the date specified under Valid until - after which the assignment must be carried out again.
- Valid from **filled in**, Valid until **blank**: Assignment applies from the date entered under Valid from until 01.01.3000
- Valid from **filled in**, Valid until **filled in**: the assignment to the selected group is only valid within the defined period and must be carried out again afterwards.

Click on **Save** to apply the changes.

Deletion of a group assignment

In the same screen, it is also possible to delete an existing, incorrect assignment.

NOTIZ

For reasons of historicisation and thus documentation of department/cost centre/location assignments, deletion is only recommended if the assignment was actually made in error!

Master data Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Organigramm SuW

with History ☐

| New group | | Valid from | Valid till |
|----------------------------------|--|------------|------------|
| SuW-Coop (Co-operativ buildings) | | | |

| Orgstructure | Name | Valid from | Valid till | Delete |
|-----------------|----------------------------|------------|------------|--------|
| Organigramm SuW | SuW-CEO (Geschäftsleitung) | 04.07.2023 | 01.01.3000 | |

- /daisy/webdesk-manual-admin/6466-dsy.html?language=4
- /daisy/webdesk-manual-admin/5884-dsy.html?language=4