Employment

In this submenu, the contract-relevant details of the employee are entered. Each change of the basic conditions is stored in a temporal history in order to be completely comprehensible.

NOTIZ

Important: Consider Time limitation and Historisation[1] so that you achieve the intended effectiveness and historization!

Employment

The employment data is maintained historically in this area. Any changes in the employment relationship should be documented with a new entry to ensure that the employee has a consistent employment history.

When you create a new employment segment, the main points of the previous segment are copied to make the entry easier. As a quality assurance measure, however, the status is set to empty and must be deliberately set by the user.

However, it is up to the user to what extent he uses the historization option to make each (small) change to the employment data a new employment segment, or to document only essential cornerstones, e.g:

- Change in working time
- Change in collective contract classification
- Status switch between ACTIVE, INACTIVE or EXIT

Details on the individual fields can be found here: Employment Field Index[2]

Secondary jobs

In this submenu you can enter jobs in other companies, but only for information.

Maternity/parental leave

In this area, future maternity protection or maternity leave (parental leave) is maintained.

Naturally, maternity can only be saved for one employee. Maternity leave can be saved for both male and female employees (paternity leave).

The maternity protection and maternity leave periods are calculated according to the expected date of birth entered.

These can also be automatically transferred to an employment entry by checking the "Create/update employment entry for maternity protection" checkbox.

Disability

Disabilities are kept up to date in this area. As soon as a disability is saved, a message appears indicating that a document can be stored for it. Select the desired disability in the list and click the "**x related documents**" button. In the following dialog you can upload one or more documents.

NOTIZ

Important: This links the document to the selected disability and automatically stores it in the correct destination folder in the "Documents" tab. The reverse procedure of uploading the document in the "Documents" tab and then assigning it to the disability is not possible, see: Linking Documents with a Disability or Tax Benefit[1]

WARNUNG

Important: Please observe Time Limitation and Historization[2] so that you achieve the intended effectiveness and historization!

You can find more information on the entries under Employment Field Index[3].

See also the detailed instructions: Recording Disabilities and Tax Benefits[4]

1. /daisy/webdesk-manual-admin/7783-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7738-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7839-dsy.html?language=4
4. /daisy/webdesk-manual-admin/7782-dsy.html?language=4

Permits

The employee's work and residence permits are entered here.

Details on the individual fields can be found below: Bewilligungen Feldverzeichnis[3]

Employee interview / disciplinary proceedings

In this tab, disciplinary steps or employment-law measures and warnings concerning the employee can be noted and recorded with history tracking.

You can find more information on this tab under Employment Field Index[1] .

1. /daisy/webdesk-manual-admin/7839-dsy.html?language=4

Termination

This page is for your information about scheduled or already completed terminations of the employment relationship with this employee.

Recording an employee termination, as well as changing this data or deleting the scheduled termination, is done via the "More" button in the main view of the employee form ("End employment relationship").

Changes to an employee termination recorded in this way can likewise be entered via "More"/"End employment relationship". Information on the entry can be found in the FAQ section under Recording an Employment End in the Employee Form[1].

1. /daisy/webdesk-manual-admin/9550-dsy.html?language=4

1. /daisy/webdesk-manual-admin/7738-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7839-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7841-dsy.html?language=4