

# Personnel

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## Dashboard

Dashboard is freely configurable and shows an overview of the stored data.

Currently possible windows:

- Expiring employment contracts
- Beginning employment relationships
- Upcoming maternity protection
- Upcoming Activations
- Upcoming deactivations
- Expiring trial periods
- Employees Demography
- Employee statistics
- General statistics

## Employee current

With this filter option, only the current, active employees are displayed.

## Entries

Here you can filter according to planned entries.

## Leavings

All inactive employees who have left the company are listed here.

## All Employees

This list provides an overview of all saved employees, regardless of whether they are active or inactive.

## Administration

### Re-entries

Planned re-entries are listed here.

### End of employment

This is the menu in which you use to record resignations.

Person	Text field with deposited list of all stored persons
Leaving date	Date field
Announced	Date field
reason	Configurable selection list
comment	Text box
Last working day	Date field

Withdrawn	Date field
Departure meeting on	Date field
meeting content	Text box
meeting partner	Text field with deposited list of all stored persons
work equipment returned	Date field
Comment on work equipment	Text box

## Social security registration

This option displays all active employees and highlights those in blue who have not yet completed the social insurance registration step. Above the list there are 2 buttons. "Close" and "Start social insurance registration" With Close the list is closed and the homepage of HR-Expert is displayed, with Start social insurance registration all blue marked employees from the list are checked for completeness of the necessary data and forwarded to the social insurance registration by workflow.