Personnel

The **Personnel** area offers you all the features required for administering your employees.

Here you can create electronic personnel files, record and edit employee data extensively, administer changes to your employees, and also record basic matters such as the creation of new employees or the termination of employees.

Below you will find an overview of the individual modules that can be administered via the Personnel area.

To get to these modules, please use the selection options that appear when you click "Personnel" in the start view of HR-Expert.

• Dashboard[1] • Employees (current)[2] • Hires[3] • Terminations[4] • All employees[5] • Administration[6] (Re-entry[7], End employment[8], social insurance registration[9])	

Dashboard

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

Currently possible windows:

- Employee statistics
- Employment statistics
- Salary statistics
- Employee demographics
- Upcoming activations
- Employment relationships starting
- Upcoming maternity protection
- Employment relationships expiring
- Probationary periods expiring
- Permits expiring
- Upcoming deactivations
- Certificates expiring
- Upcoming birthdays

Some windows, for example "Employment relationships starting," let you switch directly to the respective employee profiles by clicking.

Windows are added via "**Add window**" at the top right.
With this feature you can also design the individual window views.

With the "**Layout**" feature, also at the top right, you can change the display of the windows on the dashboard.

Employees (Current)

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

Hires

Here you can filter by planned hires.

By clicking the person, you can switch directly to their profile.

In addition, you can use the "New" button to switch to the mask for creating a new employee profile.
Information on creating a new employee and on the employee mask can be found here[10].

Terminations

Here all employees who have left and are inactive are listed.

By clicking the person, you can switch directly to their profile.

All Employees

This list provides an overview of all stored employees, regardless of whether they are active, inactive, or have left

Administration

Re-entry

Here it is possible to process the re-entry of employees who have left the company.
In the selection list for the Persons field, you will therefore find only those employees listed who have left.
Information on how to carry this out can be found under Re-entry of Employees (via HR-Expert)[11].

End Employment

This is the menu used to record terminations. Further information about the fields of this mask and about processing a termination can be found under Recording Terminations in HR-Expert[12]

Person	Text field with a stored list of all saved persons
Termination date	Date field
Announced	Date field
Reason	Configurable selection list
Comment	Text field
Last working day	Date field
Withdrawn	Date field
Exit interview on	Date field
Interview content	Text field
Interview partner	Text field with a stored list of all saved persons

Work equipment returned	Date field
Comment on work equipment	Text field

Social Insurance Registration

This option shows all active employees and highlights in light brown those who have not yet gone through the social insurance registration step. Above the list there are 2 buttons, "Close" and "Start social insurance registration".

- Close closes the list and displays the HR-Expert home page.
- "**Start social insurance registration**": with this button you can register the employees you have selected with the social insurance. If data required for registration is missing in the employee profile, this is displayed immediately as a popup message. You can then switch directly to profile editing by clicking the employee, enter the missing data, and start the social insurance registration again.

1. /daisy/webdesk-manual-admin/7799-dsy.html?language=4
2. /daisy/webdesk-manual-admin/11013-dsy.html?language=4
3. /daisy/webdesk-manual-admin/9550-dsy.html?language=4