

## General

**HR-Expert** is a very comprehensive personnel management suite.

Here, the HR admin can directly manage and evaluate all relevant master data of the employee. Data can be exported to Excel or PDF at any time.

HR-Expert itself offers a detailed personal mask in a very simple and intuitive user interface. In addition, organizational master data such as departments and cost centers can also be maintained.

Webdesk HR-Expert uses the same database as Webdesk EWP and additional tables to store the information to be managed.

## Structure of this Manual

- **Key information and entry helpers**
- **Personal mask**<sup>1</sup>  
this section describes the individual tabs (views) of HR-Expert.
- **Step by step instructions**  
this section contains detailed instructions for some procedures

## Functions of HR-Expert

- Person master data with contract history and position, job, and organizational history
- Administration and assignment of skills
- Management of relatives
- Management of personal bank accounts and salaries
- Managing information about disabilities
- Assignment of responsibilities
- Institutional training of the employee (classical training)
- Establishment plan and organisation chart
- Comprehensive reports
- Full text search by person, job, position, location, organizational unit and cost center

In Detail these are:

- employee master data
- employment data
  - Employment and contract basic data (weekly hours, entry, leaving, status)
  - handicaps
  - maternity leave
- Termination Info
- relatives
- Address data (private + business)
  - Communication data (private + business)
- Core organizational data (organizational unit, master cost center, locations)
- Incl. several cost centers per person with accounting
- financial data
  - bank details

- Salary data (basic salary, provisions, lump payment, ...)
- Documents
- Additional employment data
  - secondary employment
  - Permits (residence permit, work permit)
  - disciplinary procedure
- Extensive reports
  - employee metrics
  - employee lists
  - Change reports
  - etc.
- Extended employee data
  - educational data
    - Professional history
    - school education
    - Further education and seminars
    - certificates
  - qualifications
  - Extended organizational data
    - permanent positions

1. </daisy/webdesk-manual-admin/7799-dsy.html?language=4>