Personalwolke HR-Expert

General

With **HR-Expert** you rely on structured, clean, and efficient personnel data management.

Here, the HR person (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 comprehensive person form in a very simple and intuitive user interface. In addition, organizational master data such as departments and cost centers can also be maintained.

Structure of the Manual

- **Important Information and Input Aids**[1]
  this section explains some basic procedures of HR-Expert
- **Employee Form**[2]
  this section describes the individual tabs (views) of HR-Expert
- **Step-by-Step Instructions**[3]
  in this section you will find suitable detailed instructions for complex procedures

Functions of HR-Expert

- Employee master data with contract history and budgeted position, job, and organization history
- Management and assignment of skills
- Management of family members
- Management of personal bank accounts and salaries
- Management of information about disabilities
- Assignment of responsibilities
- Institutional training of the employee (classic training)
- Staffing plan and organization chart
- Comprehensive reports
- Full-text search by person, job, budgeted position, location, organizational unit, and cost center

In detail, these are

- Employee master data[4]
- Employment data [5]
  - Employment status, contract data, and history [6]
  - Disabilities[7]
  - Maternity protection[8]
- Termination info [9]
- Family members [10]
- Contact data[11] (addresses, phone numbers, email addresses)
  - Private[12]
  - Business [13]
- Core organization data [14](organizational unit, primary cost center, locations)
- Including multiple cost centers per person with cost center assignment [15]

- Financial data[16] (including salary data)
  - Bank accounts [17]
  - Tax benefits[18]
- Documents[19]
- Additional employment data
  - Secondary employment [20]
  - Permits[21] (residence permit, work permit)
  - Disciplinary proceedings[22]
- Comprehensive reports [23]
  - HR metrics [24]
  - Employee lists[25]
  - Change reports [26]
- Extended employee data
  - Education data
    - Professional history [27]
    - School education [28]
    - Further education and seminars [29]
    - Certificates[30]
  - Qualifications [31]
  - Extended organization data
    - Budgeted positions

WARNUNG

The instructions on these pages use **screenshots** for better visualization. However, since every Personalwolke system is individually tailored to the customer, these screenshots may differ slightly from your system in appearance and/or text.

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