Required Fields

Below is a list of the required fields for a selection of topic areas.
More detailed information on the topic areas can be found in the instructions for the individual menu items.

> NOTIZ
> Required fields are fields marked with an asterisk and can differ from client to client.
> To be able to save a record / employee, all required fields must be filled in.

- Master Data tab[1]
  - Client (prefilled)
  - Last name
  - First name
  - Personnel number (suggested by the system, but can be changed as long as it is unique in the company)
  - User name (same behavior as personnel number)
  - Valid from (start of validity of the employee record as a whole; entries for before this date are not possible, see: Time Limitation and Historization)
- Employment tab[2]
  - Status
  - Employment code
  - Full-time weekly hours
  - Working time unit
  - Weekly hours or percent
  - Working days per week
  - Weekly schedule
  - Entry date
  - Social insurance group
  - Valid from
  - Valid until
- Organization tab[3]
  - Organizational unit
  - Valid from
  - Valid until

1. /daisy/webdesk-manual-admin/7741-dsy.html?language=4
2. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/Personenmaske/Besch%C3%A4ftigung/Besch%C3%A4ftigung.html
3. https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/Personenmaske/Organisation/Gruppen.html