

Master Data

The screenshot shows the 'HR-Expert' software interface. At the top, there is a navigation menu with 'PERSONNEL', 'ORGANISATION', 'REPORTS', and 'SYSTEM MAINTENANCE'. A search bar is located in the top right corner. The main content area displays the 'Person: Sonne Susanne (SuW22032807, Sonne und Wind GmbH)'. Below this, there is a profile picture and a list of icons. The 'Master data' tab is selected, showing a grid of data fields. The fields are organized into several sections: Client, Title, Lastname, First name, Title suffixed, Date of Birth, Age, Gender, Employee-ID, Username, Job title, Internal Title, Birth Name, Middle Name, Origin, Insurance, Comment, Date of Death, Valid from, and Valid till. The 'Origin' section is expanded, showing Citizenship (Austria), Birth Country (Austria), and Birth Place (Litschau). The 'Insurance' section shows SSN 4231010668 and Health Insurance (Österreichische Gesundheitskasse). The 'Date of Death' section shows Valid from 03.06.2022 and Valid till 01.01.3000.

All personal data of the employee are recorded here.

This tab provides a quick overview of the employee, his position in the company and his user name.

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Important: The "**Valid from**" date in the "Master data" tab defines the overall validity start date of the employee file! All time-related data records in the employee file can be entered for that date at the earliest! See Illustration: [Time limitation and Historisation](#)¹.

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The employee's **entry date** is in [Tab Employment - Employment](#)².

Details on the individual fields can be found at: [Master Data Field Index](#)³

1. [/daisy/webdesk-manual-admin/7738-dsy.html?language=4](#)
2. [/daisy/webdesk-manual-admin/7758-dsy.html?language=4](#)
3. [/daisy/webdesk-manual-admin/7842-dsy.html?language=4](#)