

Master Data

The screenshot shows the 'Personen' tab in the webdesk hr expert system. The employee's name is Wayne John Morrison, born on 26.05.1907. His position is 'Schauspieler' (Actor) at 'Muster'. The form includes fields for personal data (name, date of birth, gender), contact information (address, phone), and organizational details (position, department). There are also buttons for 'Abbrechen' (Cancel) and 'Speichern' (Save). The interface is in German and includes a search bar and navigation tabs.

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.

NOTIZ

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.

NOTIZ

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](#)