

# Master Data

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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](#)<sup>1</sup>.

NOTIZ

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

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

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>