

Master Data

The screenshot shows the HR-Expert software interface. At the top, there is a navigation bar with tabs for PERSONNEL, ORGANISATION, REPORTS, and SYSTEM MAINTENANCE. Below this, the user profile for 'Person: Sonne Susanne (SuW22032807, Sonne und Wind GmbH)' is displayed, including a profile picture, name, title (SuW-CEO), and active status. The 'Master data' tab is selected, showing a grid of fields for personal and professional information. The fields are organized into sections: Client (Sonne und Wind GmbH), Title (D1), Lastname (Sonne), First name (Susanne), Title suffixed, Date of Birth (01.06.1968), Age (54), Gender (Female), Employee-ID (SuW22032807), Username (SuWsonnusa), Job title (Geschäftsführung (Technik)), Internal Title, Birth Name, Middle Name, Origin (Citizenship: Austria, Birth Country: Austria, Birth Place: Litschau), Insurance (SSN: 4231010668, Health Insurance: Österreichische Gesundheitskasse), Comment, Date of Death (03.06.2022), Valid from (03.06.2022), and Valid till (01.01.3000). A search bar is visible in the top right corner.

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.

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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>