

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 profile of 'Person: Sonne Susanne (SuW22032807, Sonne und Wind GmbH)'. The profile includes a photo of Susanne Sonne, her title 'SuW-CEO', and her status 'Active'. Below the profile, there are several tabs: 'Master data', 'System', 'Contactinfos', 'Time Acquisition', 'Organisation', 'Skills', 'Employment', 'Development', 'Finances', 'Education', 'Family', and 'Documents'. The 'Master data' tab is selected, showing the following information:

Client	Sonne und Wind GmbH	Username	SuWsonnuss	Insurance	SSN 4231010668
Title	D1	Job title	Geschäftsführung (Technik)	Health Insurance	Österreichische Gesundheitskasse
Lastname	Sonne	Internal Title		Comment	
First name	Susanne	Birth Name		Date of Death	
Title suffixed		Middle Name		Valid from	03.06.2022
Date of Birth	01.06.1968	Origin		Valid till	01.01.3000
Age	54	Citizenship	Austria		
Gender	Female	Birth Country	Austria		
Employee-ID	SuW22032807	Birth Place	Litschau		

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>