Tab Contactinfos - Private addresses

In this area, **one or more private residential addresses of the employee** are entered and stored in a **history**.

Please note that only one of the addresses can be marked as the **primary (registered) address** at any time! As soon as this attribute is assigned to a new address, HR-Expert automatically corrects the "*Valid to*" field of the address previously marked as primary.

The address is required for social security registration and for any form of contract.
The employee's private address is also helpful for coordinating activities outside the place of work.

A **correspondence address** can be of interest if the employee is staying at a different address for a longer period of time but is not registered there. An example would be a stay in other accommodation while longer repairs are carried out at the registered address.

Below the entry form, the active residential addresses are displayed, followed by all entries whose validity has expired.

Use the "New" button to enter a new address. An incorrect entry can be deleted with "Delete line".

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Important: Please observe Time limitation and historization[1] so that you achieve the intended effectiveness and historization!

1. /daisy/webdesk-manual-admin/7738-dsy.html?language=4