Extending a Fixed-Term Employment Relationship

- Open the employee in question.
- Open the Employment tab - Employment [1]
- Clicking "Edit" puts the employee record into write mode.
- Create a new entry by clicking "New".
- Now you can enter all contract-relevant data in the form and give the contract the correct validity period by entering the corresponding values in the fields "Valid from" and "Valid until".
- If you leave the value in the "Valid until" field as preset, you create a permanent entry, or you have the option to use this date field to create a fixed-term entry (again).

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Important: Observe Time Limitation and Historization[2] so that you achieve the intended effectiveness and historization!

1. /daisy/webdesk-manual-admin/7758-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7738-dsy.html?language=4