Employment Field Index

"Employment states" tab

Field name	Field type	Description
Valid from	Date field	Required field, with calendar. Default: current date
Valid to	Date field	With calendar. Default: 01.01.3000
Priority	Dropdown	Required field, with selection list. Options: "Primary employment" or "Secondary employment"
Social security group	Dropdown	Required field, with selection list. Options: "Fully insured", "Marginal", "Apprentice", "Freelancer", "Marginal freelancer"
Employment code	Dropdown	Required field, with selection list. Options: "Blue-collar worker", "White-collar employee", "Freelancer", "Contract for work", "Civil servant"
Entry date	Date field	Required field, with calendar
Termination date	Date field	With calendar, for fixed-term or terminated employment relationships
Fictitious entry date	Date field	With calendar. To calculate creditable previous employment periods, enter a correspondingly earlier date.
End of probation period	Date field	With calendar

"Secondary job" tab

This area is used exclusively to record secondary jobs at other companies and organizations. Secondary jobs or employments that the employee performs in your company must be recorded in the "Employment states" tab.

Field name	Field type	Description
Activity	Text field	To describe the type of activity
Function	Dropdown	With selection list. To record a liability-relevant function. Options: "Shareholder", "Managing director", "Supervisory board", "Executive board". If no liability-relevant function is performed, the field remains empty

Company	Text field	Name of the employer
Legal form	Dropdown	With selection list. Options: "GmbH", "AG", "Sole proprietorship", "GmbH & Co KG", "OHG". If none of the options applies, the field remains empty.
Employment code	Dropdown	With selection list. Options: "Blue-collar worker", "White-collar employee", "Freelancer", "Contract for work", "Civil servant"
Time commitment	Text field	To enter the number of weekly hours
Comment	Text field	For additional information
Mailing address / Street	Text field	To record the company address
Mailing address / Address line 2	Text field	To record the company address
Mailing address / Address line 3	Text field	To record the company address
Mailing address / Postal code	Text field	To record the company address
Mailing address / City	Text field	To record the company address
Mailing address / Country	Dropdown	With selection list
Correspondence address	Checkbox	The company address for the secondary job can be used as an alternative mailing address to the private address
Valid from	Date field	Required field, with calendar, default is the current date
Valid to	Date field	Required field, with calendar, default is 01.01.3000

"Maternity protection / Parental leave" tab

Field name	Field type	Description
Expected date of birth	Date field	With calendar, for entering the expected due date (EDD)
Create/update employment entry for maternity protection	Checkbox	Checking this box automatically generates an entry under "Employment states" or updates an existing one
Authority notified	Date field	With calendar, for entering the date on which the labor inspectorate was informed
Work restrictions / from	Date field	With calendar, for entering the date from which any work restriction begins

Work restrictions / Description	Text field	For further information on this work restriction
Maternity protection / from	Date field	With calendar. For the start date of maternity protection based on the expected due date.
Maternity protection / expected until	Date field	With calendar. For the end date of maternity protection based on the expected due date
Maternity protection / actual date of birth	Date field	With calendar. For the actual date of birth. From this date, the post-birth maternity protection entitlement begins to run.
Maternity protection / Name of the child	Text field	For entering the name
Maternity protection / Premature birth - Cesarean section - Multiple birth	Checkbox	If one of these circumstances applies, the post-birth maternity protection entitlement is extended.
Maternity protection / until actual	Date field	With calendar, for the end of maternity protection based on the type of birth or the actual date of birth
Maternity protection / Deregistered	Date field	With calendar, for the deregistration from social security by the employer. During maternity protection, social security coverage is provided through the ÖGK
Parental leave / Parental leave?	Checkbox	Clicking it opens the input option for recording a parental leave
Parental leave / Create/update employment entry for maternity protection	Checkbox	Checking this box automatically generates an entry under "Employment states" or updates an existing one
Parental leave / Registration	Date field	With calendar, for recording the date on which social security was informed
Parental leave / from	Date field	With calendar, for the start date of the parental leave
Parental leave / to	Date field	With calendar, for the end date of the parental leave
Parental leave / End at the latest	Date field	With calendar, for the end of the statutory parental leave entitlement (in Austria, the day before the child's 2nd birthday)
Parental leave / Split?	Checkbox	Clicking it opens the input option for recording the data for a split parental leave

Parental leave / Number of parts	Text field	For entering how many segments the parental leave is divided into
Parental leave / 2nd part from	Date field	With calendar, for entering the start of the 2nd part of the parental leave
Parental leave / 2nd part to	Date field	With calendar, for entering the end of the 2nd part of the parental leave
Parental leave / extended until	Date field	With calendar. If a parental leave beyond the statutory entitlement is agreed, its end can be entered here.
Parental leave / Expected return	Date field	With calendar, for entering the return date
Comment	Text field	For entering further information

"Disabilities" tab

Field name	Field type	Description
Disability	Dropdown	With selection list, options: "Wheelchair", "Visually impaired", "Hearing impaired", "Speech impaired". If none of these applies, the type of disability can be recorded in the "Comment" field below
Percent	Text field	Required field, the percentage in numbers forms the basis for rights and entitlements
Authority	Text field	Entry of the authority confirming the degree of disability (in Austria, usually a decision of the Federal Ministry of Social Affairs)
Statutory number	Text field	Required field for entering the statutory number of employees with disabilities according to the employment obligation, depending on the size of the total workforce
Date of recognition	Date field	With calendar, usually the date of the decision documenting the degree of disability
File number	Text field	For entering the file number of the confirming document
Comment	Text field	For further information, e.g., a more detailed description of the type of disability or the resulting requirements
Valid from	Date field	Required field, with calendar, enables time limitation and

		historization, default is the current date
Valid to	Date field	Required field, with calendar, enables time limitation and historization, default is 01.01.3000

"Permits" tab

Field name	Field type	Description
Issuing authority	Text field	For entering the organization that issued the permit
Comment	Text field	For further information
Target country	Dropdown	With selection list, options "Austria" and "Germany"
Valid from	Date field	Required field, with calendar, enables time limitation and historization, default is the current date
Valid to	Date field	Required field, with calendar, enables time limitation and historization, default is 01.01.3000

"Disciplinary proceedings" tab

Field name	Field type	Description
Comment	Text field	Explanation of the circumstances
Date	Date field	With calendar, date on which the proceedings were initiated
Planned action	Text field	Recording of the measures taken
Reason	Text field	Justification of the measures
Works council informed on	Date field	With calendar
Supervisor	Dropdown	Required field, to mark the supervisor, with employee list

"Termination" tab

Note: a termination is recorded via the "More" button --> "End employment relationship"

Field name	Field type	Description
Notification date	Date field	Required field, with calendar, for entering the date on which the employee received the information. Default is the current date
Termination date	Date field	Required field, with calendar, for the legally established end date of employment

Recording date	Date field	With calendar, default is the current date
Reason	Dropdown	Required field, with selection list. Options are "Termination (mutual agreement)", "Notice by employee", "Notice by employer", "Retirement", "Death", "Summary dismissal", "Expiry of term", "Justified early termination by employee", "End of freelance contract", "Unjustified early termination by employee", "Educational leave", "Termination during probation period by the employer", "Termination during probation period by the employee", "Other reasons for the end of employment", "Termination due to illness", "End of apprenticeship"
Comment	Text field	For further information
Last working day	Date field	With calendar, for the actual last day of work
Exit interview on	Date field	With calendar, for a possible interview date
Meeting content	Text field	For further information
Meeting partner	Dropdown	With a selection list of the active employees
Work equipment returned	Date field	With calendar
Comment on work equipment	Text field	For further information

Note

If required, additional fields can be added in the "Employment" area to record data specific to your company. Please contact our specialists and experts for this!