Employment Field Index

"Employment States" tab

Field name	Field type	Description
Valid from	Date field	Mandatory field, with calendar. Default: current date
Valid until	Date field	with calendar. Default: 01.01.3000
Priority	Dropdown	Mandatory field, with selection list. Choices are "Primary employment" and "Secondary employment"
Social security group	Dropdown	Mandatory field, with selection list. Choices are "Fully insured", "Marginal", "Apprentice", "Freelancer", "Marginal freelancer"
Employment code	Dropdown	Mandatory field, with selection list. Choices are "Worker", "Salaried employee", "Freelancer", "Contract for work", "Civil servant"
Entry date	Date field	Mandatory 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 prior periods of service, enter a correspondingly earlier date.
End of probation	Date field	with calendar

"Secondary Jobs" 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 function that involves liability. Choices are "Shareholder", "Managing director", "Supervisory board", "Executive board". If no function involving liability is performed, the field remains empty

Company	Text field	Recording of the employer by name
Legal form	Dropdown	with selection list. Choices are "GmbH", "AG", "Sole proprietorship", "GmbH & Co KG", "OHG". If none of the choices applies, the field remains empty.
Employment code	Dropdown	with selection list. Choices are "Worker", "Salaried employee", "Freelancer", "Contract for work", "Civil servant"
Time commitment	Text field	for entering the number of weekly hours
Comment	Text field	for additional information
Postal address / Street	Text field	to record the company address
Postal address / Address line 2	Text field	to record the company address
Postal address / Address line 3	Text field	to record the company address
Postal address / Postal code	Text field	to record the company address
Postal address / City	Text field	to record the company address
Postal address / Country	Dropdown	with selection list
Correspondence address	Checkbox	the company address of the secondary job can be used as an alternative mailing address to the private address
Valid from	Date field	Mandatory field, with calendar; the default is the current date
Valid until	Date field	Mandatory field, with calendar; the 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 date of birth (EDB)
Create/update employment entry for maternity protection	Checkbox	checking it 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 date on which maternity protection begins, based on the expected date of birth.
Maternity protection / until (expected)	Date field	with calendar. For the date on which maternity protection ends, based on the expected date of birth
Maternity protection / actual date of birth	Date field	with calendar. For the actual date of birth. From this date, the postnatal 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 postnatal 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 insurance by the employer. During maternity protection, social insurance is provided via 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 it 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 insurance was informed
Parental leave / from	Date field	with calendar, for the start date of the parental leave
Parental leave / until	Date field	with calendar, for the date on which the parental leave ends
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 sections 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 until	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. Choices are "Wheelchair", "Visually impaired", "Hearing impaired", "Speech impaired". If none of these applies, the type of disability can be recorded in the following "Comment" field
Percent	Text field	Mandatory field; the percentage in numbers is the basis for rights and entitlements
Authority	Text field	Entry of the authority that confirms the degree of disability (in Austria usually a decision of the Ministry of Social Affairs)
Legal number	Text field	Mandatory field for entering the legally required number of employees with a disability under 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	Mandatory field, with calendar, enables time limitation and historization; the default is the current date
Valid until	Date field	Mandatory field, with calendar, enables time limitation and historization; the 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 additional information
Target country	Dropdown	with selection list. Choices are "Austria" and "Germany"
Valid from	Date field	Mandatory field, with calendar, enables time limitation and historization; the default is the current date
Valid until	Date field	Mandatory field, with calendar, enables time limitation and historization; the 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	Mandatory field, to designate the supervisor, with employee list

"Termination" tab

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

Field name	Field type	Description
Notification date	Date field	Mandatory field, with calendar, for entering the date on which the employee received the information. The default is the current date

Termination date	Date field	Mandatory field, with calendar, for the legally justified date of the end of service
Recording date	Date field	with calendar, the default is the current date
Reason	Dropdown	Mandatory field, with selection list. Choices are "Termination (by mutual agreement)", "Resignation by employee", "Dismissal by employer", "Retirement", "Death", "Summary dismissal", "Expiry of term", "Justified early resignation", "End of freelance contract", "Unjustified early resignation", "Educational leave", "Termination during probation by the employer", "Termination during probation by the employee", "Other reasons for the end of employment", "Termination due to illness", "End of apprenticeship"
Comment	Text field	for additional 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
Interview content	Text field	for additional information
Interview partner	Dropdown	with a selection list of the active employees
Equipment returned	Date field	with calendar
Comment on equipment	Text field	for additional information

Note

If required, it is possible to add further fields in the "Employment" area to capture data specific to your company. Please contact our specialists and experts for this!