Master Data Field Index

Field name	Field type	Description
Client	Dropdown	specifies the company to which this employee belongs and cannot be changed afterwards
Academic title	Text field	for academic titles (Dr., Prof., Mag., DI, etc.)
Last name	Text field	Mandatory field for the employee's last name
First name	Text field	Mandatory field for the employee's first name
Suffix title	Text field	for titles that follow the name (BA, MA, PhD)
Date of birth	Date field	with a date picker as an aid; next to it, the system can display the employee's current age
Gender	Dropdown	with a selection list
Personnel number	Text field	Mandatory field; automatic assignment can be configured. The personnel number must be unique.
User name	Text field	Mandatory field; the user name must be unique and clearly assignable
Occupation/Position	Text field	required for social insurance registration
Internal title	Dropdown	comes with a customizable selection window and describes the internal position
Birth name	Text field	to be able to trace any name changes
Middle name	Text field	for entering any additional first names
Citizenship	Dropdown	required for social insurance registration
Country of birth	Dropdown	with a selection list
Place of birth	Text field	information field only
Social security number	Text field	SSN, required for social insurance registration
Health insurance	Dropdown	with a selection list, which is configurable
Comment	Text field	for any further information about the employee
Date of death	Date field	with a date picker as an aid,

Valid from	Date field	Mandatory field, start of validity of all data and of the employee's access rights
Valid until	Date field	End of validity of the record; after this date, no further information can be entered

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