Social security registration

Individual registration

- Select the desired employee
  - Preferably via the quick search (magnifying glass icon at the top right)
  - Alternatively via the employee list, namely via:
    - Main menu > Personnel > "Employees (current)"
    - QuickLinks (left toolbar) > "Employees (current)" (green figure icon)
- Clicking "Edit" activates edit mode for this employee.
- If the data is incorrect or incomplete, edit it:
  - Clicking "Edit" activates edit mode for this employee.
  - Correct the entries and/or complete the required fields.
  - "Save" submits the data to the system and you return to read mode.
- The "Social security registration" button at the top right checks that the required fields are complete and forwards the data to LeitnerLeitner for registration by starting the workflow/process.
- Once LeitnerLeitner has completed the social security registration, the workflow is displayed for review under the menu item "Open tasks".
- Using the link "Open in HR-Expert", the record of the respective employee can be opened and any missing fields can be completed or fields that need to be changed can be edited.

Bulk registration

- Go to the list of employees whose social security status is not "Registered":
  - Main menu > Personnel > Administration > Social security registration
- When the page is opened, all list entries are initially selected (highlighted in blue).
- Now select, by clicking, all employees to be registered (with all fields completed!)
  - Here, too, you can specifically select several elements from a list[1]
- The "Start social security registration" button checks that the required fields that are needed for creating an employee in HR-Expert[2] are complete, and forwards the data to LeitnerLeitner for registration by starting the workflow/process. A separate workflow is created for each selected employee.
  - If data is missing or incorrect, a message appears that allows you to make the necessary corrections.
- Once LeitnerLeitner has completed the social security registration, the workflow is displayed for review under the menu item "Open tasks".

1. /daisy/webdesk-manual-admin/7739-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7858-dsy.html?language=4