Employment States

This input form distinguishes between two terms:

Employment: the main (=primary) type of activity of the employee

and

Employment state: which employments there have been so far, are planned, or run in parallel to the primary employment.

This form of administration makes it possible to manage the primary and secondary status of an employee's employment, as well as to document it historically.

This allows several "jobs" (employments) to be displayed, which replace or interrupt each other depending on the employment state.

When is it useful to use this function?

Whenever an employee has taken or will take a change in the type of employment relationship or in the weekly working hours during their time with the company, e.g. parental leave, sabbatical, care leave, partial retirement, etc.

However, it is up to the user to what extent they use the historization option to turn every (small) change in the employment data into a new employment period, or only document key milestones such as:

- Change of working hours
- Change of collective agreement classification
- Status change between ACTIVE, INACTIVE or TERMINATION

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Important: Please note Time Limitation and Historization [1]so that you achieve the intended effectiveness and historization!

To avoid confusion:

- **Valid from**: start of validity of the record
- **Entry date**: date on which the employee became part of the company
- **Fictitious entry date**: optional and used for calculating the years of service

Details on the individual fields can be found under Employment Field Index[2]

All relevant changes as well as how to use the new options are shown in the following **example**:

Example: Employments and employment relationships

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The salaried employee Michael Micosi works full-time in the company with 38.5 weekly hours. As of 03/01/2023, he wants to take paternal leave for two months, but would like to continue working marginally for 9 hours per week in the company. Renate Rennard is his HR manager and prepares everything in HR-Expert for Michael's employment states.

Initial status

Step 1 - pause the primary employment relationship for the duration of the parental leave

First, Renate activates the edit view in the **"Employment states"** tab via the "Edit" button. To create the prerequisites for a secondary employment relationship, the primary employment relationship (full-time) must first be set to inactive for the duration of the parental leave.

To do so, she clicks the primary employment and then **"New"** next to the title **"Employment states"**. A new employment state **"inactive"** for the duration of the parental leave, as well as the **reactivation** of the full-time relationship after the parental leave, must be created as separate rows:

Step 1: pause the primary employment relationship for the duration of the leave

Step 2 - add a new (marginal) employment

With the **"New"** button, a new employment is added - this is meant to represent the marginal employment during the leave. Because the primary employment is paused, the fields **"Valid from"** and **"Valid until"** are filled in automatically by the system. Renate selects the following settings:

Valid from	Valid until	Duration	Employmen priority	Social security group	Employmen code	Entry date	Terminatio date	Fict. entry date	Qualified until
01.03.2023	30.04.2023	3M 30D	Secondary employment	Marginal	Salaried employee	01.03.2023			

The secondary employment now appears in the overview and a relationship can now be activated. BO

Step 2: add a new (marginal) employment

Step 3 - activate the employment state of the secondary employment

In the last step, an **active employment state** must now be created for the new secondary employment in the desired period. This active status must not extend beyond the validity of the secondary employment above. The HR manager therefore selects the following settings for the temporary, marginal employment relationship:

Step 3: activating the employment state of the secondary employment

View after completing the entries

After all changes are complete, the employment overview of the employee Michael Micosi shows the following picture:

Result: new view of the employments

There are now two different employments, which are shown separately from each other and each contain their own employment relationships. By clicking the respective employment, it is highlighted and only the relationships belonging to it are listed below. Clicking again removes this filter function.

Primary employment and employment states

Secondary employment and employment states

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In this example, all settings were already made at the **start of the parental leave period**. However, these changes can also be made **in real time, i.e. on the respective effective dates** (start/end of parental leave) - nothing changes for the user.

1. /daisy/webdesk-manual-admin/7738-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7839-dsy.html?language=4