User status and employment status

In the personnel cloud, the terms "active" and "inactive" are used in two areas to indicate a state:I

- Benutzerstatus[1]
- Beschäftigungsstatus[2]

In the following, the difference in the use of "active" and "inactive" in both areas is explained.

User status

What does the status "active" or the display "active user" mean?

- The status "active" means that the employee has the scope of access of a normal user to Personalwolke.

Where is the "active user" status recognisable?

- *Administration/Persons: in the table column "active user". A distinction can be made here between "yes" and "no" or the display of all employees ("---").*

- HR-Expert: Tab "System" in der master data view of the person

When is a user inactive?

> If an employment relationship is terminated, the user status is automatically set to inactive by the system after the last working day.

Can the user status be changed arbitrarily?

> Yes, by unchecking "Active user" in the person mask/system in HR-Expert (for more information, click here[3]).

When should the employee's user status be changed in this way?

> If there is a risk of misuse of the system by the employee. This prevents access to Personalwolke.

An employee's primary employment relationship is paused, for example, due to maternity leave. How does this affect the user status?

> An employee on maternity leave, care leave, sabbatical or similar is also managed as an active user. This is because even during maternity leave it may be necessary for them to access or change their data.

> *And what is the effect of leaving the company?*

> On the day the employment relationship ends, the user is automatically set to inactive. Only in the case of imminent danger (dismissal) does it make sense to actively deactivate access prematurely.

Employment status

What are the employment statuses?

- **active**: there is currently a valid employment relationship,
- **inactive**: the employment relationship is upright (no completed termination), but is currently not being actively exercised, e.g. due to parental leave.
- **resigned**: the employment relationship has been terminated

Where can the status of the employment relationship be identified?

- HR Expert/Personal Mask/Employment/Employment statuses: the table of the chronological sequence of employment statuses shows which employment status was/is active or inactive since when. (You can find more on the topic of employment statuses *here* [Link to the English version of "Beschäftigungszustände" will be added soon].)

- HR-Expert/Reports/Employees: hier ist eine Anzeige gefiltert nach dem Beschäftigungsstatus möglich

Nachname	Vorname	Mandant Name	Gruppe Kurzname	Benutzername	Personalnr	Gültig von	E-Mail	Geburtsdatum	Geschlecht	Beschäftigung Priorität	Beschäftigung Status	Beschäftigung Prozent	Beschäftigung Wochenstu
Adam	Angelika	Sonne und Wind GmbH	SuW-Mark	SuWadamange	SuW22032801	28.03.2022	angelika.adam@sonneundwind.at	01.03.1990	Weiblich	Primäre Beschäftigung	Aktiv	51,95	
Berger	Barbara	Sonne und Wind GmbH	SuW-FuE	SuWbarbberg	SuW22032802	28.03.2022	barbara.berger@sonneundwind.at	02.03.1990	Weiblich	Primäre Beschäftigung	Aktiv	0,00	
Charon	Claudia	Sonne und Wind GmbH	SuW-PLinz	SuWcharclau	SuW22032803	05.04.2022	claudia.charon@sonneundwind.at	03.03.1995	Weiblich	Primäre Beschäftigung	Aktiv	0,00	
Dorner	Daniel	Sonne und Wind GmbH	SuW-ProdWind	SuWdanidorn	SuW22032804	22.04.2022	daniel.dorner@sonneundwind.at	01.04.1990	Männlich	Primäre Beschäftigung	Inaktiv	0,00	
van Vliet	Vincent	Sonne und Wind GmbH	SuW-Personal	SuWabsistef	SuW22032805	22.04.2022	Vincent.vanVliet@SonneundWind.at	01.04.1990	Männlich	Primäre Beschäftigung	Aktiv	100,00	
Elsner	Elisabeth	Sonne und Wind GmbH	SuW-PMSol	SuWelsnelis	SuW22032806	03.06.2022	elisabeth.elsner@sonneundwind.at	01.06.1980	Weiblich	Primäre Beschäftigung	Inaktiv	0,00	
Sonne	Susanne	Sonne und Wind GmbH	SuW-CEO	SuWsonnsusa	SuW22032807	03.06.2022	Susanne.Sonne@SonneundWind.at	01.06.1968	Weiblich	Primäre Beschäftigung	Aktiv	100,00	
Wind	Werner	Sonne und Wind GmbH	SuW-CEO	SuWwindwern	SuW22032808	03.06.2022		03.06.1972	Männlich	Primäre Beschäftigung	Aktiv	100,00	
Thaler	Thomas	Sonne und Wind GmbH	SuW-MontSol	SuWthalthom	SuW22032809	05.06.2022		05.06.1989	Männlich	Primäre Beschäftigung	Aktiv	100,00	
Steiner	Stefan	Sonne und Wind GmbH	SuW-AUS	SuWsteistef	SuW22032810	05.06.2022		01.10.1980	Männlich		Ausgetreten	0,00	
Huber	Heinrich	Sonne und Wind GmbH	SuW-Mark	SuWhubehein	SuW22032811	10.06.2022	heinrich.huber@sonneundwind.at	01.10.1972	Männlich	Primäre Beschäftigung	Aktiv	100,00	

- HR-Expert/Berichte/Mitarbeiterstatus/Grund- und Statusliste bzw. Beschäftigungsstatus: hier können Berichte nach den verschiedenen Status-Zuständen erstellt werden. (Mehr zum Thema Berichte finden Sie hier[4].)

1. /daisy/webdesk-manual-admin/7742-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7856-dsy.html?language=4