User status and employment status

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

- User status[1]
- Employment status[2]

The following explains the difference in the use of "active" and "inactive" in the two areas.

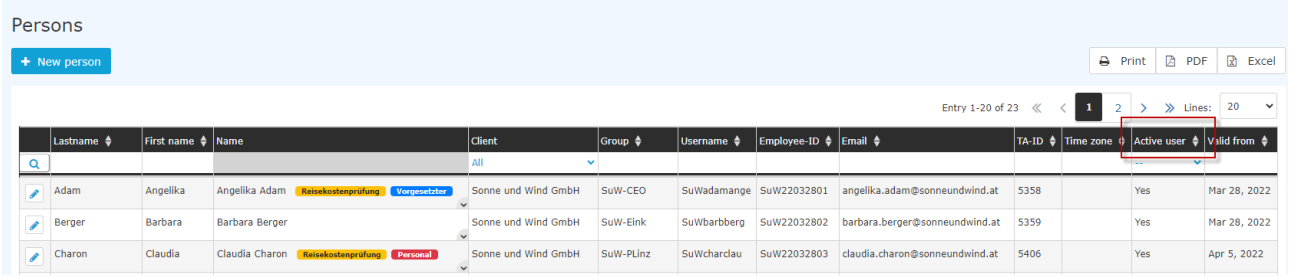
User status

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

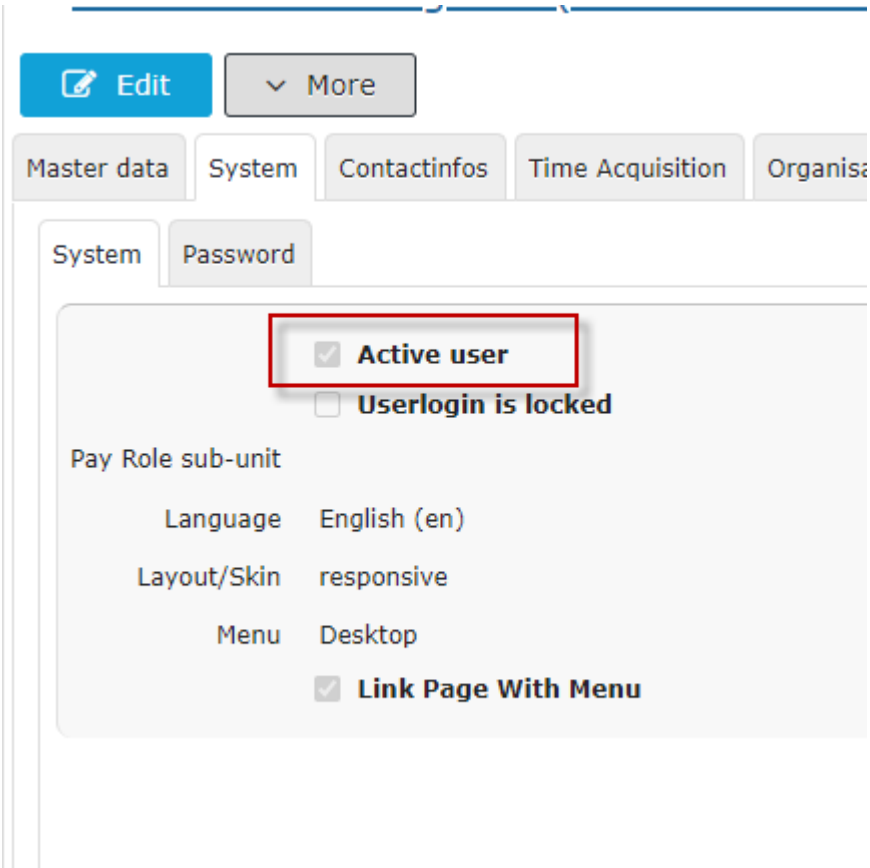
The status "active" means that the employee has the scope of access to Personalwolke of a normal user

Where can the "active user" state be seen?

- Personalwolke/Administration/Persons: in the table column "active user". Here you can distinguish between "yes" and "no" or display all employees ("---").



- HR-Expert: in the "System" tab in the person screen



When is a user inactive?

When an employment relationship ends, the user status is automatically set to inactive by the system after the last working day.

Can the user status also be changed arbitrarily?

Yes, by clearing the checkmark for "Active user" in the person screen/System in HR-Expert (you can find more information on this here[3])

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

If there is a risk of the employee misusing the system. This prevents access to Personalwolke.

An employee's primary employment is paused, for example because of parental leave. How does this affect the user status?

An employee on parental leave, during care leave, on a sabbatical or the like is also treated as an active user.

And what is the effect of leaving the company?

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

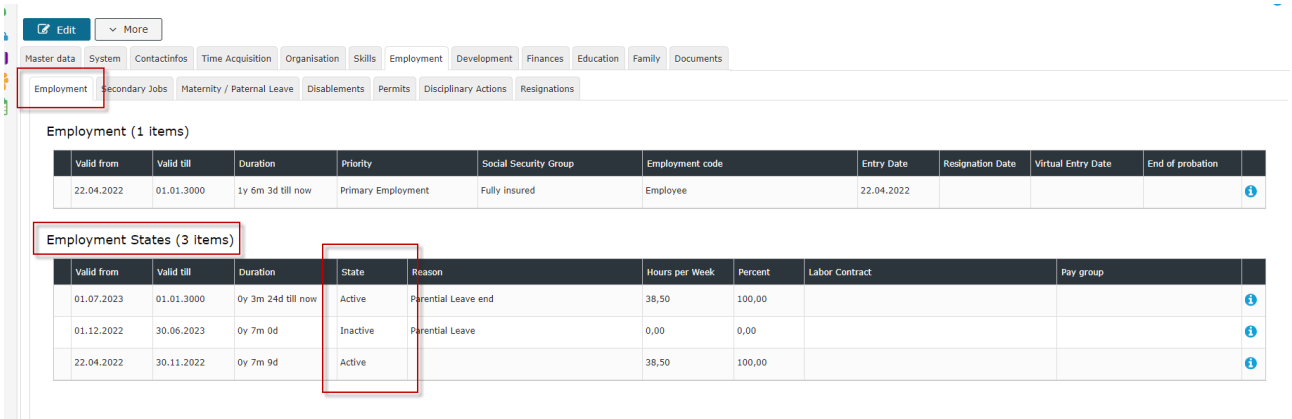
Employment status

What employment statuses are there?

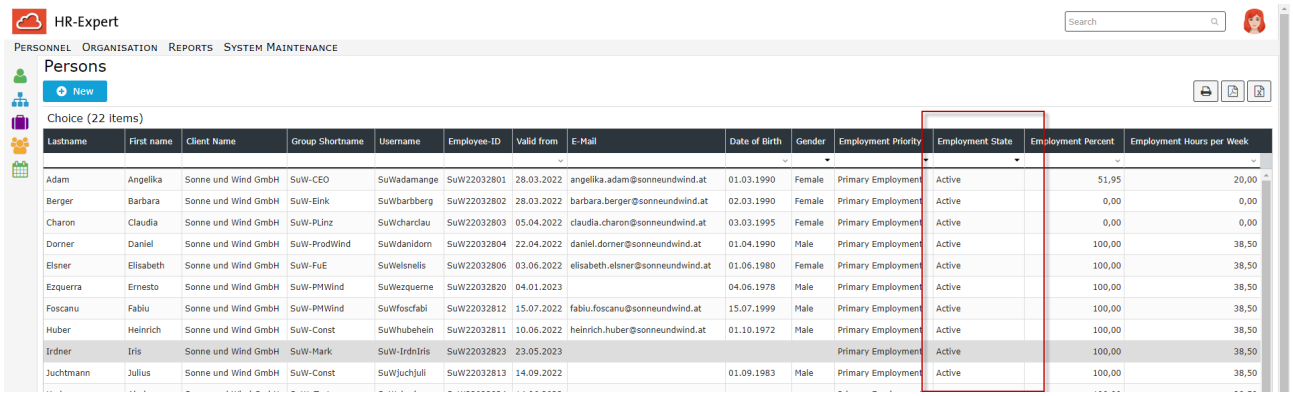
- **active:** there is currently a continuing employment,
- **inactive:** the employment continues (it has not been terminated), but is currently not actively being performed, e.g. because of parental leave
- **left**: the employment has been terminated

Where can the status of the employment be seen?

- HR-Expert/Person screen/Employment/Employment states: the table of the chronological sequence of employment states shows which employment state was or is active or inactive since when. (You can find more on the topic of employment states here[4])



- HR-Expert/Reports/Employees: a display filtered by employment status is possible here



Lastname	First name	Client Name	Group Shortname	Username	Employee-ID	Valid from	E-Mail	Date of Birth	Gender	Employment Priority	Employment State	Employment Percent	Employment Hours per Week
Adam	Angelika	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	28.03.2022	angelika.adam@sonneundwind.at	01.03.1990	Female	Primary Employment	Active	51,95	20,00
Berger	Barbara	Sonne und Wind GmbH	SuW-Eink	SuWbarbberg	SuW22032802	28.03.2022	barbara.berger@sonneundwind.at	02.03.1990	Female	Primary Employment	Active	0,00	0,00
Charon	Claudia	Sonne und Wind GmbH	SuW-PLinz	SuWcharclau	SuW22032803	05.04.2022	claudia.charon@sonneundwind.at	03.03.1995	Female	Primary Employment	Active	0,00	0,00
Dorner	Daniel	Sonne und Wind GmbH	SuW-ProdWind	SuWdanidorn	SuW22032804	22.04.2022	daniel.dorner@sonneundwind.at	01.04.1990	Male	Primary Employment	Active	100,00	38,50
Elsner	Elisabeth	Sonne und Wind GmbH	SuW-FuE	SuWelsnelis	SuW22032806	03.06.2022	elisabeth.elsner@sonneundwind.at	01.06.1980	Female	Primary Employment	Active	100,00	38,50
Ezquerra	Ernesto	Sonne und Wind GmbH	SuW-PMWind	SuWezquerne	SuW22032820	04.01.2023		04.06.1978	Male	Primary Employment	Active	100,00	38,50
Foscanu	Fabiu	Sonne und Wind GmbH	SuW-PMWind	SuWfoscfabi	SuW22032812	15.07.2022	fabiu.foscanu@sonneundwind.at	15.07.1999	Male	Primary Employment	Active	100,00	38,50
Huber	Heinrich	Sonne und Wind GmbH	SuW-Const	SuWhubehein	SuW22032811	10.06.2022	heinrich.huber@sonneundwind.at	01.10.1972	Male	Primary Employment	Active	100,00	38,50
Irdner	Iris	Sonne und Wind GmbH	SuW-Mark	SuW-IrdnIris	SuW22032823	23.05.2023				Primary Employment	Active	100,00	38,50
Juchtmann	Julius	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813	14.09.2022		01.09.1983	Male	Primary Employment	Active	100,00	38,50

- HR-Expert/Reports/Employee status/Basic and status list or employment status: here reports can be created by the different status states. (You can find more on the topic of reports here[5].)

1. /daisy/webdesk-manual-admin/7742-dsy.html?language=4
2. /daisy/webdesk-manual-admin/8617-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7856-dsy.html?language=4