HR-Expert Tutorial

English Version

Person Data (Person Information)

"Person Information" module / part contains diverse information about the particular employee of a given Client.

HR-Administrator of the Client has access to the "Person Information" section. This section is accessible from the "Person" table.

Sections

The following sections are present for a Person:

Section name	Is required?
Details	Y
Additional Contact Infos	optional / customizable by client
Organisation	Y
Skills	optional / customizable by client
Employment	Y
Finances	optional / customizable by client
Education	optional / customizable by client
Relatives	optional / customizable by client

One can find information per section below.

Details section

Details section contains general information about the person. Note that the fields list is dynamic and varies from Client to Client according to the customers' requirements.

Fields:

Field	Requirements	Is required?	Field type	Validation
Client	Client's name N O T I Z Can be editable? if HR-manager has access to several clients? or is always a plain text?	Y, not editable	plain text	N/A
Title	Employee's academic title	N	input field	

Last Name	Employee's Last Name	Y	input field	
First Name	Employee's First Name	Y	input field	
Title suffixed	Employee's academic title according to the universal university system	N	input field	
Date of Birth	Employee's Date of Birth	N	date	
Age	This value is calculated automatically when the Date of Birth is present.	not editable	plain text	N/A
Gender	Employee's gender. Possible values: • Male • Female Default value: empty.	N	drop-down	
Employee-ID	Employee's ID in the company NOTIZ Can be pre-calculated? Can be got from Webdesk?	Y	input field	must be unique
System	Is present only if client has Webdesk application account / Webdesk application installed. Block consist of the following fields: • Active user : checkbox. If checked then this particular employee is the user of Webdesk	Y, if client has Webdesk application / account	block	N/A

application.
Not required.

> **N O T I Z**
> What is
> the default
> check-box
> state?

- Username:
  input field.
  Username of
  this particular
  employee for
  the Webdesk
  application. A
  required field.

> **N O T I Z**
> Is it
> prefilled
> somehow
> from the
> user's
> initials?
> From
> Webdesk?
> Or is
> needed
> to be
> manually
> entered?

> **N O T I Z**
> Must be
> unique?

- Language:
  drop-down.
  The default
  language of
  the Webdesk
  application for
  this particular
  employee.
  *Consists
  of values
  defined for this
  customer ???*
  .Is optional.
- Layout/
  Skin: *drop-
  down ???*. The

	default skin of the Webdesk application for this particular employee. *Possible values are "Classic", "Responsive"* ???.Is optional.				
Internal title	Internal title of this particular employee in the company. Values are customizable by Client. N O T I Z (per Client? Is it possible to customize from the UI?)	N	drop-down		
Birth name	Employee's Birth Name	N	input field		
Middle name	Employee's Middle Name	N	input field		
Family	Block consists of the following fields: • Marital status: drop-down. The marital status of the employee. Possible values: • Unknown • Single • Married • Divorced • Widowed • Civil Union • Living apart Default value: empty. Optional field.	N	block	N/A	

	• Marital status valid from: date. Represents the effective date for the "Marital status" (described above). Optional field.			
Parentage	Block consists of the following fields: • Citizenship: drop-down. Defines the citizenship of the employee. Values are customizable by customer. Is optional, default value: empty. • Birth country: drop-down. Defines the birth country of the employee. Values are customizable by customer. Is optional, default value: empty. • Birth place: input field. Defines the birth place (city, village, etc) of the employee. Is optional. • Relig. confession: drop-down. Defines the religion confession of the employee. Values are customizable	N	block	N/A

	by customer. Is optional, default value: empty.				
Insurance	Block consists of the following fields: • SSN: input field. Defines the employee's Social Security Number. Is optional. • Health insurance: drop-down. Defines the health insurance provider. The list cannot be changed by the client. N O T I Z Where do we get those values from?	N	block	N/A
Comment	It is possible for the HR-manager to leave a comment about the employee's personal data.	N	text area	
Date of Death	Date of Death of the employee.	N	date	
Valid from	Defines the date when the employee starts their activity in the company i.e. when all the workflows and company's processes take effect for this particular employee. Note. No process or workflow shall be possible for this	Y	date	

	particular employee before this date.			
Valid till	NOTIZ Is it never editable? Defines the date when this particular employee will be terminated. Note. No process or workflow shall be possible for this particular employee after this date.	not editable	plain text	N/A