

## Person editor

"Person editor" contains diverse information about the particular employee of a given Client.

HR-Administrator of the Client has access to the "Person editor" 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

General information about the employee:

- **Client.** Defines the Client's name.

NOTIZ

Can be editable? if HR-manager has access to several clients? or is always a plain text?

- **Title.** Employee's academic title
- **Last Name.** Employee's Last Name
- **First Name.** Employee's First Name
- **Title suffixed.** Employee's academic title according to the universal university system
- **Date of Birth.** Employee's Date of Birth. The **Age** field displayed next to the Date of Birth field is calculated automatically when the Date of Birth is present.
- **Gender.** Employee's gender. Possible values:
  - Male
  - Female

- **Internal title.** Internal title of this particular employee in the company. Values are customizable by Client.

NOTIZ

(per Client? Is it possible to customize from the UI?)

- **Middle name.** Employee's Middle Name
- **Birth name.** Employee's Birth Name

**Employee-ID.** Employee's ID in the company: a unique identifier assigned to each employee in the company.

NOTIZ

Can be pre-calculated? Can be got from Webdesk?

**System.** System block 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 application. Not required.

NOTIZ

What is the default check-box state?

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

NOTIZ

Is it prefilled somehow from the user's initials? From Webdesk? Or is needed to be manually entered?

NOTIZ

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.

**Family.** Family block consists of the following fields:

- **Marital status.** The marital status of the employee. Possible values:
  - Unknown
  - Single
  - Married
  - Divorced
  - Widowed
  - Civil Union
  - Living apart
- **Marital status valid from.** Date represents the effective date for the "Marital status" (described above). Optional field.

**Parentage.** 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 by customer. Is optional, default value: empty.

**Insurance.** 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.

NOTIZ

Where do we get those values from?

**Comment.** It is possible for the HR-manager to leave a comment about the employee's personal data.

**Date of Death.** Date of Death of the employee.

**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 particular employee before this date.

**Valid till.** 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.

NOTIZ

Is it never editable?