

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?