

# Employment

In this submenu, the contract-relevant details of the employee are entered. Each change of the basic conditions is stored in a temporal history in order to be completely comprehensible.

NOTIZ

**Important:** Consider [Time limitation and Historisation](#)<sup>1</sup> so that you achieve the intended effectiveness and historization!

## Employment

Status	Grund	Kollektiv- oder Tarifvertrag	Anstellung Prozent	Wochenstunden	Gültig von	Gültig bis
Aktiv		IT-KV Kollektivvertrag Informationstechnologie	100,00	38,50	28.02.2017	01.01.3000

The employment data is maintained historically in this area. Any changes in the employment relationship should be documented with a new entry to ensure that the employee has a consistent employment history.

When you create a new employment segment, the main points of the previous segment are copied to make the entry easier. As a quality assurance measure, however, the status is set to empty and must be deliberately set by the user.

However, it is up to the user to what extent he uses the historization option to make each (small) change to the employment data a new employment segment, or to document only essential cornerstones, e.g:

- Change in working time
- Change in collective contract classification
- Status switch between ACTIVE, INACTIVE or EXIT

Details on the individual fields can be found here: [Employment Field Index](#)<sup>2</sup>

## Secondary jobs

Tätigkeit	Function [de]	Firma	Rechtsform	Anstellungscode	Kommentar

In this submenu you can enter jobs in other companies, but only for information.

## Maternity/parental leave

The screenshot shows a software interface with a top navigation bar containing tabs: 'Beschäftigung', 'Nebenfaktoren', 'Mutterschutz / Elternzeit', 'Behinderungen', 'Beurlaubungen', 'Mitarbeitergespräch', and 'Austritte'. The main content area is divided into three panels:

- Erwartetes Geburtsdatum:** Includes a date picker, a checkbox 'Beschäftigungseintrag für Mutterschutz anlegen/aktualisieren', a 'Behörde verständigt' date picker, and a text area for 'Arbeitsbeschränkungen' with a 'Beschreibung' sub-section.
- Mutterschutz:** Includes a 'Von' date picker, a 'Bis voraussichtlich' date picker, a 'Tatsächl. Geburtsdatum' date picker, a 'Name des Kindes' text field, radio buttons for 'Frühgeburt', 'Kaiserschnitt', and 'Mehrlingsgeburt', a 'Bis tatsächlich' date picker, and an 'Abgemeldet' date picker.
- Karenz:** Includes a checkbox 'Karenz?', a checkbox 'Beschäftigungseintrag für Karenz anlegen/aktualisieren', an 'Anmeldung' date picker, an 'Ende spätestens' date picker, 'Von' and 'Bis' date pickers, a 'Teilen?' checkbox, an 'Anzahl Teile' text field, and two '2. Teil von' and '2. Teil bis' date pickers. It also has 'Verlässt bis' and 'Vorausichtl. Rückkehr' date pickers.

A 'Kommentar' text area is located at the bottom right of the interface.

In this area, future maternity protection or maternity leave (parental leave) is maintained.

Naturally, maternity can only be saved for one employee. Maternity leave can be saved for both male and female employees (paternity leave).

The maternity protection and maternity leave periods are calculated according to the expected date of birth entered.

These can also be automatically transferred to an employment entry by checking the "Create/update employment entry for maternity protection" checkbox.

## Disability

Disabilities are kept up-to-date in this area. As soon as the data concerning an employee's disability is saved, the message appears that a document can be stored for it. Select the desired disability from the list and click the "**x related documents**" button. In the following dialog you can upload one or more documents.

### NOTIZ

**Important:** This links the document to the selected disability and automatically stores it in the correct destination folder in the "Documents" tab. The reverse procedure of uploading the document in the "Documents" tab and then assigning it to the disability is not possible, see: [Linking documents with disability or tax advantage](#)<sup>1</sup>

### WARNUNG

**Important:** Consider [Time limitation and Historisation](#)<sup>2</sup>, so that you achieve the intended effectiveness and historization!

See also the detailed instructions: [Recording of disabilities and tax benefits](#)<sup>3</sup>

1. /daisy/webdesk-manual-en/7783-dsy.html
2. /daisy/webdesk-manual-en/7738-dsy.html
3. /daisy/webdesk-manual-en/7782-dsy.html

# Permits

Beschäftigung Nebentätigkeiten Mutterschutz / Elternzeit Behinderungen **Bewilligungen** Mitarbeitergespräch Austritte

Ausstellende Behörde  
Kommentar  
Zielland  
Typ  
Gültig von \* 06.03.2017  
Gültig bis \* 01.01.3000

Neu Zeile löschen

1 Elemente

Typ	Ausstellende Behörde	Zielland	Kommentar	Gültig von	Gültig bis
				06.03.2017	01.01.3000

Frühere Zuordnungen (0 Elemente)

Typ	Ausstellende Behörde	Zielland	Kommentar	Gültig von	Gültig bis
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The employee's work and residence permits are entered here.

Details on the individual fields can be found below: [Bewilligungen Feldverzeichnis](#)<sup>3</sup>

## Employee interview / disciplinary proceedings

In this tab, disciplinary steps or disciplinary measures and warnings of the employee can be noted and historically recorded.

## Termination

The purpose of this tab is to inform you about scheduled or implemented termination of the employee.

Registration, schedulings, changes or withdrawals of an employee's termination happen via using the feature "More" and "Scheduling/implement termination" in the employee form of the employee affected.

For further informations and a step-by-step instruction please see [Registration of terminations in HR-Expert](#)<sup>1</sup>.

1. [/daisy/webdesk-manual-en/9550-dsy.html](#)

1. [/daisy/webdesk-manual-en/7738-dsy.html](#)

2. [/daisy/webdesk-manual-en/7839-dsy.html](#)

3. [/daisy/webdesk-manual-en/7841-dsy.html](#)