

Employment Field Index

Fieldname	Fieldtyp	Description
State	Dropdown	Mandatory field, current possibilities: Active, Inactive and Resigned
Reason	Dropdown	Depending on which status is selected, the drop-down menu displayed for this field changes.
Labor Contract	text box	with list button as help opens a list of all assigned contracts ¹
Fulltime Hours per Week	text box	When saving, the system asks you whether you want to adapt them to the collective agreement, but you can also enter them manually in the text field provided.
Employment code	Dropdown	Mandatory field, currently entered in the selection list are worker, salaried employee, freelancer, contract for work, civil servant.
Worktime Unit	Dropdown	Mandatory field, selectable between hours and percent depending on the selected unit, the agreed work performance can be entered either in the field "Weekly hours" or "Employment percent".
Hours per Week	text box	Depending on whether hours or percent was selected for "Working time unit", the system releases one of the two as a required entry field to enter the actually agreed working time.
Percent	text box	
Working Days per Week	text box	Mandatory field, indicates the number of days on which work is planned.
Weekly Plan	Dropdown	Mandatory field, a stored list with standard, special weekly time model (a weekly grid opens to enter in detail when and how much work is done), shift model (shift model description opens after selection)
Vacation Days	text box	Mandatory field, is required by the system in order to be able to settle the vacation days correctly.
Entry date	date field	Mandatory field with date selector, required by the system
Resignation Date	date field	optional to use

fictitious entry date	date field	his field is optional and is used to calculate years of employment.
Period of termination Count	text box	Mandatory field
Period of termination Unit	Dropdown	Mandatory field, selection list with day, week, month, year
Comment	text box	optional to use
Pay Group	text box	can be backed up with a selection list on request
Employment code	Dropdown	is stored with a selection list. Currently available are employee, apprentice and trainee.
Charge/advanced stage Usage/ remuneration group	text box	The two text boxes can be filled in manually or with the help of the attached button.
Overtime Hours	Dropdown	A selection box is used to define the included overtime hours.
Valid from	date field	Mandatory field, from when is this employment assignment valid?
Valid till	date field	Mandatory field, until when is this employment assignment valid according to the current status?
End of Probation	date field	The date is optional, should a probationary period be agreed it can be entered here
Social Security Group	Dropdown	Mandatory field, currently selectable are Fully insured, Minor, Apprentice, Freelancer, Minor Freelancer
Social Security State	Dropdown	Currently there are the following stored: registration running, registered, deregistration running, deregistrated, this field is changed by the system should the button social security registration start the workflow

1. </daisy/webdesk-manual-en/7612-dsy.html>