

Master Data Field Index

| Fieldname | Fieldtyp | Description |
|----------------|------------|--|
| Client | Dropdown | Specifies the company to which this employee belongs and cannot be changed later. |
| Title | text box | for academisc titles (Dr., Prof., Mag., DI, etc.) |
| Last Name | text box | Mandatory field for the employee's last name |
| First Name | text box | Mandatory field for the employee's first name |
| Title suffixed | text box | for the titles in the following (BA, MA, PhD) |
| date of birth | date field | with a date picker as help, the system can also display the employee's current age |
| Employee-ID | text box | Mandatory field, configurable to automatically assign the next free number, must be unique |
| Gender | Dropdown | Backed up with a drop-down list |
| Beruf/Position | text box | required for social insurance registration |
| Internal Title | Dropdown | is stored with a customizable selection window and describes the internal position |
| Birth name | text box | in order to be able to follow any name changes |
| Middle Name | text box | if the employee has one, all other first names can be entered here |

| Fieldname | Fieldtyp | Description |
|-------------------|----------|---|
| Active User | Checkbox | If checked, the user can log in to the webdesk, if unchecked, access is blocked. |
| Username | text box | Mandatory field, a unique and explicit user name must be assigned |
| Pay Role sub-unit | text box | An identifier used for internal purposes can be noted here. |
| Language | Dropdown | the selection list depends on the languages for which text modules have been created, German and English are currently being serviced by us |

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| Layout / Skin | Dropdown | You can choose between classic and responsive, Responsive is the preferred choice here. |
| Menu | Dropdown | Mobile and desktop can be fixed or the empty line can be selected to get the dynamic menu which adjusts to the size of the display. |

| Fieldname | Fieldtyp | Description |
|-------------------|----------|--|
| Citizenship | Dropdown | necessary to register for social insurance |
| Birth Country | Dropdown | Backed up with a drop-down list |
| Birth Place | text box | pure info field |
| Relig. Confession | Dropdown | the selection list is configurable |

Section **"Insurance"**

| Fieldname | Fieldtyp | Beschreibung |
|------------------|----------|--|
| SSN | text box | necessary for social security registration |
| Health Insurance | Dropdown | a customizable selection list is provided |

| Fieldname | Fieldtyp | Description |
|--|------------|---|
| Adjuration date | date field | Certain professional groups also need this date field with a date selector to help them. |
| Comment | text box | optionally usable to store information |
| Date of Death | date field | with date selector, should this be necessary |
| Userlogin is locked | Checkbox | This indicates whether the employee is locked out. |
| Valid from | date field | All actions of this employee can start with this date, beginning of the validity of the data record. |
| Valid till | date field | End of validity of the record, no more actions can be saved after this date. |
| Interconnect Page With Menu | Checkbox | if checked, the Webdesk menu and page will be linked by a colored bar to the called action in the menu. |
| Synchronize Office Address with Location | Checkbox | If the employee has a different place of residence or work than |

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| | | Vienna, the time zone can be synchronised with the assigned location. |
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