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

Details tab 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?

Additional Contact Infos

Additional contact infos tab contains various contact information about the employee. This tab consists of several sub-tabs:

- Phone and e-mail
- Private addresses
- Office address
- Instant messaging services

Phone and e-mail sub-tab.

Consists of two sections: "Private" and "Office".

"Private" section contains the following fields:

- Private e-mail. Employee's private e-mail address.
- Private mobile number. Employee's private cell phone number.
- Private phone number. Employee's private phone number.

"Office" section contains the following fields:

- E-mail. Employee's company's / office e-mail address.
- Cell phone number. Employee's office cell phone number.
- Office phone number. Employee's office phone number.

- Office fax phone number. Employee's office fax number.

Private addresses sub-tab

It is possible to manage the information concerning the private addresses of the employee through this tab.

Employee can have several private addresses but shall have one primary address at a time. It is not required to mark an address as private.

On the sub-tab one can see two tables. First table contains information about all the current private addresses for the employee. The table has the following columns:

- Street
- Zip-code
- City
- Country
- Valid from
- Valid till

The history (timeline) is saved for the address changes. That means that each previous address (it was the private person's address for the time in the past) that is not currently the address of the person is stored. One can find all the previous addresses in the "Former relations" table below the main table which contains all the current employee's private addresses.

From this sub-tab it is possible to:

- add new private address *(by clicking "New" button)*
- edit the existing one *(by clicking on the address row in the table)*
- delete the existing one *(by clicking "Delete" button)*

NOTIZ

How many addresses can one add?

When "New" or existing address row is clicked, an address editor appears. Editor contains the following fields:

- Street. Required field.
- Address line 2
- Address line 3
- Zip-code
- City. Required field.
- Country
- Correspondence address -- check-box. Always enabled. Identifies if the given address is used as a correspondence address.
- Primary address -- check-box. Enabled only if there is no primary address set.
- Valid from. Defines the effective date for the specified address: i.e. date from which this address shall be used as primary or / and correspondence address. Required field.
- Valid till. Defines the date from which this address shall not be used anymore as primary or / and correspondence address. Required field.