

Required Fields

Below is a list of the required fields for a selection of topic areas.

More detailed information on the topic areas can be found in the instructions for the individual menu items.

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Required fields are fields marked with an asterisk and can differ from client to client.
To be able to save a record / employee, all required fields must be filled in.

- [Master Data tab](#)¹
 - Client (prefilled)
 - Last name
 - First name
 - Personnel number (suggested by the system, but can be changed as long as it is unique in the company)
 - User name (same behavior as personnel number)
 - Valid from (start of validity of the employee record as a whole; entries for before this date are not possible, see: Time Limitation and Historization)
- [Employment tab](#)²
 - Status
 - Employment code
 - Full-time weekly hours
 - Working time unit
 - Weekly hours or percent
 - Working days per week
 - Weekly schedule
 - Entry date
 - Social insurance group
 - Valid from
 - Valid until
- [Organization tab](#)³
 - Organizational unit
 - Valid from
 - Valid until

1. </daisy/webdesk-manual-en/7741-dsy.html>

2. <https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/Personenmaske/Besch%C3%A4ftigung/Besch%C3%A4ftigung.html>

3. <https://extranet.workflow.at/daisy/personalwolke-default/HR-Expert/Personenmaske/Organisation/Gruppen.html>