Recording of disabilities and tax benefits

Record disability

- Open the relevant employee.
- Open the Tab Employment - Disabilities[1].
- By clicking on "**Edit**", the employee file is set to write mode.
- Create a new entry by clicking on "**New**".
- In the "**Disability**" field, select the corresponding disability from the selection list.
- The indication of the approved "**percentage**" of the disability is a mandatory field (red asterisk).
- "**Legal number**" is also a mandatory field and usually has a value # 1, depending on how many jobs this disability can be credited for, can be found at: https://www.wko.at/service/arbeitsrecht-sozialrecht/Beguenstigte_Behinderte_Arbeitnehmer.html (site of the WKO)
- Mandatory fields are the two date fields "**Valid from**" and "**Valid to**".
- The fields "**Authority**", "**Date of recognition**", "**File number**" and "**Comment**" are only used for more detailed entry and can also remain empty.
- After clicking on "**Save**" you will receive a success message including a note that you can now **link documents** for the disability, see: Linking documents with disability or tax advantage[3]

Enter tax advantage

- Open the Tab Finances - Tax advantages[4]
- By clicking on "**Edit**", the employee file is set to write mode.
- Create a new entry by clicking on "**New**".
- A selection list is stored for the "**Type**" field.
- Mandatory fields are still the two date fields for the validity, "**Valid from**" and "**Valid to**".
- The "**Comment**" field is for more detailed entry only and can also remain empty.
- After clicking on "**Save**" you will receive a success message including a note that you can now **link documents** for the tax benefit, see: Link document with disability or tax benefit[5]

1. /daisy/webdesk-manual-en/7761-dsy.html
2. https://www.wko.at/service/arbeitsrecht-sozialrecht/Beguenstigte_Behinderte_Arbeitnehmer.html
3. /daisy/webdesk-manual-en/hr-expert/g2/Dokumente-mit-Behinderung-oder-Steuervorteil-verknüpfen.html
4. /daisy/webdesk-manual-en/7770-dsy.html
5. /daisy/webdesk-manual-en/hr-expert/g2/Dokumente-mit-Behinderung-oder-Steuervorteil-verknüpfen.html