Mandatory fields

Below is a list of mandatory fields for a selection of topics.

More detailed information on the subject areas can be found in the instructions, part of whose contents refer to the mandatory fields overview here.

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> Mandatory fields are marked with an star and may differ from client to client. In order to save a record / employee, all mandatory fields must be filled.

- Tab Master data:
  - Client (prefilled)
  - Surname
  - First name
  - Personnel number (proposed by the system, but can be adjusted as long as it is unique in the company)
  - User name (same behavior as personnel number)
  - Valid from (the total validity start date of the employee file, entries for before this date are not possible, see: Time delimitation and history management)
- Tab Employment:
  - Status
  - employment code
  - full-time weekly hours
  - Working time Unit
  - Weekly hours or percent
  - Working days during the week
  - Weekly plan
  - Entry date
  - Social insurance group
  - Valid from
  - Valid until
- Tab Organization:
  - Organizational unit
  - Valid from
  - Valid until