

Master Data

The screenshot shows the HR-Expert software interface. At the top, there is a search bar and a navigation menu with options like PERSONNEL, ORGANISATION, REPORTS, and SYSTEM MAINTENANCE. The main content area displays the profile of 'Person: Sonne Susanne (SuW22032807, Sonne und Wind GmbH)'. The profile includes a photo, name, title (SuW-CEO), and active status. Below the profile, there are several tabs: Master data, System, Contactinfos, Time Acquisition, Organisation, Skills, Employment, Development, Finances, Education, Family, and Documents. The 'Master data' tab is selected, showing fields for Client (Sonne und Wind GmbH), Title (Dl), Lastname (Sonne), First name (Susanne), Title suffixed, Date of Birth (01.06.1968), Age (54), Gender (Female), Employee-ID (SuW22032807), Username (SuWsonnusa), Job title (Geschäftsführung (Technik)), Internal Title, Birth Name, Middle Name, Origin (Citizenship: Austria, Birth Country: Austria, Birth Place: Litschau), Insurance (SSN: 4231010668, Health Insurance: Österreichische Gesundheitskasse), Comment, Date of Death (03.06.2022), Valid from (03.06.2022), and Valid till (01.01.3000).

All personal data of the employee are recorded here.

This tab provides a quick overview of the employee, his position in the company and his user name.

NOTIZ

Important: The "**Valid from**" date in the "Master data" tab defines the overall validity start date of the employee file! All time-related data records in the employee file can be entered for that date at the earliest! See Illustration: [Time limitation and Historisation](#)¹.

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The employee's **entry date** is in [Tab Employment - Employment](#)².

Details on the individual fields can be found at: [Master Data Field Index](#)³

1. </daisy/personalwolke-admin/7738-dsy.html?language=4>
2. </daisy/personalwolke-admin/7758-dsy.html?language=4>
3. </daisy/personalwolke-admin/7842-dsy.html?language=4>