Tab Employment - Employment

The employment data is maintained historically in this area. Any changes in the employment relationship should be documented with a new entry to ensure that the employee has a consistent employment history.

Section **Employment:** this is the documentation of the primary working relationship an employee has and of potential secondary working relationships alterning the primary one.

Section **Emploment state:** shows the status of a primary or secondary working relationship, details of this working relationships and the reasons of a change of the state. The employment state is mandatory for every new entry of the section Employment.

When you create a new employment segment, the main points of the previous segment are copied to make the entry easier. As a quality assurance measure, however, the status is set to empty and must be deliberately set by you as the admin.

It is up to you as the admin to what extent you use the historization option to make each (small) change to the employment data a new employment segment, or to document only essential cornerstones, e.g:

- Change in working time
- Change in collective contract classification
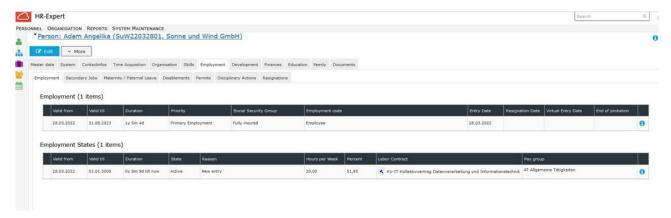- Status switch between ACTIVE, INACTIVE or EXIT

> **NOTIZ**
>
> **Important:** Please note Time limitation and Historisation.[1] so that you achieve the expected effectiveness and historisation!

To avoid confusion:

- **Valid from:** Validity start date of the data record
- **Entry date:** Date on which the employee became part of the company.
- **Fictitious entry date:** optional and used to calculate years of employment

Details on the individual fields can be found here: Employment Field Index[2]

The following **example** shows how a primary employment looks like:

1. /daisy/personalwolke-admin/7738-dsy.html?language=4
2. /daisy/personalwolke-admin/7839-dsy.html?language=4