

# Transfer employees (department, group, location, cost centre)

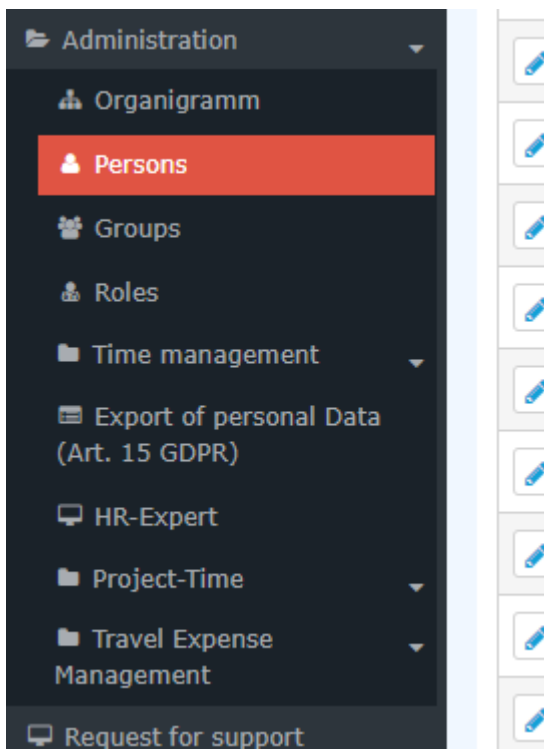
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There are basically three ways to move an employee to another department.

- 1. Via the entry in the "Groups" tab in the master data of a person:** This is possible for hierarchical groups (departments in the organisation chart) as well as for loose groups or for locations and cost centres. This variant is described below.
- 2. Via the entry "Persons" in the master data of a group:** This variant is also possible for hierarchical groups (departments in the organisation chart) as well as for loose groups or for locations and cost centres. Information on this variant can be found under "[FAQ - Adding employees to a group](#)". [Link will be added soon]
- 3. Via editing in the organigram:** This is only possible for hierarchical groups, as only these are shown in the organigram. Information on this can be found in the chapter "[Organisation chart - Move employees to another department \(group\)](#)"<sup>1</sup>

**For variant 1, start as follows:**

In the menu tree under **Administration**, select the item "Persons".



This menu item provides a list of all created persons (employees) of the client (company).

Persons

+ New person

Print PDF Excel

Entry 1-20 of 23

	Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
	Adam	Angelika	Angelika Adam	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
	Berger	Barbara	Barbara Berger	Sonne und Wind GmbH	SuW-Eink	SuWbarberg	SuW22032802	barbara.berger@sonneundwind.at	5359		Yes	Mar 28, 2022
	Charon	Claudia	Claudia Charon	Sonne und Wind GmbH	SuW-PLin	SuWcharclau	SuW22032803	claudia.charon@sonneundwind.at	5406		Yes	Apr 5, 2022
	Dorner	Daniel	Daniel Dorner	Sonne und Wind GmbH	SuW-ProdWind	SuWdanidom	SuW22032804	daniel.dorner@sonneundwind.at	5460		Yes	Apr 22, 2022
	Elsner	Elisabeth	Elisabeth Elsner	Sonne und Wind GmbH	SuW-FuE	SuWelsnellis	SuW22032806	elisabeth.elsner@sonneundwind.at	5619		Yes	Jun 3, 2022
	Ezquerria	Ernesto	Ernesto Ezquerria	Sonne und Wind GmbH	SuW-PMWind	SuWwezquerne	SuW22032820		6367		Yes	Jan 4, 2023
	Foscanu	Fablu	Fablu Foscanu	Sonne und Wind GmbH	SuW-PMWind	SuWfoscfabi	SuW22032812	fablu.foscanu@sonneundwind.at	62		Yes	Jul 15, 2022
	Huber	Heinrich	Heinrich Huber	Sonne und Wind GmbH	SuW-Const	SuWhubehein	SuW22032811	heinrich.huber@sonneundwind.at	6967		Yes	Jun 10, 2022
	Ildrich	Ines	Ines Ildrich	Sonne und Wind GmbH	SuW-AUS	SuWldrines1	SuW22032817		6262		No	Dec 14, 2022
	Irdner	Iris	Iris Irdner	Sonne und Wind GmbH	SuW-Mark	SuW-IdnIris	SuW22032823		7277		Yes	May 23, 2023
	Juchtmann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941		Yes	Sep 14, 2022
	Karic	Almin	Almin Karic	Sonne und Wind GmbH	SuW_Test	SuWakaric	SuW22032824		7376		Yes	Jun 14, 2023

Using the input fields under **Last Name**, **First Name**, **Client**, **Group**, **Username**, **Employee ID**, **E-mail**, **TA-ID**, **Active User** and **Valid from**, the list can be restricted accordingly.

For example, by entering "M" in the Last name field, the list can be restricted to persons whose last name contains at least one "M".

Persons

+ New person

Print PDF Excel

3 Entries Lines: 20

	Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
	Adam	Angelika	Angelika Adam	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
	Juchtmann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941		Yes	Sep 14, 2022
	Micosi	Michael	Michael Micosi	Sonne und Wind GmbH	SuW-Mark	SuWmichmici	SuW22032814	michael.micosi@sonneundwind.at	6062		Yes	Nov 2, 2022

3 Entries

To edit the desired person, simply click in the line or on the edit symbol.



In the person mask that is now shown, click on the **Groups** tab.

Person

Save Save & Close Back Delete Edit in HR-Expert

Print

First name: Angelika Valid from: 28.03.2022

Lastname: Adam Valid till: 01.01.3000

Master data: Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Organigramm SuW

with History

New group	Valid from	Valid till
Select an Option		

Orgstructure	Name	Valid from	Valid till	Delete
Organigramm SuW	SuW-CEO (Geschäftsleitung)	04.07.2023	01.01.3000	

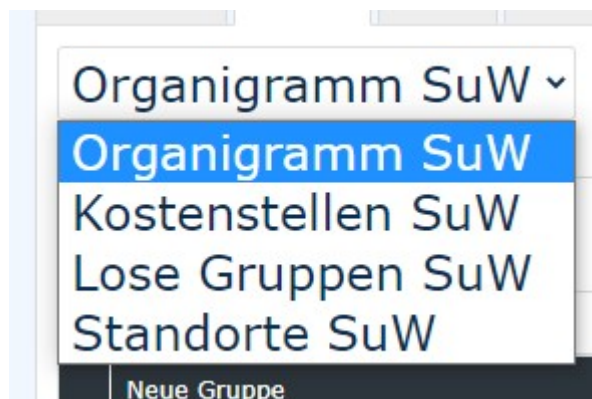
After selecting the **Groups tab**, the above input mask appears.

First, you must decide whether the employee is to be assigned to a **group in the organigram** (hierarchical relationship of the groups to each other) or to a **Loose group** (manual grouping of individual employees according to freely selectable criteria). For more information on hierarchical (organisation chart) or loose groups, see [Administration - Groups](#) <sup>2</sup> in the manual.

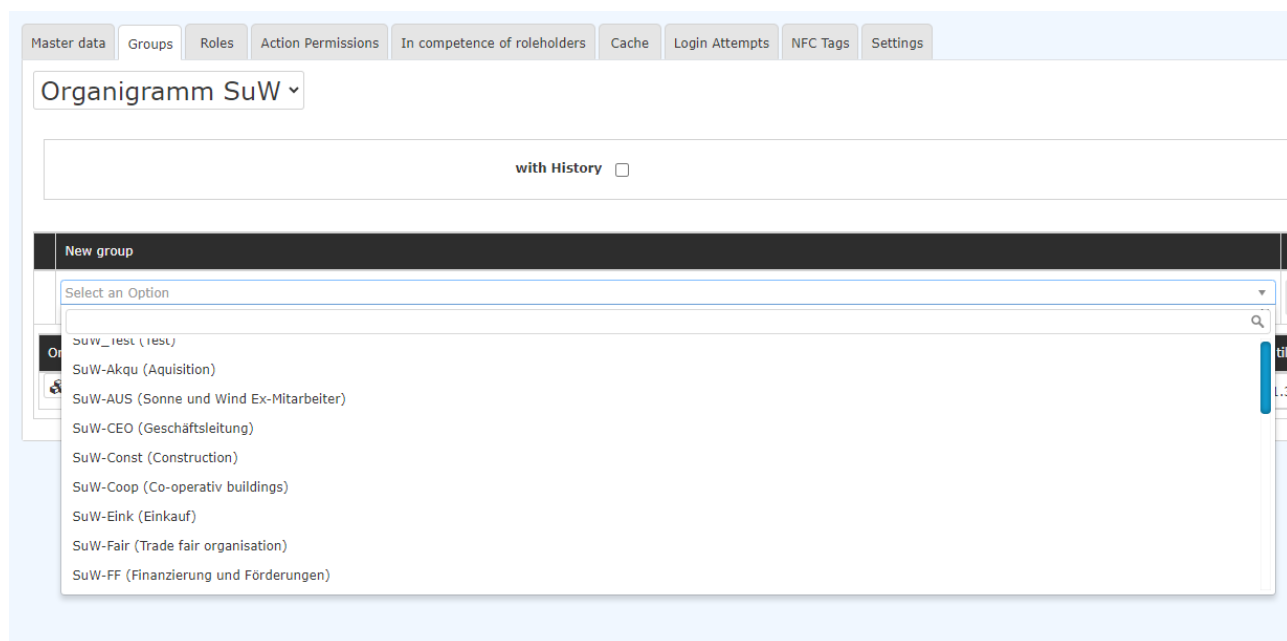
WARNING

ATTENTION: A person can only be a member of **ONE organigram-group at a time** (the new assignment therefore overwrites the existing one)! The situation is different with loose groups - here the employee can be a member of any number of loose groups at any time.

After selecting an organisation chart or loose group (or location or cost centre, if the company structure provides for them)



the new group (organisation chart) or the additional group (loose group) or the location or cost centre the employee is to join can be selected via a drop-down list in the lower section of the tab



After selecting the appropriate group, a **Valid from** and/or **Valid to** date can be optionally filled in.

Master data Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Organigramm SuW

with History ☐

New group		Valid from	Valid till
SuW-Coop (Co-operativ buildings)			

Orgstructure	Name	Valid from	Valid till	Delete
Organigramm SuW	SuW-CEO (Geschäftsleitung)	04.07.2023	01.01.3000	

The following constellations are possible when entering the date:

- Valid from **blank**, Valid until **blank**: Assignment is valid immediately until 01.01.3000 (our definition of "until further notice"...).
- Valid from **blank**, Valid until **filled in**: Assignment is valid immediately, until the date specified under Valid until - after which the assignment must be carried out again.
- Valid from **filled in**, Valid until **blank**: Assignment applies from the date entered under Valid from until 01.01.3000
- Valid from **filled in**, Valid until **filled in**: the assignment to the selected group is only valid within the defined period and must be carried out again afterwards.

Click on **Save** to apply the changes.

## Deletion of a group assignment

In the same screen, it is also possible to delete an existing, incorrect assignment.

### NOTIZ

For reasons of historicisation and thus documentation of department/cost centre/location assignments, deletion is only recommended if the assignment was actually made in error!

Master data Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Organigramm SuW

with History ☐

New group		Valid from	Valid till
SuW-Coop (Co-operativ buildings)			

Orgstructure	Name	Valid from	Valid till	Delete
Organigramm SuW	SuW-CEO (Geschäftsleitung)	04.07.2023	01.01.3000	

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- </daisy/personalwolke-default-en/Time-Base/10473-dsy/Groups.html>