

# Administrator

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## Integration of HR-Expert into Webdesk EWP

It is a good idea to make the link to HR-Expert available by means of a separate menu tree entry in Webdesk EWP. All that is required is an action configuration of the action `po_openExternalWebPage`, which points to the URL 'hr-expert'. Furthermore the checkbox "redirect" should be activated.

### Define access

HR-Expert is accessed via 2 roles, one for full access and the other for read-only access. The names of the two roles are defined using the following system parameters:

- `hr => HrOptions => userRole`
- `hr => HrOptions => userRoleReadOnly`

Please note that the referenced role names in the system parameters must correspond to real Webdesk roles. Assuming the role name for full access would be `$HRX_User` and the role name for read-only access would be `$HRX_User_ReadOnly`.

To give a user access to HR-Expert, he must be assigned the role `$HRX_User`. The competence of the role assignment determines which clients can be edited with HR-Expert.

### Defining Access to Reports

All HR-Expert reports that can be accessed via the menu item "Personnel -> Reports" are technically configured Webdesk actions. This means that an authorization must be granted for each individual report so that the user can see it in the menu and call it up with a specific person area.

The following Webdesk action configurations correspond to the reports in HR-Expert:

| Berichtsgruppe    | (technischer) Name der Webdesk-Konfig | Beschreibung  |
|-------------------|---------------------------------------|---|
| Changes           | changes                               | contains the reports <ul style="list-style-type: none"><li>• Entry/exit list</li><li>• Implementations</li><li>• OrgUnit change</li><li>• Changes in hours per week</li></ul>   |
| Cost Center Lists | costCenterLists                       | contains the reports <ul style="list-style-type: none"><li>• Employee list</li><li>• Employee contingents</li><li>• Cost center quotas</li></ul>  |
| Employee Lists    | employeeLists                         | contains the reports <ul style="list-style-type: none"><li>• Employee list</li><li>• Telephone list</li><li>• Responsibilities</li><li>• Education and training</li><li>• Certificates</li><li>• Training list</li><li>• Birthdays and Jubilees</li></ul> |
| Employee State    | employeeState                         | contains the reports  |

|                |              |  |
|----------------|--------------|--|
|                |              | <ul style="list-style-type: none"> <li>• Full power calculation</li> <li>• Reason and status list</li> <li>• Employees and</li> <li>• Type of employment</li> <li>• Employment status</li> <li>• Levels of employment</li> <li>• Years of Service</li> </ul> |
| Org Unit Lists | orgUnitLists | Contains the report "Department list"  |
| Position Plan  | positionPlan | Contains the report "Establishment plan"   |

## Customizing Lists

As an administrator, lists of dropdown fields can be adapted to your own requirements.

| Field name                 | Description  | HR-Expert assignment                                      | Webdesk Key Value Types     |
|----------------------------|--|---|-----------------------------|
| Social insurance providers | List of health insurance institutions                          | #person, tab master data field health insurance           | HrHealthInsurance           |
| Sector of companies        | List of industries for classifying newly created companies     | #company, #person Tab Education / Career                  | HrCompanyIndustryGroupCode  |
| Legal form                 | List of company forms  | #person, Tab Employment / Secondary occupations           | HrCompanyLegalForm          |
| Currencies                 | List of currencies   | #person, Tab Finance, Salary                              | HrCurrency                  |
| Disability code            | List of disabilities   | #person, Tab Employment / Disability                      | HrDisablementCode           |
| Question type              | List of Question Categories for the Appraisal Template         | #appraisalinterviewtemplate                               | HrdQuestionType             |
| Employment code            | List of the different forms of employment                      | #person, Tab Employment / Employment                      | HrEmploymentCode            |
| Reason                     | List of various reasons to change employee status              | #person, Tab Employment / Employment                      | HrEmploymentStateReasonCode |
| Religious. Confession      | List of religions  | #person, Tab Master Data                                  | HrEthnicCode                |
| Overtime hours             | List of included overtime hours                                | #person, Tab Employment / Employment                      | HrOvertimeCode              |
| Reason for change          | List of reasons why a position can get a new person assignment | #Position Tab Job holder, and TabOrganization / Positions | HrPersonPositionChangeCode  |

|                        |   |   |                             |
|------------------------|---|---|-----------------------------|
| Tax advantages         | List of tax advantages  | #person, Tab Finances / Tax Benefits          | HrPersonTaxationBenefitType |
| Relationship           | List of possible degrees of kinship                                   | #person, Tab Family / Other relatives         | HrRelationshipCode          |
| Reason for change      | List of reasons why a financial reference may be changed              | #person, Tab Finances / Salary                | HrSalaryChangeReasonCode    |
| Purchase               | List of the possibilities of purchase                                 | #person, Tab Finances / Salary                | HrSalaryCode                |
| Frequence              | List of frequencies of remuneration                                   | #person, Tab Finances / Salary                | HrSalaryPayFrequencyCode    |
| Function               | Supervisory Board, Management Board, Shareholders, Managing Directors | #person, Tab Employment / Secondary jobs      | HrSecondaryJobFunction      |
| Social Insurance Group | List of possibilities to be registered with social insurance          | #person, Tab Employment / Employment          | HrSocialSecurityGroup       |
| Destination Country    | List of all countries for which permits are to be entered             | #person, Tab Employment / Permits             | HrTargetCountry             |
| Internal Title         | List of possible internal company titles                              | #person, Tab Master Data                      | HrTitleInternal             |
| Typ                    | List of possible permits  | #person, Tab Employment/ Permits              | HrTypeOfPermit              |
| Academic Title         | List of possible academic titles                                      | #person, Tab Family / Other relatives         | HrTitle                     |
| Land                   | List of countries worldwide   | Nationality, country of birth, office Country | PoCountry                   |

**System parameters for this module:**

- HrJobShortNameGenerator
- HrMaternityRestrictionOptions
- HrOptions
- HrPersonDomainObjectReaderOptions
- HrPersonServiceLocator4Ps
- HrPositionShortNameGenerator
- HrServiceLocator4Wf
- HrSocialSecurityRegistrationOptions