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3.11.06 Employee Administration

In Projectile, the employees are members of the project teams. The document type employee, administers information about employees, their access permissions in the system, and cost rates and cost accounting, overtime and vacation entitlement.

When creating a new employee, some fields are automatically pre-populated. In the standard version of the Projectiles these are:

- **Active User:** Pre-populated with "Yes"
- **Employee Status:** Pre-populated with the status fixed employee
- **Location:** Pre-populated with the location of the company
- **Language:** Pre-populated with the language of the location
- **Country:** Pre-populated with the country of the location
- **Maximum Capacity:** Pre-populated with 100%.

The screenshot shows the 'Mitarbeiter Abel Klaus' creation screen. The top bar includes icons for file operations and navigation. Below is a tab bar with 'Stammdaten' selected, followed by 'Adresse', 'Kommunikation', 'Pop3', 'AZ-Verwaltung', 'Fähigkeiten', and 'Sonstiges'. The main area contains the following data:

Personalnummer	020						
Anrede	Anrede: Herr	Titel: Dr.					
Name	Abel						
Vorname	Klaus						
Sprache	deutsch						
Mitarbeiterstatus	Festangestellt						
Standort	Frankfurt						
Unit	<table border="1"> <thead> <tr> <th></th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>001 Bayern</td> </tr> <tr> <td>2</td> <td>011 München</td> </tr> </tbody> </table>		Unit	1	001 Bayern	2	011 München
	Unit						
1	001 Bayern						
2	011 München						
Aktiver Benutzer	<input checked="" type="checkbox"/>						
Login	klaus						
Standard-Benutzerrolle	2 Manager						

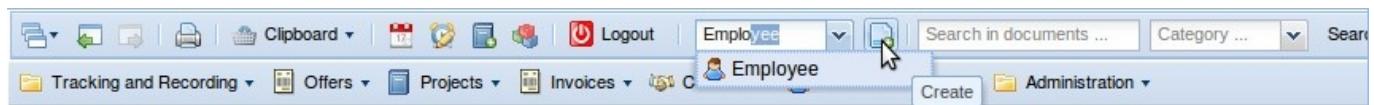
Required fields: Employee, user group, login, employee status, location, salutation, name, max. capacity, max. working hours

Characteristics:

- Only active employees (activity="Yes") can log on to the system.
- The occupations should be maintained so that the suggestion scheme has a reasonable foundation.
- The information in the charge rate field is used for internal cost accounting. If this field is not filled out, the system uses the internal hourly rates of the occupations for cost accounting. These internal hourly rates usually differ from work costs because the costs are directly influenced by the salary of the employees and not primarily by the occupation.
- The e-mail addresses should be filled out by at least the active users, so that the **timed actions** (mail messenger) can be used.
- Further elements and actions are described in [working time administration](#).

Defining New Employees

The following example, a new employee is created. First, the functionality is activated using "Create" and with the selection "Employee".



A new document is then opened with various pre-populated fields:

A screenshot of the SAP Fiori 'Employee' master data creation screen. The window title is 'Employee'. The top menu includes 'Document', 'Edit', 'View', and 'Actions'. The 'Master data' tab is selected. The form contains the following fields:

- Personell ID: Text input field
- Anrede: Selection dropdown
- Name: Text input field
- First name: Text input field
- Status: Selection dropdown (set to 'Fixed')
- Function: Selection dropdown
- Branch: Selection dropdown (set to 'Frankfurt')
- Cost center: Selection dropdown
- Unit: Selection dropdown (set to 'No entries')
- Active user: Checkbox (checked)
- Login: Text input field
- Default user role: Selection dropdown
- Benutzersprache: Selection dropdown (set to 'English')

After all the information of the first tab is entered, the document is saved with ¹⁾. In the example, a new employee Jean Griffith has been newly created. This employee must be active (is able to log on to the system) and belongs to the user group manager (see also Administration Guide) and is assigned the login "jean". The user must log in with this identification. The status "fixed" is required for costing and cost accounting. Here, salaried employees are considered, but external or contract

employees are not (they are usually billed through [foreign invoices](#)). The language has not only informal character, but determines the language in Projectile.

After defining the fields on the tab “master data”, the document is then saved.

Master		Communication		Work time management		Skills		Misc																									
Personell ID	12345	Anrede	Misses	Titel		Name	Griffith	First name	Jean																								
Status	Fixed	Function	Consultant	Branch	London	Cost center	Marketing																										
Unit	<table border="1"> <tr> <td></td> <td></td> <td></td> <td>page 1 of 1</td> <td></td> <td>1 - 1 / </td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Unit</td> <td colspan="6"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>1 </td> <td>Marketing and Sales</td> <td colspan="6"></td> </tr> </table>												page 1 of 1		1 - 1 /	<input type="checkbox"/>		Unit							<input type="checkbox"/>	1	Marketing and Sales						
			page 1 of 1		1 - 1 /																												
<input type="checkbox"/>		Unit																															
<input type="checkbox"/>	1	Marketing and Sales																															
Active user	<input checked="" type="checkbox"/>	Login	jean	Default user role	2 Manager			Benutzersprache	English																								

The employee's address can be entered on the “Address” tab:

Master data		Address		Communication		Work time management		Skills		Misc	
Address	82-83 High Street	Postal code	SL4 6AF	City	Eton	Country	Great Britain				

On the “Communication” tab, the telephone numbers for work, home and cell phone and the e-mail address ...

Employee Griffith Jean

Document Edit View Back references Actions

Master data Address Communication Work time management Skills Misc

Work phone number	+44 (0)20 123456
Home phone	+44 (0)1753 123456
Cell phone number	020 123456789
Email	jgriffith@abc.com

... can be entered for the employee and then saved.

The link to the e-mail address ...

Employee Griffith Jean

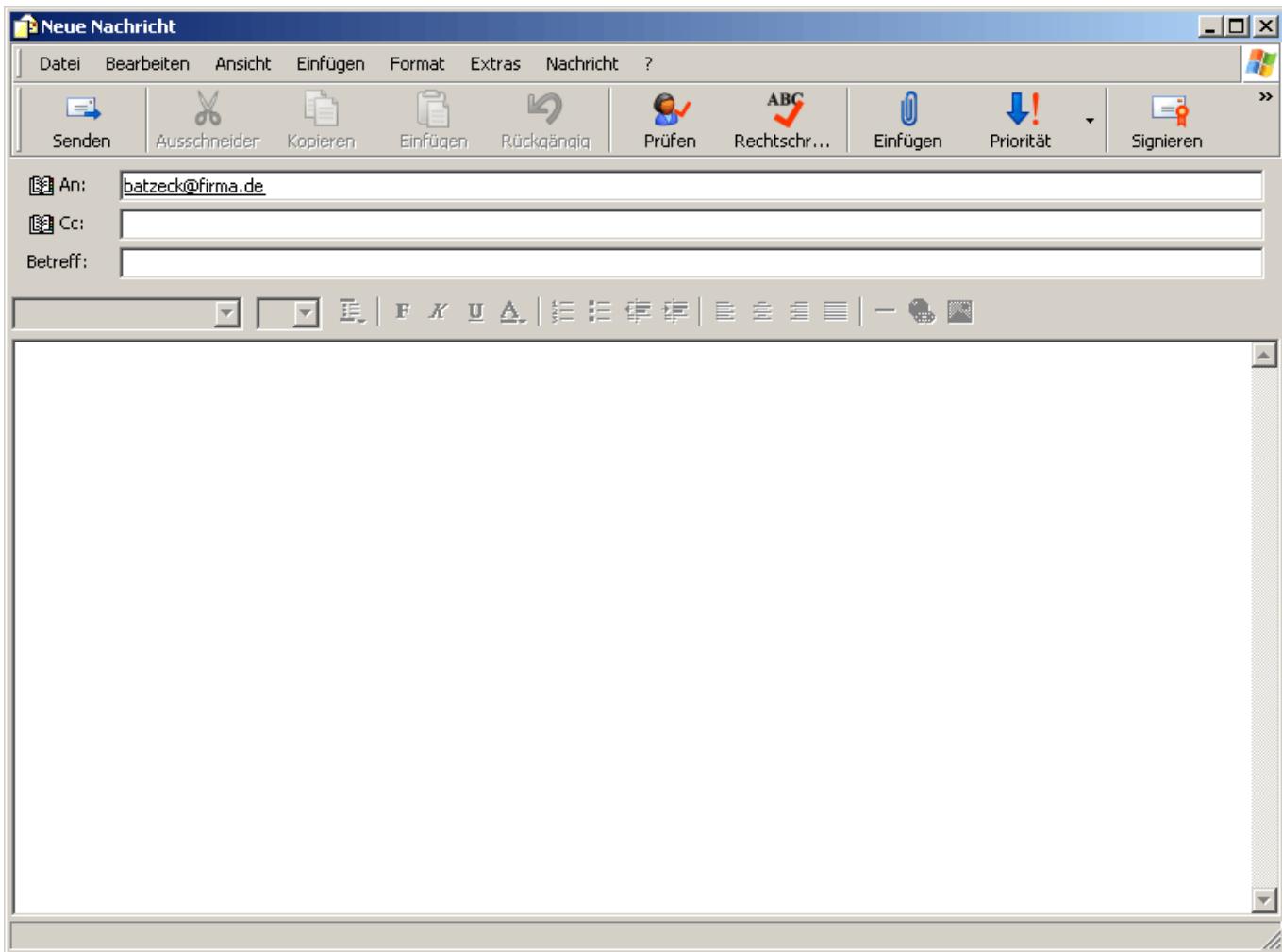
Document Edit View Back references Actions

Master data Address Communication Work time management Skills Misc

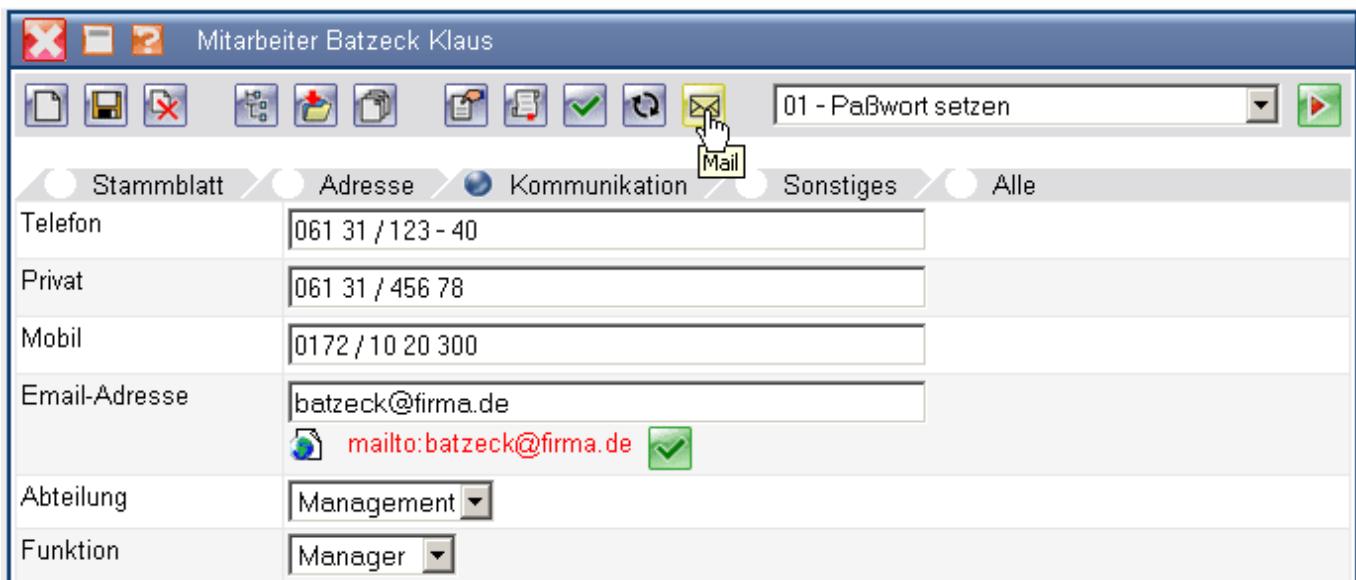
Work phone number	+44 (0)20 123456
Home phone	+44 (0)1753 123456
Cell phone number	020 123456789
Email	jgriffith@abc.com

mailto:jgriffith@abc.com

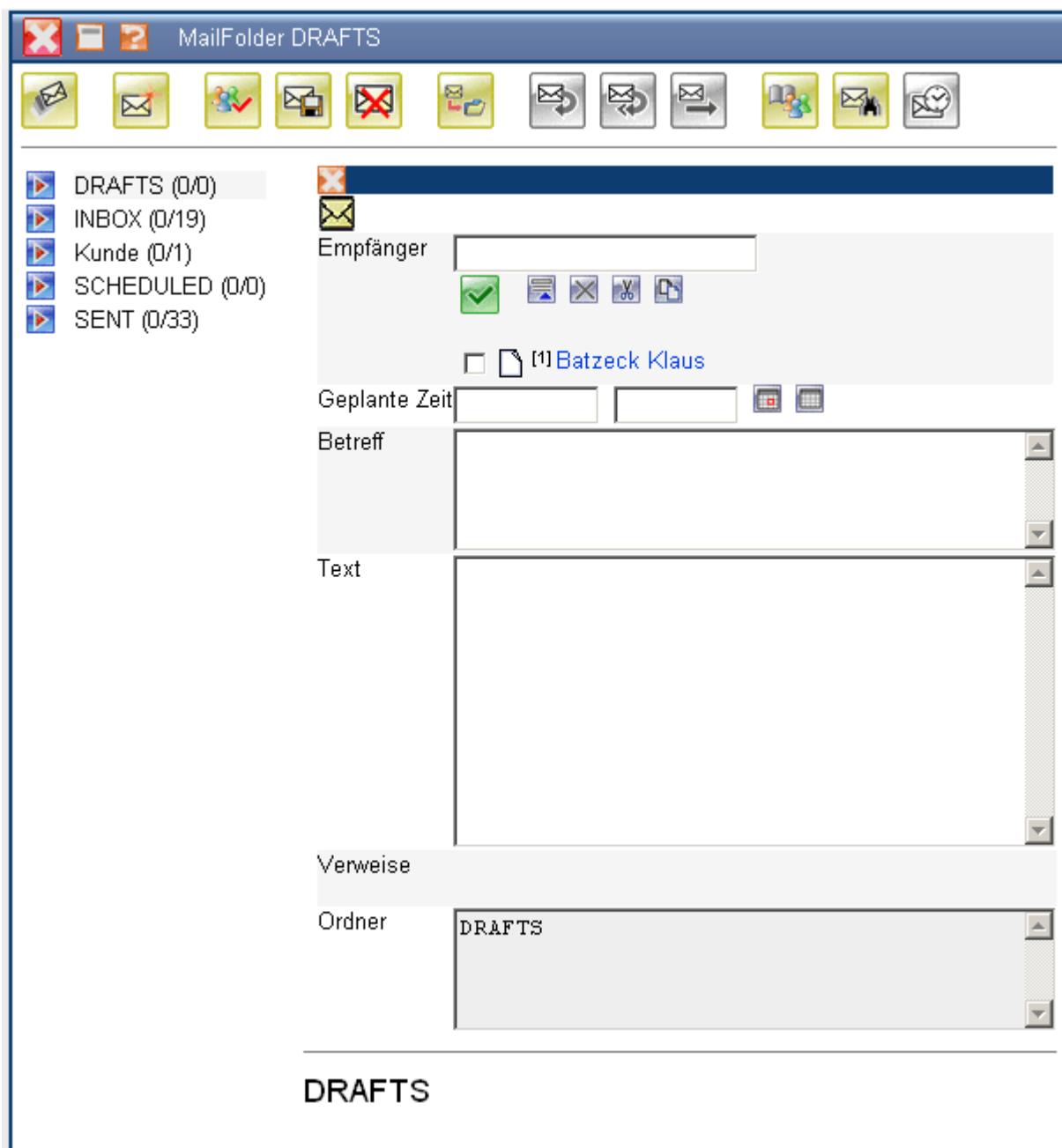
... open the standard e-mail client of the user.



Falls das optionale Mailsystem **mailer** verwendet wird, kann auch aus der Funktionsleiste der Mailer ...



... mit der entsprechenden internen Mailadresse geöffnet werden.



m Reiter "Sonstiges" können für den Mitarbeiter noch die Kostenstelle, die Ver- und Berechnungssätze, Kapazitäten und weitere Angaben definiert werden.

Mitarbeiter Batzeck Klaus

01 - Paßwort setzen

Stammdaten Adresse Kommunikation Sonstiges Alle

Interner Schlüssel	6
Kostenstelle	
Verrechnungssatz 1	EUR
Verrechnungssatz 2	EUR
Berechnungssatz	EUR
Monatsgehalt	EUR
Jahresgehalt	EUR
Anzahl Monatsgehälter	
Geburtstag	
Einstellung	
Max.Kapazität	100 %
Max.Arbeitszeit	100 %
Überstundenkonto	h
Urlaubskonto	d
Gleitzeit	h
Sonderstunden	h
Ausbezahlte Zeit	h
Buchungsdatum Überstunden	
Buchungsdatum Urlaub	
Buchungsdatum Gleitzeit	
Buchungsdatum Sonderstunden	

1)



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