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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 a web-based form for managing an employee named Klaus Abel. The form is titled 'Mitarbeiter Abel Klaus' and has a menu bar with options like 'Dokument', 'Bearbeiten', 'Ansicht', 'Rückverweise', and 'Aktionen'. Below the menu are tabs for 'Stammblatt', 'Adresse', 'Kommunikation', 'Pop3', 'AZ-Verwaltung', 'Fähigkeiten', and 'Sonstiges'. The form fields are organized into sections: 'Personalnummer' (020), 'Anrede' (Herr) and 'Titel' (Dr.), 'Name' (Abel) and 'Vorname' (Klaus), 'Sprache' (deutsch), 'Mitarbeiterstatus' (Festangestellt), 'Standort' (Frankfurt), and 'Unit' (a list with 2 items: 001 Bayern and 011 München). At the bottom, there are fields for 'Aktiver Benutzer' (checked), 'Login' (klaus), and 'Standard-Benutzerrolle' (2 Manager).

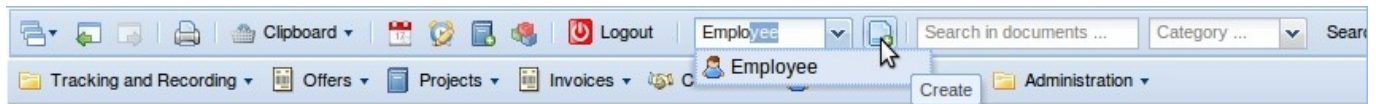
Required fields: Employee, user group, login, employee status, location, salutation, name, max. capacity, max. working hours

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 'Employee' document form. The form has a title bar 'Employee' and a menu bar with 'Document', 'Edit', 'View', and 'Actions'. Below the menu bar are tabs: 'Master data', 'Address', 'Communication', 'Work time management', 'Skills', and 'Misc'. The 'Master data' tab is active. The form contains several fields: 'Personell ID' (empty), 'Anrede' (dropdown), 'Titel' (dropdown), 'Name' (empty), 'First name' (empty), 'Status' (dropdown set to 'Fixed'), 'Function' (dropdown), 'Branch' (dropdown set to 'Frankfurt'), 'Cost center' (dropdown), 'Unit' (dropdown set to 'No entries'), 'Active user' (checkbox checked), 'Login' (empty), 'Default user role' (dropdown), and 'Benutzersprache' (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.

The screenshot shows the 'Employee Griffith Jean' form with the 'Master data' tab selected. The form contains the following fields:

- Personell ID**: 12345
- Anrede**: Misses
- Titel**: (empty)
- Name**: Griffith
- First name**: Jean
- Status**: Fixed
- Function**: Consultant
- Branch**: London
- Cost center**: Marketing
- Unit**: A table with 1 row: 1 Marketing and Sales
- Active user**: ☒
- Login**: jean
- Default user role**: 2 Manager
- Benutzersprache**: English

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

The screenshot shows the 'Employee Griffith Jean' form with the 'Address' tab selected. The form contains the following fields:

- Address**: 82-83 High Street
- Postal code**: SL4 6AF
- City**: Eton
- Country**: Great Britain

The screenshot shows the 'Address' tab of the 'Employee Griffith Jean' form. The form has a header bar with a close button, a user icon, and the name 'Employee Griffith Jean'. Below the header is a toolbar with icons for save, delete, add, print, and email, followed by dropdown menus for 'Document', 'Edit', 'View', 'Back references', and 'Actions'. The 'Address' tab is selected, showing fields for 'Address' (82-83 High Street), 'Postal code' (SL4 6AF), 'City' (Eton), and 'Country' (Great Britain). A mouse cursor is pointing at the 'Address' tab.

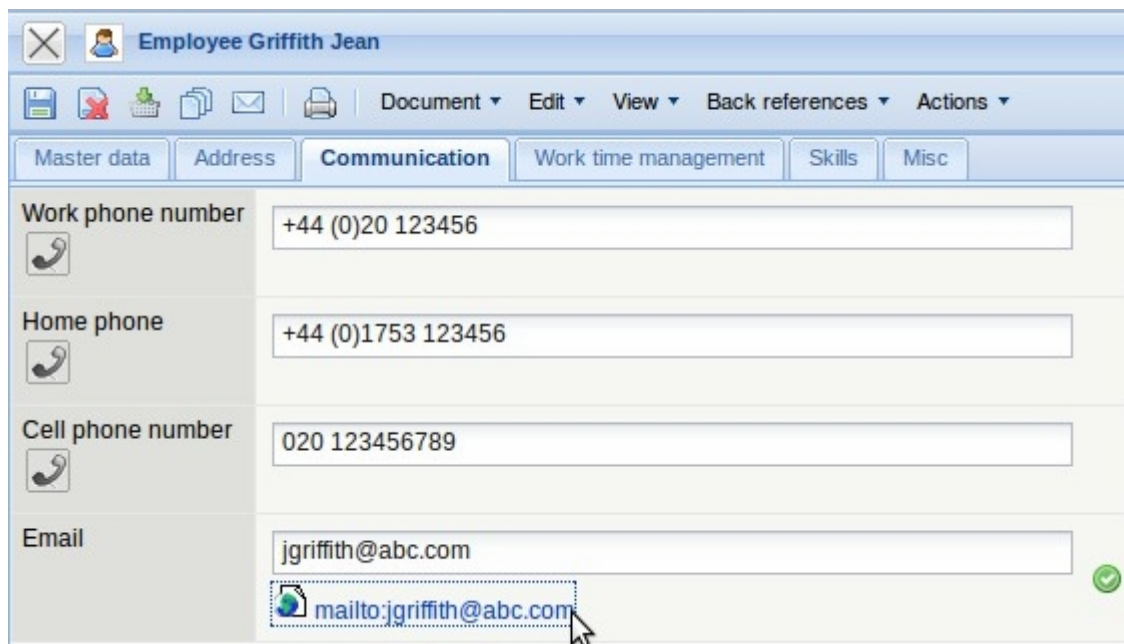
On the “Communication” tab, the telephone numbers for work, home and cell phone and the e-mail address ...

The screenshot shows the 'Communication' tab of the 'Employee Griffith Jean' form. The 'Communication' tab is selected, showing fields for 'Work phone number' (+44 (0)20 123456), 'Home phone' (+44 (0)1753 123456), 'Cell phone number' (020 123456789), and 'Email' (jgriffith@abc.com). A green checkmark is visible next to the email field. A mouse cursor is pointing at the 'Communication' tab.

This screenshot is identical to the previous one, showing the 'Communication' tab of the 'Employee Griffith Jean' form. The 'Communication' tab is selected, showing fields for 'Work phone number' (+44 (0)20 123456), 'Home phone' (+44 (0)1753 123456), 'Cell phone number' (020 123456789), and 'Email' (jgriffith@abc.com). A green checkmark is visible next to the email field. A mouse cursor is pointing at the 'Communication' tab.

... 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

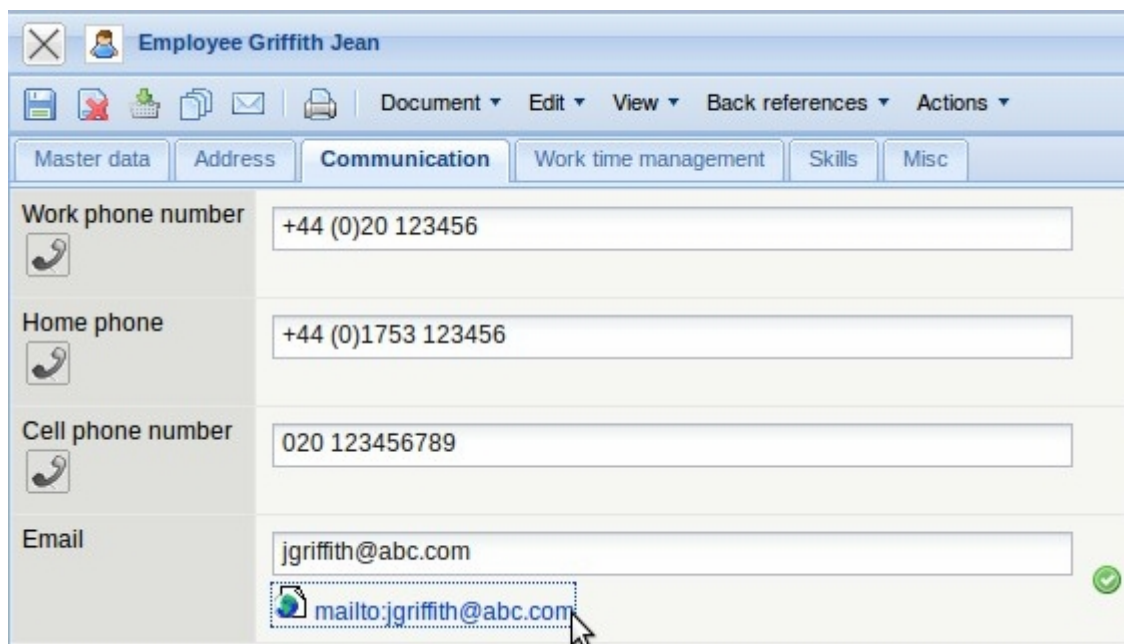
Work phone number +44 (0)20 123456

Home phone +44 (0)1753 123456

Cell phone number 020 123456789

Email jgriffith@abc.com

mailto:jgriffith@abc.com



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

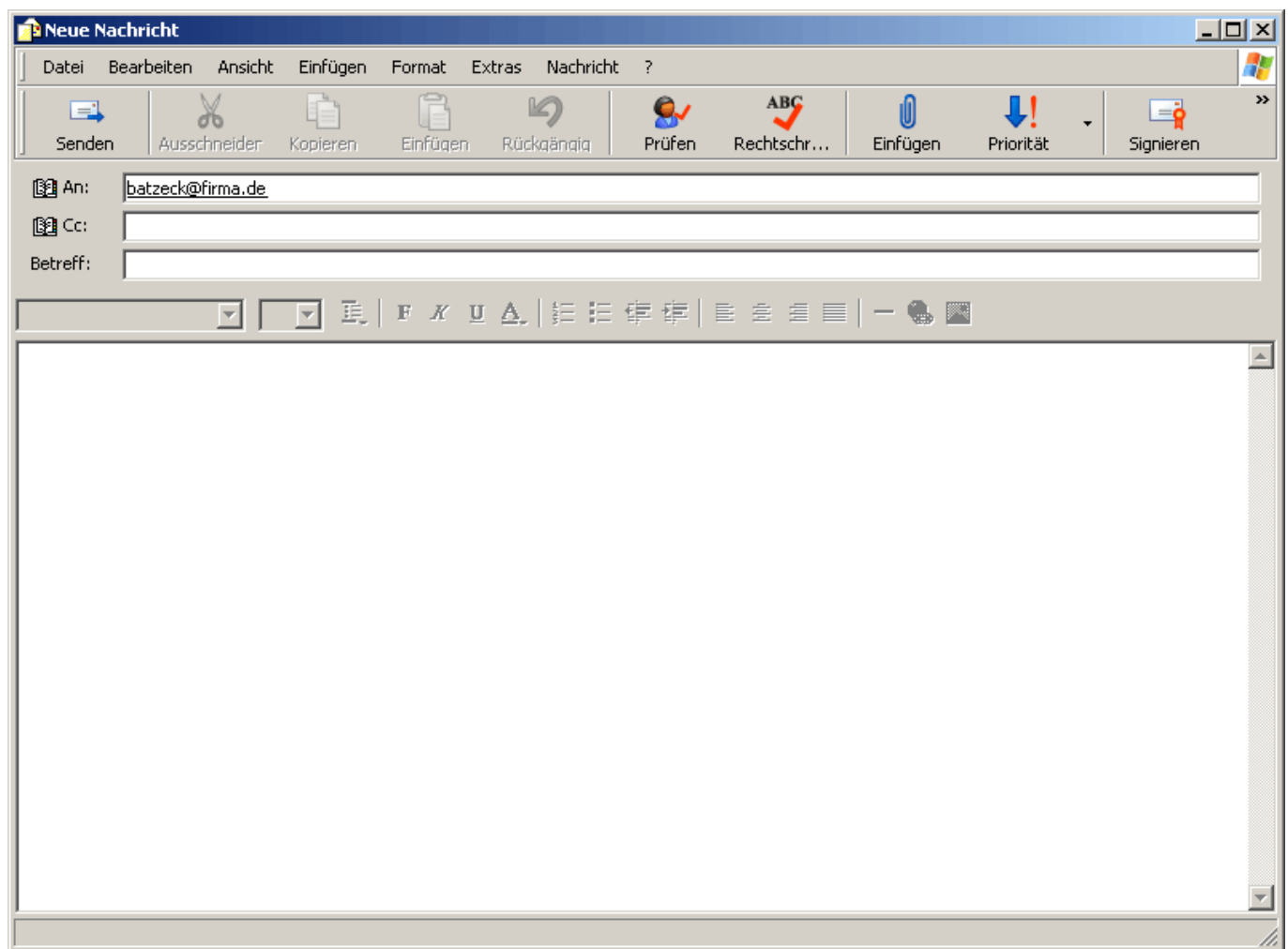
Home phone +44 (0)1753 123456

Cell phone number 020 123456789

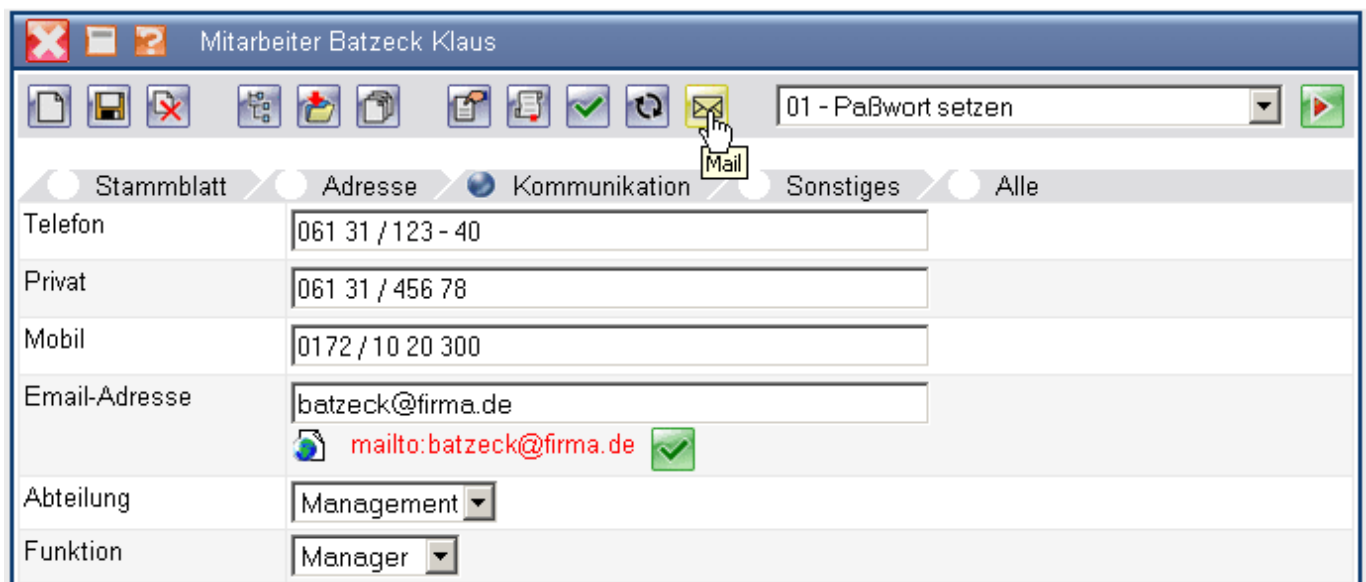
Email jgriffith@abc.com

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.

MailFolder DRAFTS

DRAFTS (0/0)
INBOX (0/19)
Kunde (0/1)
SCHEDULED (0/0)
SENT (0/33)

Empfänger

Geplante Zeit

Betreff

Text

Verweise

Ordner: DRAFTS

DRAFTS

Im 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

Stammblatt
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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