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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 'Stammblatt' tab is active, showing fields for personal data and organizational details. The 'Unit' field is a list box showing two units: '001 Bayern' and '011 München'. The 'Aktiver Benutzer' field is checked, indicating the employee is active. The 'Login' field contains the name 'klaus', and the 'Standard-Benutzerrolle' is set to '2 Manager'.

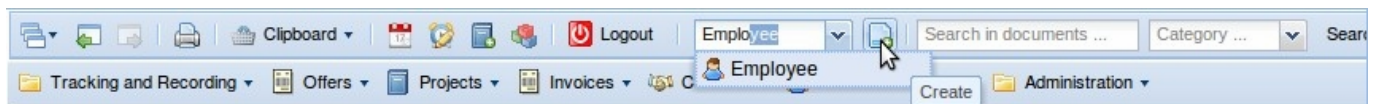
Required fields: Employee, user group, login, employee status, location, salutation, name, max. capacity, max. working hours

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 several tabs: 'Master data', 'Address', 'Communication', 'Work time management', 'Skills', and 'Misc'. The 'Master data' tab is active. Fields include:

- Personell ID: empty text field
- Anrede: dropdown menu (empty)
- Titel: dropdown menu (empty)
- Name: text field (empty)
- First name: text field (empty)
- Status: dropdown menu (pre-populated with 'Fixed')
- Function: dropdown menu (empty)
- Branch: dropdown menu (pre-populated with 'Frankfurt')
- Cost center: dropdown menu (empty)
- Unit: dropdown menu (pre-populated with 'No entries')
- Active user: checkbox (checked)
- Login: text field (empty)
- Default user role: dropdown menu (empty)
- Benutzersprache: dropdown menu (pre-populated with '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:

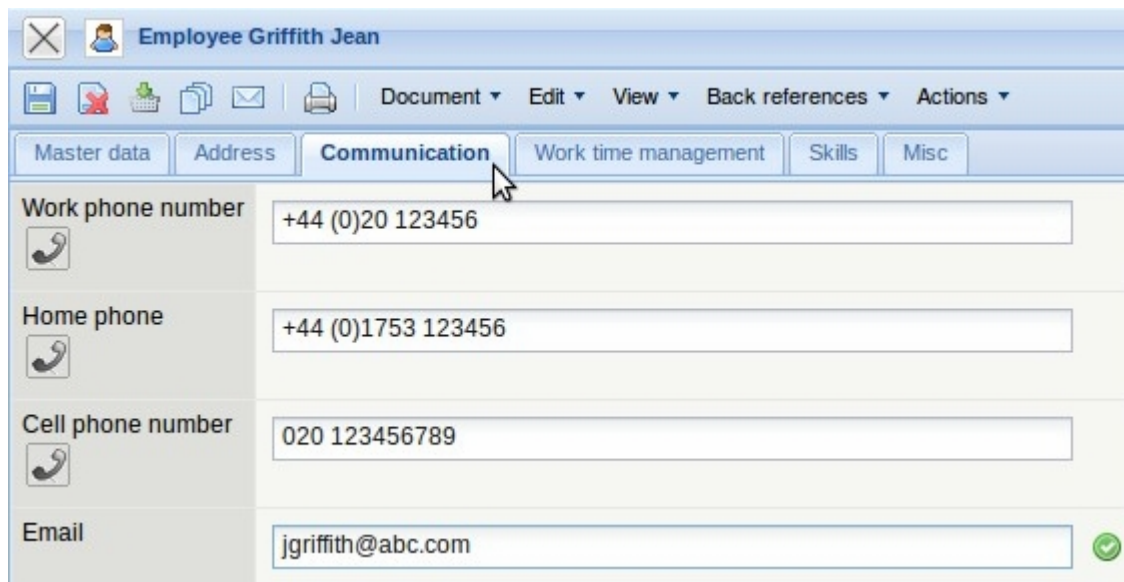
- Personell ID:** 12345
- Anrede:** Misses
- Titel:** (empty)
- Name:** Griffith
- First name:** Jean
- Status:** Fixed
- Function:** Consultant
- Branch:** London
- Cost center:** Marketing
- Unit:** A table with 1 row: 1 Marketing and Sales
- Active user:** ☒
- Login:** jean
- Default user role:**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

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

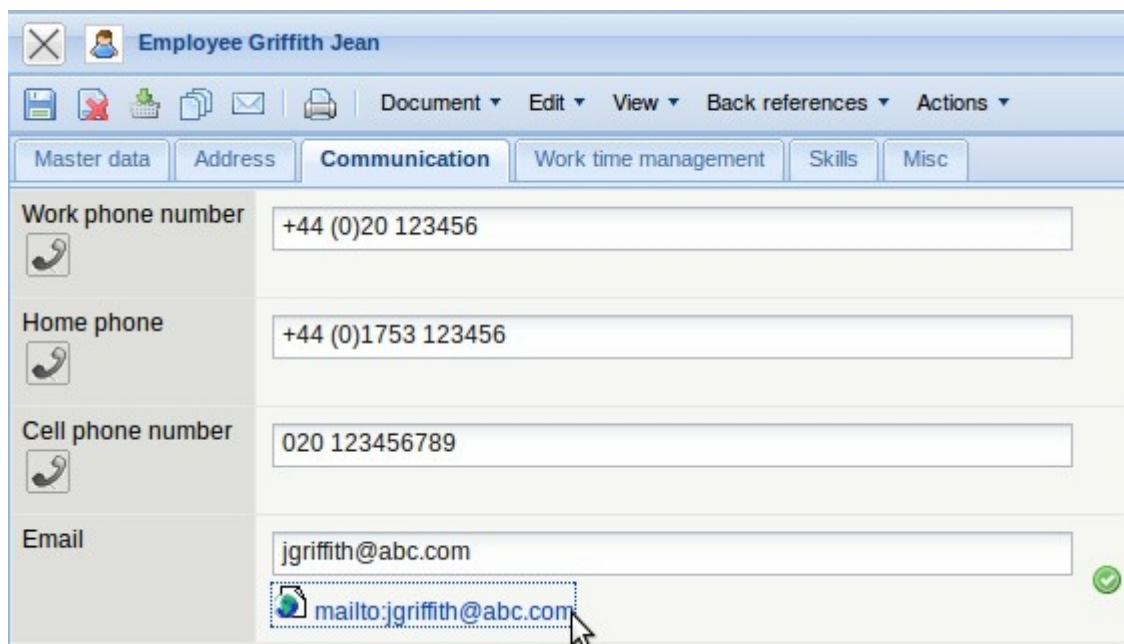
Home phone +44 (0)1753 123456

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

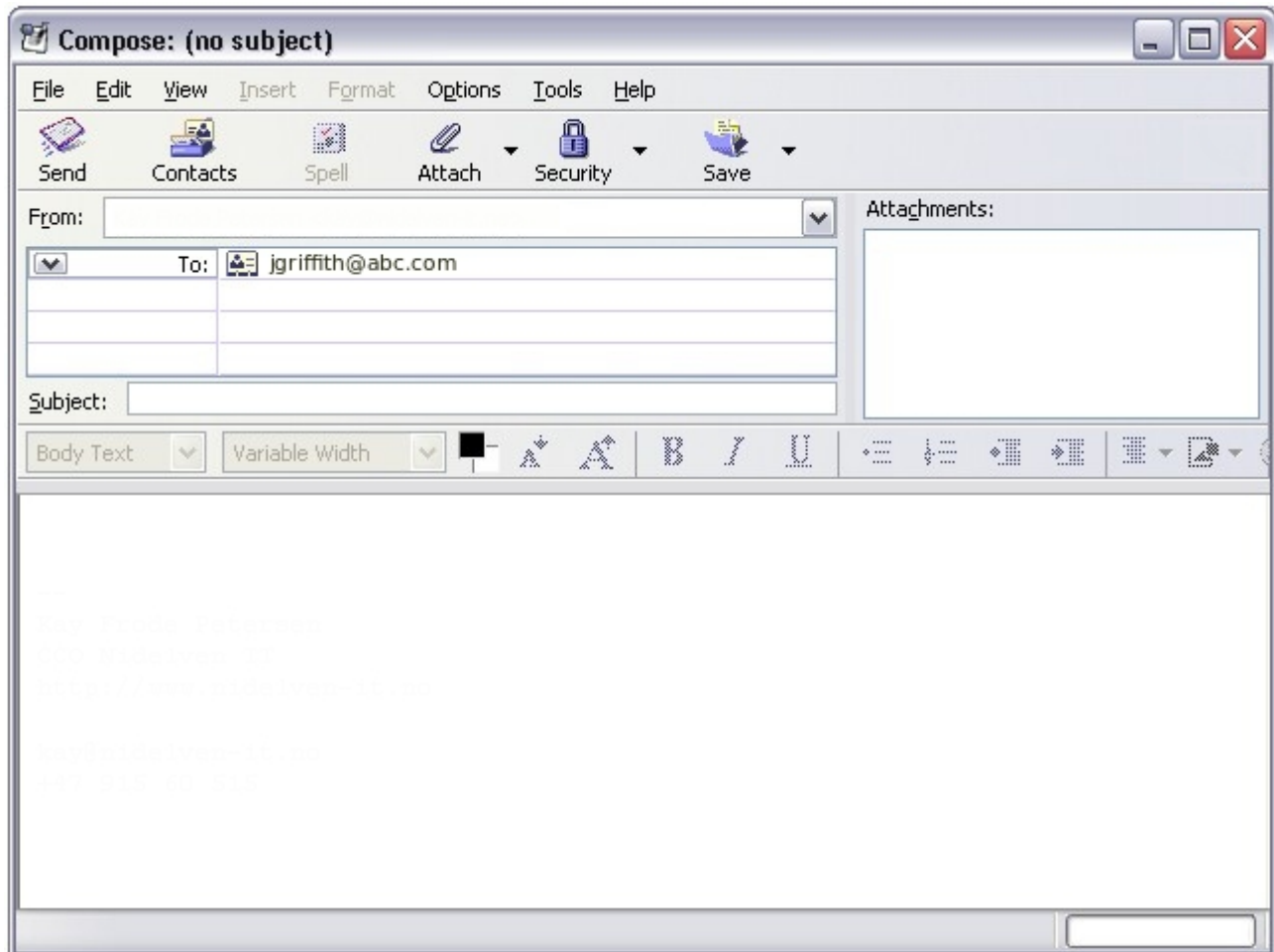
Home phone +44 (0)1753 123456

Cell phone number 020 123456789

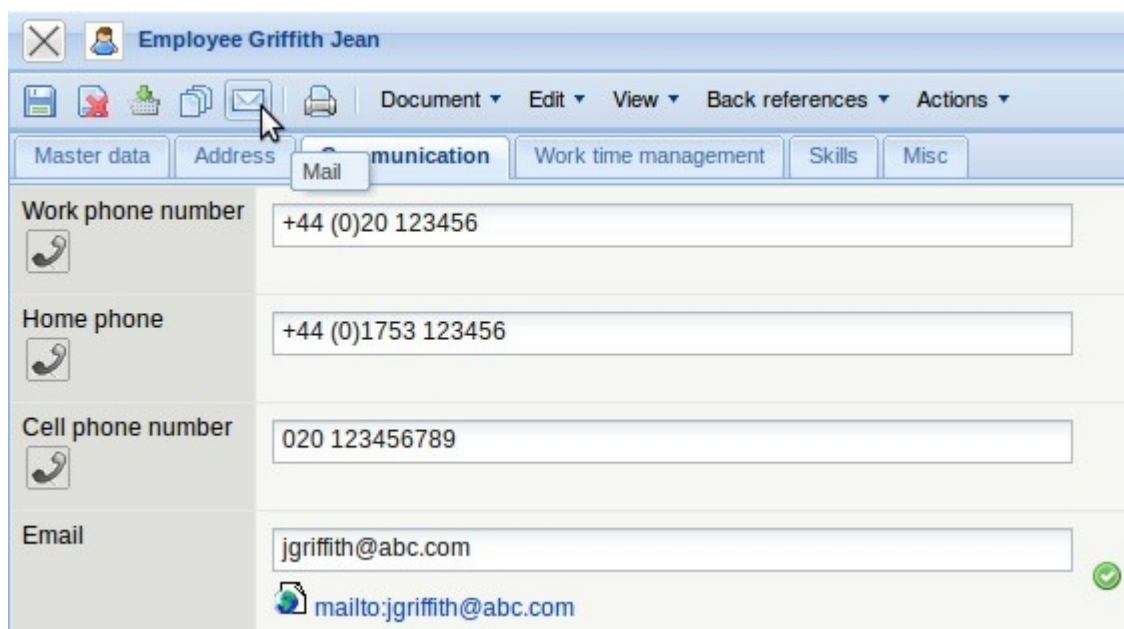
Email jgriffith@abc.com

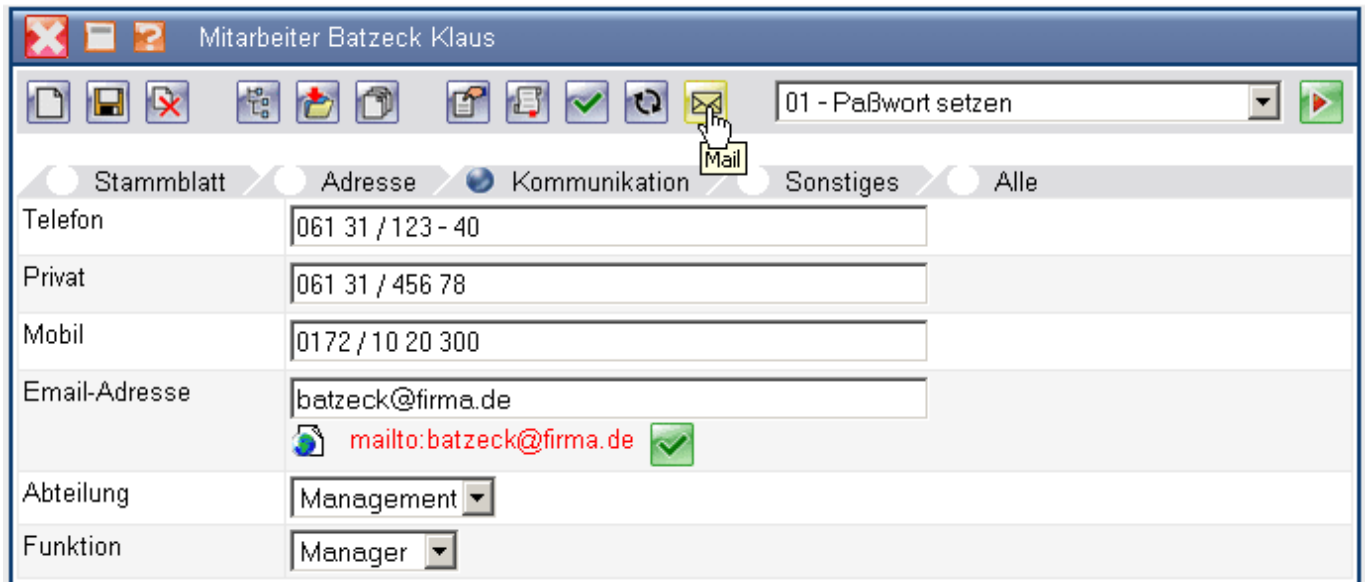
<mailto:jgriffith@abc.com>

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



If the optional mail system [mailer](#) is used, clicking the mailer in the function bar ...





Mitarbeiter Batzeck Klaus

01 - Paßwort setzen

Stammblatt Adresse **Kommunikation** Sonstiges Alle

Telefon 061 31 / 123 - 40

Privat 061 31 / 456 78

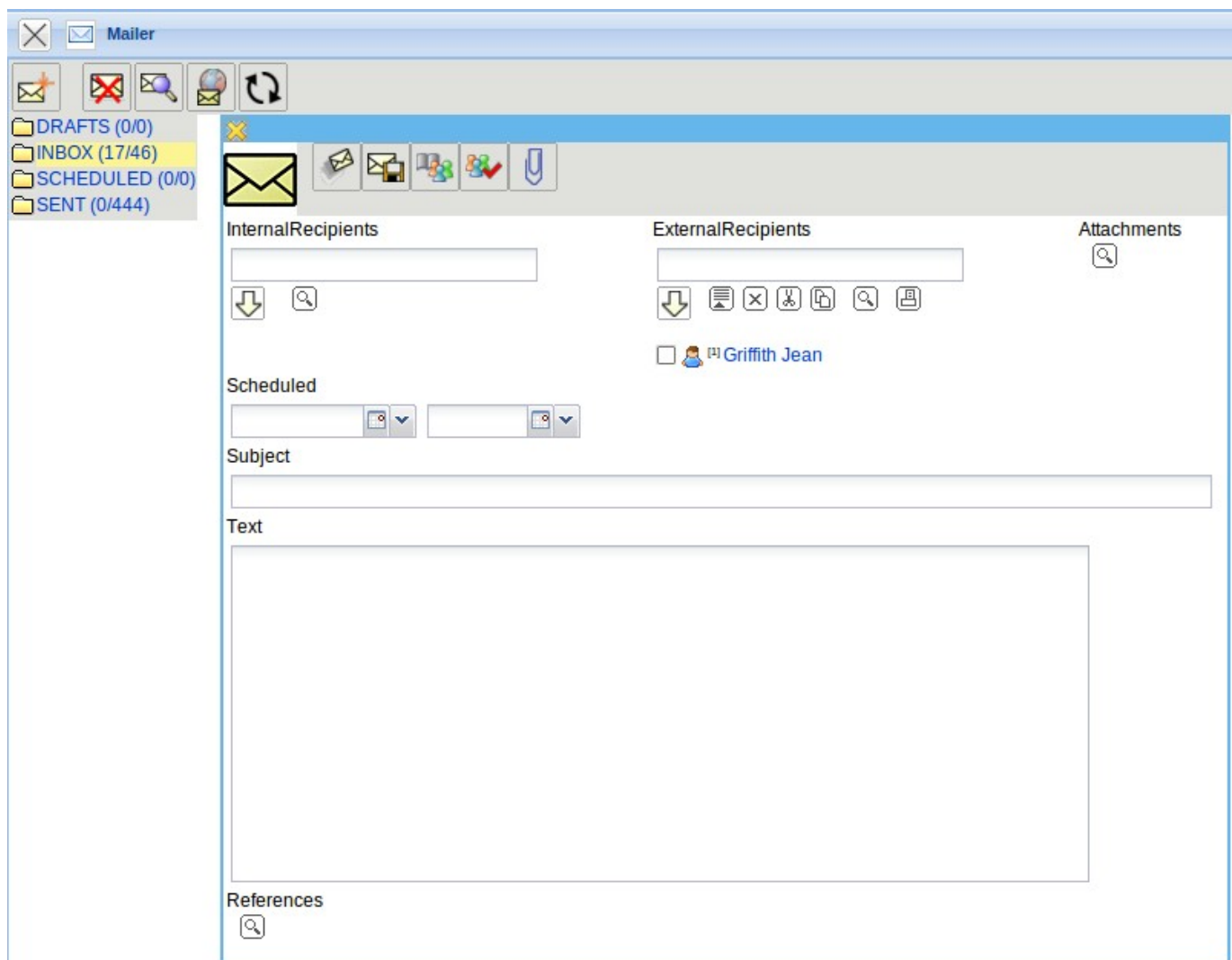
Mobil 0172 / 10 20 300

Email-Adresse batzeck@firma.de
mailto:batzeck@firma.de ✓

Abteilung Management

Funktion Manager

... opens the appropriate internal mail address.



Mailer

DRAFTS (0/0)
INBOX (17/46)
SCHEDULED (0/0)
SENT (0/444)

InternalRecipients

ExternalRecipients

Attachments

Scheduled

Subject

Text

References

Griffith Jean

On the “work time management” tab, the maximum project capacity, employment capacity, date hired, time tracking limit and contract for the employee can be defined and displayed here.

The screenshot displays the SAP Employee Administration interface for Jean Griffith. The 'Work time management' tab is selected, showing the following fields:

- Maximum project capability: 100 %
- Employment capacity: 100 %
- Date hired: [Empty field]
- Austritt: [Empty field]
- Time tracking limit: [Empty field]
- Previous time tracking limit: [Empty field]
- Employment contracts: No entries

On the "skills" tab

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

Mitarbeiter Batzeck Klaus

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	

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