

Change of company

One requirement for a change of company is that you have created several companies or a company structure in Danielle Software.

Danielle Software supports group structures, subsidiaries, sister and affiliated companies etc. There is no effect on the costs if you wish to create several companies because your employees work in different companies.

Below you will find a template that you can fill with the company structure required and send to us at kont.akt@personalabteilung.cloud or via the Service Desk.

[Template_Management_Setup.xlsx](#)

We will create the structure for you and let you know when you can use it.

A detailed description can be found under [Groups and several companies](#).

A new contract has to be drawn up if a member of staff changes to another company. For this purpose, go to **Contracts** in the employee file in question and insert the amendment by clicking on .

The following message is displayed:

After confirming the message, you can fill in the details of the new contract.

Please select the following:

- Company
- Contract type
- Valid from (the day after the old contract ends is automatically predefined)
- End date, if known
- Basic leave, if different from standard values
- Weekly working hours, if different from standard values

Example of contract amendments from full-time to part-time with modified basic leave and weekly working hours

Please note that the working time model has also to be changed and becomes valid on the start date of the new contract.