Company E-mail address, personnel number and short name

The company e-mail address is used to uniquely identify an employee and is, therefore, a mandatory field. For this reason, the e-mail address will not be changed later. However, if you wish to do this, please contact us at *contact@personnel-department.cloud*

For this purpose, the company e-mail address is generally used. If a new employee does not have a company e-mail address, the private e-mail address can be entered or you can assign him/her a wildcard (catch-all) e-mail address (Employees without e-mail accounts).

Corresponding personnel numbers from other systems can be captured as personnel numbers (ID). This is used, among other things, for data exchange and synchronisation to other systems. If you use personnel numbers, these have to be unique.

The short name is an alphanumerical field, composed of, for example, an employee's nickname or abbreviation used in correspondence. Numbers can also be used.