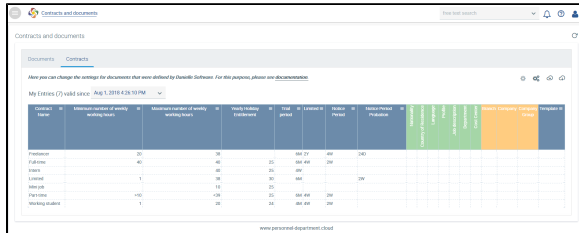


Examples of entries for contracts preconfigured by the system

Various types of contracts with standard values that can be modified for individual cases are provided on the **Contracts** tab.

Contractual documents remain valid for the entire duration of employment.

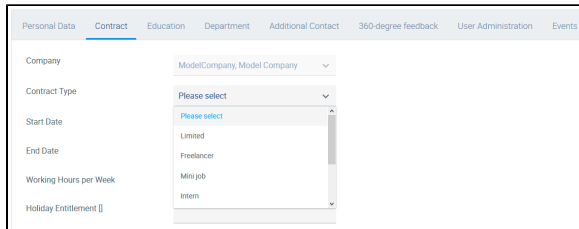
The settings **My entries** and **Effective entries** available here, as well. Please also see [Documents](#).



Contract type	Minimum number of weekly working hours	Maximum number of weekly working hours	Weeks holiday entitlement	Probation period	Notice period	Notice period during probation	Working hours per week	Holiday entitlement	Company key	Company description
Freelancer	20	30	20	300	300	300				
Part-time	40	40	20	300	300	300				
Full-time	40	40	20	300	300	300				
Limit	1	1	1	1	1	1				
Working hours	40	40	20	300	300	300				
Working hours	40	40	20	300	300	300				

Examples of entries for contracts configured by the system:

The **Contract titles** are available in the "Contract" tab along with the contract type. They can be selected as configured in the **Setup** application:



Personal Data | **Contract** | Education | Department | Additional Contact | 360-degree feedback | User Administration | Events

Company: ModelCompany, Model Company

Contract Type: Please select

Start Date: Please select

End Date: Limited

Working Hours per Week: Freelancer

Holiday Entitlement: Mini job

If the **Minimum** and **Maximum number of weekly working hours** as well as the **Annual leave entitlement** are set, the numbers will be displayed in square brackets as the default value for the working hours. However, this requirement does not necessarily have to be met. A different value that is not within this range can also be used.

The **Duration of the probation period** as well as **Notice period** and the **Notice period during probation** can be defined so that this information is directly contained in the contract entries and can be used as a basis for calculation.

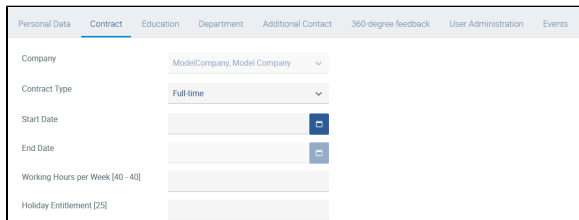
Use D for Day, W for Week, M for Month and Y for Year when setting the times.

A **Limit** for the contract should be used for fixed-term contracts. Using this option, an end date for the contract will be configured.

The **green** fields can be used as a filter. They are only displayed for employees with the corresponding settings and hidden otherwise.

The **orange** fields show the different types of companies: subsidiary, company or corporation. This only applies if multiple companies are configured. The company key (the company's short description) has to be entered here.

The employee selected works in the United Kingdom.



Personal Data | **Contract** | Education | Department | Additional Contact | 360-degree feedback | User Administration | Events

Company: ModelCompany, Model Company

Contract Type: Full-time

Start Date: [Calendar icon]

End Date: [Calendar icon]

Working Hours per Week: [40 - 40]

Holiday Entitlement: [25]

For an employee working in the UK with a full-time contract, the number of working hours per week is 40 and the holiday entitlement is 25 days.

For part-time employees, different information is displayed:

Example

Personal Data	Contract	Education	Department	Additional Contact	360-degree feedback	User Administration	Events
Company							
ModelCompany, Model Company							
Contract Type							
Part-time							
Start Date							
End Date							
Working Hours per Week [>10 - <39]							
Holiday Entitlement [25]							

The weekly working hours are above 10 and below 39, while the leave entitlement is 24 days.