Contracts

Examples of entries for contracts preconfigured by the system

Various types of contracts with standard values that can be modifies 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.

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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 De	partment Additiona	Contact	360-degree feedback	User Administration	Events
Company	ModelCor	npany, Model Company	~			
Contract Type	Please se	lect	~			
Start Date	Please sel	ect	^			
	Limited					
End Date	Freelancer					
Working Hours per Week	Mini job					
Holiday Entitlement []	Intern					
Holiday Enutiement ()						

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		Mo	delCompany, Mode	el Company	~			
Contract Type		Ful	l-time		~			
Start Date					•			
End Date					•			
Working Hours pe	er Week [40 - 4	0]						
Holiday Entitleme	ent (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 Cor	ntact	360-degree feedback	User Administration	Events
Company	Mo	delCompany, Mode	I Company	~			
Contract Type	Par	t-time		~			
Start Date				•			
End Date				8			
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.