

# Employees

By selecting the tile **Employees**, you can access the overview of employees.



## Employees

The employee overview provides an overview of all employees working in your company.

 Employee

free text search

<sup>23</sup><sup>16</sup>

| <input type="checkbox"/> | Company e-mail address                | First name  | Last name          | Company | Department       | Profile  | Contract type    | Login activated                     | Daily topics activated              |
|--------------------------|---------------------------------------|-------------|--------------------|---------|------------------|----------|------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Klara.Adam@company.com                | Klara       | Adam               | DSSHQ   | IT               | Employee |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Tayo.Azikiwe@company.com              | Tayo        | Azikiwe            | DSSLU   | Sales            | Employee |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | testID.Benutzerverwaltung@company.com | testID_test | Benutzerverwaltung | DSSHQ   |                  | HR       |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Big.Boss@company.com                  | Big         | Boss               | DSSHQ   | Management       | HR       | Vollzeit 40h     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Karl.Boehme@company.com               | Karl        | Böhme              | DSSHQ   | Human Ressources | HR       | Teilzeit 4T a 8h | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | neff.comer@company.com                | Neff        | Comer              | DSSHQ   | Production       | Employee |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Mareike.Dewaal@company.com            | Mareike     | De Wuul            | DSSLU   | Human Ressources | HR       |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Robert.Fahrtmann@company.com          | Robert      | Fahrtmann          | DSSHQ   | Production       | Employee | Vollzeit 40h     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | momo.grau@company.com                 | Momo        | Grau               | DSSHQ   |                  | Employee |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Emma.Green@company.com                | Emma        | Green              | DSSLU   | Human Ressources | Employee |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

You can adapt the columns displayed to meet your needs by clicking on the column icon  in the top right-hand corner and by selecting the columns relevant for you.

## Search function

### Columns

☐ Search for...

☒ Company e-mail address

☒ First name

☒ Last name

☐ Short name

☐ Personnel number

☒ Company

☐ Employment status

☒ Department

☒ Profile

☐ Cost centre

☒ Contract type

☐ Entry date

☐ End date

☒ ☐

Various search options are available in the employee overview. A search can be made for, e.g. a surname, short name or department by entering the search term in the search field.

A search across several columns is also possible, for example, you can search for all employees, called **Lennox**, who work in the department **Marketing** and speak **English**. To this end, you have to click on the icon  at the end of each column required. Then the column search field opens and you can enter the search term. Sorting can also be performed in this way.

Employee

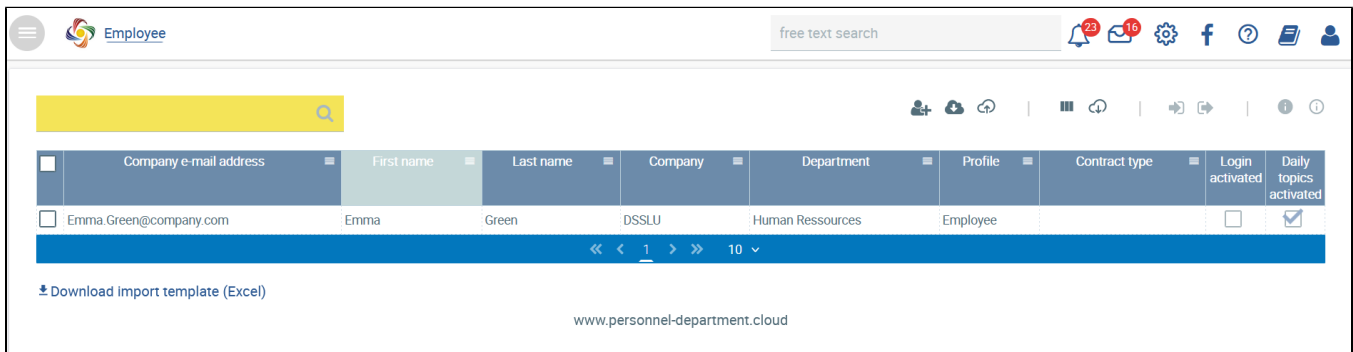
free text search

23 16

| <input type="checkbox"/> | Company e-mail address                | First name  | Last name | Company | Department       | Profile  | Contract type    | Login activated                     | Daily topics activated              |
|--------------------------|---------------------------------------|-------------|-----------|---------|------------------|----------|------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Klara.Adam@company.com                | Klara       |           |         | IT               | Employee |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Tayo.Azikiwe@company.com              | Tayo        |           |         | Sales            | Employee |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | testID.Benutzerverwaltung@company.com | testID_test |           |         |                  | HR       |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Big.Boss@company.com                  | Big         |           |         | Management       | HR       | Vollzeit 40h     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Karl.Boehme@company.com               | Karl        | Böhme     | DSSHQ   | Human Ressources | HR       | Teilzeit 4T a 8h | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | neff.comer@company.com                | Neff        | Comer     | DSSHQ   | Production       | Employee |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Mareike.Dewaal@company.com            | Mareike     | De Wuul   | DSSLU   | Human Ressources | HR       |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Robert.Fahrtmann@company.com          | Robert      | Fahrtmann | DSSHQ   | Production       | Employee | Vollzeit 40h     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | momo.grau@company.com                 | Momo        | Grau      | DSSHQ   |                  | Employee |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Emma.Green@company.com                | Emma        | Green     | DSSLU   | Human Ressources | Employee |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Limiting the search to the name **Emma**

# Single/multiple assignments



|                          | Company e-mail address | First name | Last name | Company | Department       | Profile  | Contract type | Login activated          | Daily topics activated              |
|--------------------------|------------------------|------------|-----------|---------|------------------|----------|---------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Emma.Green@company.com | Emma       | Green     | DSSLU   | Human Ressources | Employee |               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

[Download import template \(Excel\)](#)

www.personnel-department.cloud

Search results for the employee called Emma, Human Ressources department

This can be repeated for any number of columns. You can return to the overview of all employees by clicking on . The employee search function provides easy, quick access to personnel files.

Select one or more employees by activating the check box, and click on [blocked URL](#).

Here, the following options are available:

-  **Activate/deactivate login**
-  **Activate/deactivate daily topics**
-  **Assign working time model**
-  **Assign surcharge model**

## Activate/deactivate login

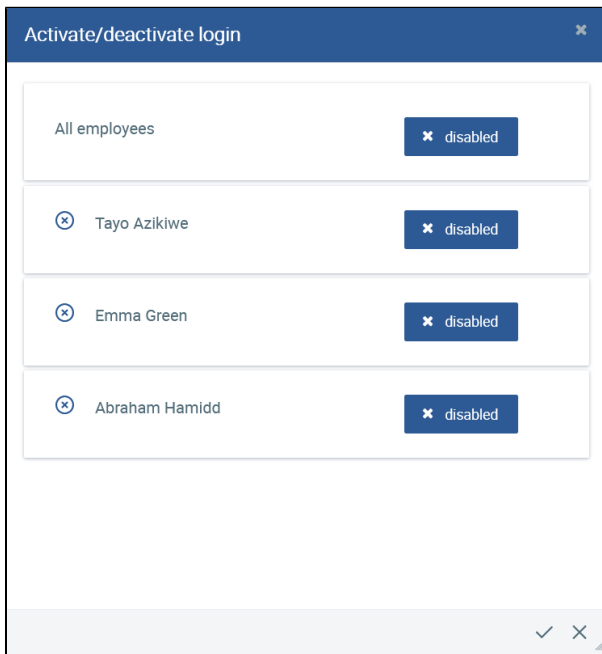
The activation of employees and thus the grant of access rights to Danielle Software has been simplified, particularly for the creation of new employees, e.g. by means of import.

Just select the employees you would like to activate or deactivate (individually) in the Employee overview. Once deactivated, an employee no longer has the right to access Danielle Software. This also applies to mobiles devices, e.g. via Telegram. In this case however, the personnel file is not deleted or otherwise affected.

## Activate login

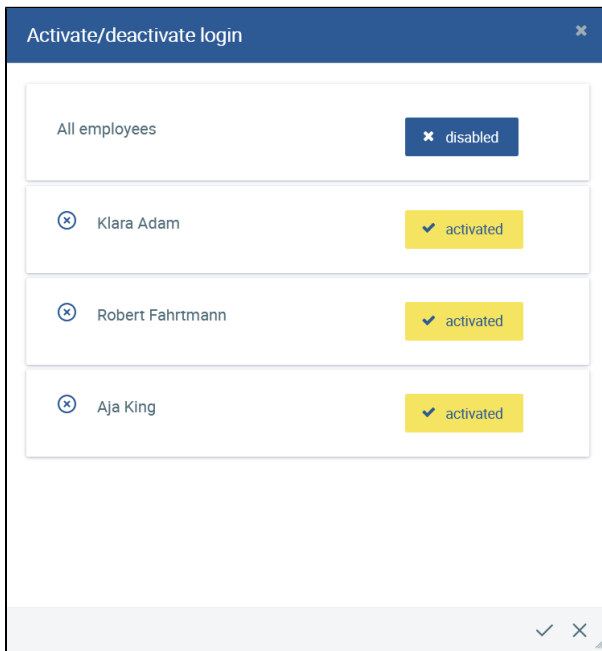
Select all employees you would like to activate, and click on [blocked URL](#). Provided that employees do not have an active login, they will receive an e-mail with their credentials and will then be activated.

## Single/multiple assignments



### Deactivate login

Select all employees you would like deactivate, and click on . Provided that employees have an active login, they will be deactivated and can no longer log in to or access Danielle Software. e.g. using a Messenger.



### Activate/deactivate daily topics

Find out more details on [Daily Topics](#).

## Single/multiple assignments

Activate/deactivate daily topics

All employees

disabled

Tayo Azikiwe

disabled

Mareike De Wuul

disabled

Karl Böhme

disabled

✓

✕

Deactivating daily topics

Activate/deactivate daily topics

All employees

disabled

Klara Adam

activated

Big Boss

activated

Emma Green

activated

✓

✕

Activating daily topics

## Single/multiple assignments

|                          | Business e-mail address               | First name  | Last name          | Company | Department       | Profile  | Contract type    | Login activated                     | Daily topics activated              |
|--------------------------|---------------------------------------|-------------|--------------------|---------|------------------|----------|------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Klara.Adam@company.com                | Klara       | Adam               | DSSHQ   | IT               | Employee |                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Tayo.Azikiwe@company.com              | Tayo        | Azikiwe            | DSSLU   | Sales            | Employee |                  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/> | testID.Benutzerverwaltung@company.com | testID_test | Benutzerverwaltung | DSSHQ   |                  | HR       |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Big.Boss@company.com                  | Big         | Boss               | DSSHQ   | Management       | HR       | Vollzeit 40h     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Karl.Boehme@company.com               | Karl        | Bohme              | DSSHQ   | Human Ressources | HR       | Teilzeit 4T a 8h | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input type="checkbox"/> | neff.comer@company.com                | Neff        | Comer              | DSSHQ   | Production       | Employee |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Mareike.Dewaal@company.com            | Mareike     | De Wuul            | DSSLU   | Human Ressources | HR       |                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input type="checkbox"/> | Robert.Fahrtmann@company.com          | Robert      | Fahrtmann          | DSSHQ   | Production       | Employee | Vollzeit 40h     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | momo.grau@company.com                 | Momo        | Grau               | DSSHQ   |                  | Employee | Vollzeit 40h     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Emma.Green@company.com                | Emma        | Green              | DSSLU   | Human Ressources | Employee |                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

The daily topics have been deactivated for selected employees so that they do not have access to them

### Assign working time model

The same working time model can be assigned to one or more employees at the same time. When doing so, a check is carried out in order to determine whether one or more working time models already exist. The time periods will be adjusted accordingly. Select the working time model you have created (Configuration Working time models), enter a "Valid from" date, and the assigned model will take effect from this point in time.

The screenshot shows the 'Assign working time model' dialog box. On the left, a list of employees is shown with checkboxes. In the center, the configuration area includes a dropdown for 'Company' (Danielle Software. Headquarters), a dropdown for 'Working time model' (Please select), and input fields for 'Valid from' and 'Valid to'. Below this, two selected employees are listed: Emma Green and Klara Adam, each with a table showing assigned working time models and their validity periods. On the right, a table shows the current status of all employees, with checkboxes for 'Login activated' and 'Daily topics activated'.

| Employee   | Company                         | Working time model | Valid from  | Valid to |
|------------|---------------------------------|--------------------|-------------|----------|
| Emma Green | Danielle Software. Headquarters | EDV                | Nov 1, 2021 |          |
| Klara Adam | Danielle Software. Headquarters |                    |             |          |

### Assign surcharge model

The same surcharge model can be assigned to one or more employees at the same time. When doing so, a check is carried out in order to determine whether one or more surcharge models already exist. The time periods will be adjusted accordingly. Select the surcharge model you have created (Configuration Surcharge models), enter a "Valid from" date, and the assigned model will take effect from this point in time.

# Creating a new personnel file

The screenshot shows the 'Employee' management interface. On the left, a list of employees is displayed with columns for 'Business e-mail address' and 'First name'. The employee 'Emma Green' is selected. A modal dialog titled 'Assign surcharge model' is open, showing a message: 'If there are existing surcharge models or time cut-offs, the date is automatically adjusted for every employee individually. Please check each assignment.' The dialog includes fields for 'Company \*' (set to 'Danielle Software. Headquarters'), 'Surcharge model \*' (set to 'Please select'), 'Valid from \*', and 'Valid to'. Below these fields, a table shows the search results for Emma Green, indicating 'No rows found with the specified criteria'. The background table lists various employee details including 'Profile', 'Contract type', 'Login activated', and 'Daily topics activated'.

A new employee can be created by clicking on  . You then immediately access the mask for creating a new personnel file.

You can access a personnel file by clicking on the employee in question.

For more information, please refer to [Import of personnel files](#).