

MODIFICATION OF PERSONAL DATA

HrOnlineLux 05_1_Modification of Personal datas - HR

securex
human capital matters

Employee Data 1

My Workspace Personal Corporate Development Pers. Action

My Details
LIERARD Jean-Pierre
Id position
80000035 DIRECTOR

My Selections 2
Personnel Area Groups
☒ Business Airlines (20)
Search
PLANAN Arthur [80000036]
POTIER Mathilde [80000039]
POULAIN AGNES [80000127]
Perlotin Laurent [80001055]
Polin Armand [80001053]
SOPHIE POUTE [80000128]

Overview possible actions
Select an action to request a personnel change
Add [New Contract](#)
Change in [Pay](#)
[Hire](#) a person
[Contract](#) Extension
[Termination](#)
[Part Time Inactivity](#)
[Full Time Inactivity](#)
[Promotion](#)
[Retirement](#)
[Transfer](#) within Country
[Return](#) to work

History & Pending Requests
[Show Legend](#)

- 1 Navigate to EmployeeData > Pers. Action.
 - 2 Select an employee in My Selections.
- ! You will find on the next page the list of the most useful recurring actions and their descriptions.

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Modification

! *when are changes applicable to Personal data?*

Add a new contract

- If an employee returns to the company he had left beforehand.
- If an employee has multiple contracts within the same Group.

Change in pay

- If the gross /hourly rate, position or function of an employee changes.

Part time inactivity

- Change of working time (parental leave, maternity leave...).

Full time inactivity

- If an employee is off for a while (Eg parental leave, maternity leave ...).

Promotion

- If an employee receives a salary increase.

Return to work

- If an employee returns to work after parental leave / maternity leave / unpaid leave.

MODIFICATION OF PERSONAL DATA

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Hire Organizational Assignment

01234567891011

Company CodeBusiness Airlines

Personnel subareaBusiness Airlin

Cost Center

Personnel AreaQQ98

Employee groupRegular

Employee subgroupWhite Collar

Payroll areaPayroll relevant

PositionManager [S50181903]

Percentage100

Job key50181903

Organizational unitBUSINESS AIRLINES

Start Date01.01.2014

End Date31.12.9999

Save

Previous

Next

Cancel

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! There are two ways to manage employee data: Shares Wizards or Widgets.

1 Shares Wizard: one step assistance step by step...

In general, the Wizard shares are to be used as often as possible. They are supported by a support (or a wizard step course). This way you will not forget to change the **Data impacted** by the initial change.

All these actions require to enter a start date. This date is important because a history is created in the widget data related.

2 Widgets: windows-specific features.

Sometimes you can make changes directly in widgets, for example, correct an error in the spelling of a name, an address, a telephone number, a salary amount, etc. For this type of modification, immediately change the data by clicking the **Edit link** directly in the widget.