

HR master data sheet

Employee No.: _____ Employer: _____ Branch: _____

Address

Title: Ms. Mr. Academic degree: _____
 Name: _____ First name: _____
 Address: _____ ZIP code / place: _____
 Phone Home: _____ Phone Mobile: _____
 E-Mail: _____ Phone Office: _____

Personal data

Date of joining: _____ Salary type: _____
 Citizenship: _____ Birthplace: _____
 Date of birth: _____
Non Swiss-citizens only: Residence permit: _____
 Permission No.: _____ Valid until: _____

Marital status / Relatives

Marital status: _____ Valid since: _____
 Name spouse: _____ Date of birth spouse: _____
 Name of kids: _____ Date of birth kids: _____

 Child support: yes no Spouse employed? yes no

Insurance

Canton of living: _____ Canton of employment: _____
 Place of employment: _____ Fully employable? yes no
 CH Social Security No.: _____ New CH Social Security No.: _____

Salary

Monthly salary: _____ Yearly salary: _____
 Employment level in %: _____ Hourly wage: _____
 Fixed mtl. Representation expenses: _____ Pension institution: _____
 Contribution pension employee: _____ Contribution pension employee in %: _____

