

# Personal Information

**KONNECT ANALYTICS** | Prasanth P@Konnect Demo.\* | Konnect Demo Admin

Feedback | Profile | Preference | Change Role | Log Out

Home (7) | Summary | Employee: 1000003 Name 1

Employee > Personal Information

Data required

<b>Client</b> : Konnect Demo	<b>Organization</b> : Manufacturing Discrete
<b>Employee Name</b> : Name 1	UAN:
<b>Date of Birth</b> : 31/03/1997 12:00:00 AM	<b>Gender</b> : Male
<b>Blood Group</b> : A+	<b>Marital Status</b> : Single
<b>Languages Known</b> : Tamil, English	<b>Pancard Number</b> :
<b>Aadharcard Number</b> : 4345477678879768	<b>ESI</b> :
<b>Driving License</b> :	<b>PF Number</b> : 534488998967
<b>Passport Number</b> :	<input checked="" type="checkbox"/> Active
<b>Department</b> : Accounts	<b>Contract</b> :
<b>Position</b> : Accountant	<b>Employee Category</b> :
<b>Employee Source</b> :	<b>Shift</b> :
<b>Payment Type</b> : Bank	<b>Date of Relieving</b> : 31/12/2030 5:00:00 PM
<b>Date of Joining</b> : 01/04/2020 12:00:00 AM	

## Critical Fields

1. Date of Joining : It is used to maintain the joining date of this particular Employee.

## Critical & onetime setup fields

## Non-Critical Fields

1. Blood Group : Used to mention the Blood Group of the Employee.(Ex : A+,B+,AB+,O-,...)
2. Gender : Used to mention the Gender (Ex : Male,Female,TransGender).
3. Marital Status : Used To mention their marital status(Ex : Single,Married,Divorced,Widowed)
4. Department : Used to maintain the Employee working department.(Ex : Accounts, Refer Department Master)
5. Position : Used to maintain the Employee Position in that particular department (Ex : Accountant, Refer Position Master)
6. Wedding Date : Used To mention their Wedding date (While choosing martial status as Married wedding date popup will appear)

7. Father Name : Used to mention the Fathers's name
8. Mother Name : Used to mention the Mother's Name
9. Spouse Name : Used to mention the Wife or Husband Name.
10. Languages Known : Used to maintain the language known details
11. UAN Number : Used to Maintain the PF UAN Number
12. Aadharcard Number : Used Maintain the Employee Aadharcard Number.
13. PF Number : used to maintain the PF Number
14. ESI : Used to maintain the ESI Number
15. Pancard Number : Used to maintain the Pancard Number to the employee
16. Driving License : Used to maintain the employee driving license number
17. Passport Number : Used to maintain the Passport number
18. Probation Period : This Date field is used to give the probation date
19. Date Of Relieving : Field is used to mention the Relieving Date
20. Date Confirm : Used to maintain the employee confirmation date
21. Complete Plan : Used to maintain the plan completion date.

## Zoom condition's

## Validation

1. Save : used to save the record.
2. Delete : used to delete the records.

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