# Summary Replace tags

Replace tags are used to retrieve information to e.g. an employee contract and certificate. The replace tags generate data from the system and makes contracts or certificates personal. The replace tags makes it easier and time saving for the company and the contracts and certificates will look the same for all employees. By adding the replace tags in the contract template, the needed information will be shown in the contracts.

*The replace tags aren’t relevant for all clients, and that’s one of the reasons there are replace tags that has very similar meaning, e.g. current date and current date and time.*

If you have any questions regarding replace tags or need help, contact us at [support@intect.io](mailto:support@intect.io)

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| --- | --- |
| Date: | **Current Date**  Todays date.  {{CurrentDate}}  **Current Date and Time**  Today’s date and time.  {{CurrentDateAndTime}} |

# Employee basic information

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| **Name/Navn:** | **Employee Given Name**  First name for the employee, can be found in the overview for the employee.  {{Employee.GivenName}}  **Employee Formal Given Name**  Formal given name of the employee, can be found in the overview for the employee. Some companies in other countries has also a formal given name, which is the name given at birth, but the field given name is where they enter the name they use everyday.  {{Employee.FormalGivenName}}  **Employee Family Name**  Employees family name, can be found in the employee overview.  {{Employee.FamilyName}}  **Employee Given Name and Family Name**  Full name for the employee, can be found in the employee overview.  {{Employee.FullName}} |
| **Adresse:** | **Employee Home Care Of**  Employee c/o, is found under Address for the employee.  {{Employee.HomeCareOf}}  **Employee Home Street Address**  Employee street address, is found under Address for the employee.  {{Employee.HomeStreetAddress}}  **Employee Home Postal Code**  Employee postal code, is found under Address for the employee.  {{Employee.HomePostalCode}}  **Employee Home Postal Area**  Employee postal area, is found under Address for the employee.  {{Employee.HomePostalArea}}  **City from home address**  Displays the City field from the employee’s home address.  {{Employee.HomeCity}}  Employee Country of home address  This retrieves and displays the country associated with the employee's home address.  {{Employee.HomeCountry}} |
| **Contact information:** | **Employee Email Address**  The employees email address. Is found under basic information for the employee.  {{Employee.Email}}  **Employee Phone Number**  Employees phone number, can be found under basic information.  {{Employee.Phone}}  **Employee Private Email Address**  Employees private e-mail address, can be found under basic information.  {{Employee.PrivateEmail}}  **Employee Private Phone Number**  Employees private phone number, can be found under basic information.  {{Employee.PrivatePhone}} |
| **Personal identification:** | **Employee Personal Identity Number**  Employees personal Identity number, can be found under basic information.  {{Employee.PersonalIdentityNumber}}  **Employee Date Of Birth**  Date of birth for the employee. It can be found in the overview for the employee.  {{Employee.DateOfBirth}} |
| **Bank:** | **Employee Clearing Number**  Employee’s Bank Clearing Number number, is found under Basic Information for the employee.  {{Employee.ClearingNumber}}  **Employee Bank Account Number**  Employee’s Bank Account Number number, is found under Basic Information for the employee.  {{Employee.BankAccountNumber}}  **Employee BIC**  Employee’s BIC number, is found under Basic Information for the employee.  {{Employee.BIC}}  **Employee IBAN**  Employee IBAN, is found under Basic information for the employee.  {{Employee.IBAN}} |

# Employment

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| Contract | **Contract purpose**  Displays if the purpose of a contract is a new hire or a change of terms.  {{Employee.ContractPurpose}}  **Employee Contract Date**  The date the contract is going to be signed. This is only if it’s going to be a physical signing, not an e-sign.  {{Employee.ContractDate}}  **Employee Contract Location**  Location where the contract will be signed. This is only if it’s going to be a physical signing, not an e-sign.  {{Employee.ContractLocation}}  **Employee Contract Notice Period**  This is the notice period the employee has, e.g. collective agreement, 1-6 months or according to law.  {{Employee.ContractNoticePeriod}}  **Employee Initial Signing Date**  Displays the initial signing date, found under Basic Information.  {{Employee.InitialSigningDate}}  **Employee Contract Signee**  Who the new employee is going to sign the contract with at the company. This is only if it’s going to be a physical signing, not an e-sign.  {{Employee.ContractSignee}}  **Employee Contract Terms**  Terms in the contract for the new employee, e.g. professional secrecy.  {{Employee.ContractTerms}} |
| Manager | **Employee Direct Manager Name**  Direct managers name, is found in the overview.  {{Employee.DirectManagerName}}  **Employee Direct Manager Title**  Direct managers title, is found in the overview.  {{Employee.DirectManagerTitle}} |
| Role | **Employee Accountabilities**  Does the employee have any accountabilities.  {{Employee.Accountabilities}}  **Employee Job Family**  The name of the job family, linked to the employee's role.  {{Employee.JobFamily}}  **Employee Level**  If the employee is white or blue collar.  {{Employee.Level}}  **Employee List Of Positions**  List over all positions the employee has had at the company. Is found under position.  {{Employee.ListOfPositions}}  **Employee Local Title**  Employees local title, is found in the overview for the employee.  {{Employee.LocalTitle}}  **Employee Local Title, if any, otherwise regular Title**  Employees local title or regular title. If the employee has a local title, otherwise the regular title. Is found in the Employee overview.  {{Employee.LocalOrRegularTitle}}  **Employee Role**  Employees role at the company can be found in the Employee overview.  {{Employee.Role}}  **Employee Title**  Employees title at the company, can be found in the Employee overview.  {{Employee.Title}}  **Role Purpose**  Role purpose, found in the basic settings of the role.  {{Employee.RolePurpose}} |
| Hiring | **Employee Employment Start Date**  Employee start date, is found on the employment tab.  {{Employee.EmploymentRecordStartDate}}  **Employee First Employment Date**  First employment date, is found under Basic Information.  {{Employee.FirstEmploymentDate}}  **Employee Legal Employment Start Date**  Legal employment start date, is found on the employment tab.  {{Employee.EmploymentStartDate}}  **Position Start Date**  Start date for the employee's position  {{Position.StartDate}} |
| Fixed-term  Trial-period | **Description of trial period**  Displays a description of the trial period och the employee.  {{Employee.TrialPeriodEnriched}}  **Employee Fixed Term Reason**  Displays the fixed term reason of the employee  {{Employee.FixedTermReason}}  **Employee Trial Period**  The trial period for an employee e.g. 6 months. Is found in Employment tab.  {{Employee.TrialPeriod}}  **Employee Trial Period End Date**  The date the trial period ends, is found in employment.  {{Employee.TrialPeriodEndDate}} |
| End of employment | **Employee Employment End Date**  Employment end date, is found on the employment page.  {{Employee.EmploymentEndDate}}  **Employee Employment End Reason**  The reason why the employment is terminated, e.g. new job.  {{Employee.EmploymentEndReason}}  **Employee End Month**  The name of the month when the employment ends.  {{Employee.EndMonth}}  **Employee End Month + 1**  The name of the month after the month when the employment ends.  {{Employee.EndMonth+1}}  **Employee End Year**  The year when the employment ends.  {{Employee.EndYear}}  **Employee End Year + 1 Month**  The year of the month after the month when the employment ends.  {{Employee.EndYear+1month}}  **Description of notice Period**  Displays a description of the notice period on the employee.  {{Employee.NoticePeriodEnriched}}  **Employee Last Date of Work**  Employee last date of work, is found on the employment page.  {{Employee.LastDateOfWork}}  **Employee Voluntary End Reason With Label**  {{Employee.VoluntaryEndReasonWithLabel}} |
| About the employee | **Employee Employee Number**  Employment number, is found in the employment tab for employee.  {{Employee.EmployeeNumber}} |
| About the employment | **Employee Employment Degree**  Employment degree for employee, is found on the employment page.  {{Employee.EmploymentDegree}}  **Employee Form Of Employment**  Form of employment e.g. permanent, fixed term. Is found under Employment.  {{Employee.FormOfEmployment}}  **Employee Form Of Working Hours**  Form of working hours, e.g. day work, shift work, is found under employment.  {{Employee.FormOfWorkingHours}}  **Employee Fulltime Weekly Working Hours**  Employee full time working hours, is found in the Employment.  {{Employee.FulltimeWeeklyWorkingHours}}  **Employee Weekly Working Hours**  Weekly working hours for employee, is found under employment.  {{Employee.WeeklyWorkingHours}}  **Form of employment according to type**  Displays the employee’s form of employment in a format according to type  {{Employee.FormOfEmploymentEnriched}}  **Employee Is Excluded From Working Time Agreement**  Is the employee excluded from working time agreement or not.  {{Employee.IsExcludedFromWorkingTimeAgreement}}  **Schedule**  Schedule is found on the employment page.  {{Employment.ShiftWorkSchedule.Name}}  **Employee Vacation Days**  Vacation days for employee. Is found in the employment tab.  {{Employee.VacationDays}}  **Work life experience**  Displays if the employee has previous work life experience.  {{Employee.WorkLifeExperience}}  **Substitute name**  If the employee is hired as a substitute a field can appear for which employee the employee is substituting for.  {{Employee.SubstituteName}} |
| About the salary | **Employee Form Of Salary**  Form of salary e.g. monthly pay, weekly pay or daily pay, is found under employment.  {{Employee.FormOfSalary}}  **Employee Has Compensation For Shifted Working Hours**  If the employee has compensation for shifted working hours or not.  {{Employee.HasCompensationForShiftedWorkingHours}}  **Employee Has Overtime Compensation**  If the employee has overtime compensation or not.  {{Employee.HasOvertimeCompensation}}  **Employee Has Traveling Allowance**  If the employee has travel allowance or not.  {{Employee.HasTravelingAllowance}}  **Employee Is Included In Current Year Salary Review**  Is the employee included in this year's salary review or not.  {{Employee.IsIncludedInCurrentYearSalaryReview}}  **Employee Is Included In Next Year Salary Review**  Is the employee included in next year’s salary review or not.  {{Employee.IsIncludedInNextYearSalaryReview}}  **Employee Is Included In Which Year's Salary Review**  From which year is the employee included in the salary review.  {{Employee.IncludedInSalaryReviewYear}}  **Employee Monthly Base Salary with Currency**  Base pay per month in employee’s currency, is found under compensation.  {{Employee.MonthlyBaseSalary}}  **Employee Payment Date**  The date the employee will receive their salary. Is found under the employment tab.  {{Employee.PaymentDate}}  **Employee Payment Schedule**  Payment date for salary, is found under employment.  {{Employee.PaymentSchedule}}  **Employee Salary Year Level**  The year level the salary set for the employee is corresponds to.  {{Employee.SalaryYearLevel}}  **Employee Yearly Base Salary with Currency**  Yearly base pay in employee’s currency, is found in compensation tab.  {{Employee.YearlyBaseSalary}}  **Employee Benefits Only Name**  What benefits you have in your compensation package, but only by their name and not the sum of it.  {{Employee.BenefitsOnlyName}}  **Overtime compensation text**  Displays a text from the constant EMPLOYMENT\_HAS\_OVERTIME\_COMPENSATION\_TEXT if the employee has overtime compensation. Otherwise a text from the constant EMPLOYMENT\_NO\_OVERTIME\_COMPENSATION\_TEXT will be displayed.  {{Employee.OvertimeCompensationText}}  **Travel time compensation text**  Displays a text from the constant EMPLOYMENT\_HAS\_TRAVEL\_COMPENSATION\_TEXT if the employee has travel time compensation. Otherwise a text from the constant EMPLOYMENT\_NO\_TRAVEL\_COMPENSATION\_TEXT will be displayed.  {{Employee.TraveltimeCompensationText}}  **Salary according to type**  Displays the employee’s salary correctly in a format according to type  Will show if you have Monthly or hourly pay.  {{CompensationPackage.SalaryCombined}} |
| Department | **Employee Activity Code**  The activity code valid for the employee that comes from department or project.  {{Employee.ActivityCode}}  **Employee Department**  The department the employee is working at, is found in the overview.  {{Employee.Department}}  **Employee Legal Company**  The legal company the employee is employed in. Is found in the Employee overview.  {{Employee.LegalCompany}}  **Employee Legal Company Organization Number**  Organization number for the company. Is found under Basic information in the Legal Company.  {{Employee.LegalCompanyOrganizationNumber}}  **Employee Legal Country**  The legal country the employee is employed in. Is found in the Employee overview.  {{Employee.LegalCountry}}  **Employee Location**  Employees location, is found in the overview for the employee.  {{Employee.Location}}  **Employee Location Visiting Postal Area**  The city that the employee is working in, will be found under” Basic information” in the Department description.  {{Employee.LocationVisitingPostalArea}}  **Employee Location Visiting Postal Code**  Postal code for the employee’s office, will be found under” Basic information” in the Department description.  {{Employee.LocationVisitingPostalCode}}  **Employee Location Visiting Street Address**  Visiting address, will be found under” Basic information” in the Department description.  {{Employee.LocationVisitingStreetAddress}}  **Employee nearest Unit of Type "Department"**  The nearest department the employee is working at, is found in the overview.  {{Employee.NearestDepartment}}  **Employee Object Code**  The object code valid for the employee that comes from department or project with a possible individual value in position.  {{Employee.ObjectCode}}  **Employee Project Code**  The project code valid for the employee that comes from department or project.  {{Employee.ProjectCode}}  **Employee Responsibility Code**  The responsibility code valid for the employee that comes from department or project.  {{Employee.ResponsibilityCode}} |
| Group settings  Template/skabelon | **Employee group**  Displays the Employee group of the employee according to age  {{Employee.EmployeeGroup}}  **Employee Group Employment Setting**  Which Group employment setting/collective agreement the employee is having, e.g. shipping. Is found under employment for the employee.  {{Employee.GroupEmploymentSetting}}  **Employee Group Employment Setting Description**  The description of the Group employment setting/collective agreement. Is found in the Group employment settings under administration in the Employee tab.  {{Employee.GroupEmploymentSettingDescription}} |

# Compensation for the employee

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| Benefits | **Compensation Benefits**  Compensation benefits that the employee has. Name, percentage, deduction value and currency.  {{Compensation.Benefits}}  **Compensation Benefits (Limited)**  Compensation benefits limited is all the benefits, only described with what kind of benefit, sum and currency.  {{Compensation.Benefits.Limited}}  **Compensation Benefits And Pay Components**  Shows all benefits and pay components that the employee has, name, description, percentage, deduction, value and currency.  {{Compensation.BenefitsAndPayComponents}}  **Compensation Package Total Annual Benefit Value**  The total annual benefit minus deduction.  {{CompensationPackage.TotalAnnualBenefitValue}}  **Compensation Package Total Annual Benefits**  This is the total compensation package for all benefits annually.  {{CompensationPackage.TotalAnnualBenefits}}  **Compensation Package Total Monthly Benefit Value**  Total monthly benefit minus deduction.  {{CompensationPackage.TotalMonthlyBenefitValue}}  **Compensation Package Total Monthly Benefits**  Total monthly benefits for the employee’s compensation package.  {{CompensationPackage.TotalMonthlyBenefits}} |
| Hourly paid employees | **Compensation Package Hourly Pay**  The compensation package for an employee that is employed hourly.  {{CompensationPackage.HourlyPay}}  **Compensation Package Hourly Pay**  The compensation package for an employee that is employed hourly.  {{CompensationPackage.HourlyPay.CurrencyLast}}  **Compensation Package Hourly Pay Nominal**  Shows what the employees hourly pay is. If the employee isn’t working 100% the brackets will show how much the employee should have had. E.g. An employee is working 50%, and her hourly pay is 250 SEK, her nominal hourly pay is SEK. Shown like this: SEK 250.00 (SEK 500.00).  {{CompensationPackage.HourlyPay.Nominal}} |
| Weekly paid employees | **Compensation Package Weekly Pay**  If the employee is getting their salary every week, this is their compensation package.  {{CompensationPackage.WeeklyPay}} |
| Monthly paid | **Compensation Package Base Pay**  This is the salary, before any deductions.  {{CompensationPackage.BasePay}}  **Compensation Package Base Pay Nominal**  Shows what the employees base pay is. If the employee isn’t working 100% the brackets will show how much the employee should have had. E.g. An employee is working 80%, and her base pay is 67.000 SEK, her nominal base pay is 83.750 SEK. Shown like this: SEK 67000.00 (SEK 83750.00).  {{CompensationPackage.BasePay.Nominal}} |
| Pay Components | **Compensation Pay Components**  Pay components listed with name, description, percentage, deduction, value and currency.  {{Compensation.PayComponents}}  **Compensation Pay Components (Limited)**  Limited pay components is a showing what kind of pay components that the employee has, only with name, sum and currency.  {{Compensation.PayComponents.Limited}}  **Compensation Pay Components (Limited) - Percentage Only**  Limited pay components is a showing what kind of pay components that the employee has (percentage based only), with name and percentage.  {{Compensation.PayComponents.Limited.Percentage}}  **Compensation Pay Components (Limited) Nominal**  Limited pay components are a showing what kind of pay components that the employee has, only with name, sum and currency. Nominal shows what compensations pay components should have been if the employee was working 100% instead of 80%. E.g. an employee is working 80%, has Compensation pay components (limited) nominal Extra payment to occupational pension SEK 1,000.00 (SEK 1,250.00). If the employee should have been working 100%, she should have received 1 250 SEK. But since she is only working 80% her pay components are 1000 SEK. The information between the brackets shows what the 100% compensation should have been. If the employee is working 100% the brackets aren’t going to show up.  {{Compensation.PayComponents.Limited.Nominal}}  **Compensation Package Total Annual Pay Components**  The total annual pay components for the employee’s compensation package.  {{CompensationPackage.TotalAnnualPayComponents}}  **Compensation Package Total Monthly Pay Components**  Total pay components per month for the employee’s compensation package.  {{CompensationPackage.TotalMonthlyPayComponents}} |
| Total | **Compensation Package Total Monthly Compensation**  Total monthly compensation for employees’ compensations package.  {{CompensationPackage.TotalMonthlyCompensation}}  **Compensation Package Total Monthly Compensation With Deductions**  Total monthly compensation with deductions for employee’s compensation package.  {{CompensationPackage.TotalMonthlyCompensationWithDeductions}}  **Compensation Package Total Monthly Deduction**  The total deduction per month for the employee’s compensations package.  {{CompensationPackage.TotalMonthlyDeduction}}  **Compensation Package Total Annual Compensation**  This is the total compensation package for all compensation annually  {{CompensationPackage.TotalAnnualCompensation}}  **Compensation Package Total Annual Compensation With Deductions**  This is the total annual compensation package with deduction.  {{CompensationPackage.TotalAnnualCompensationWithDeductions}}  **Compensation Package Total Annual Deduction**  The total annual deductions for an employee.  {{CompensationPackage.TotalAnnualDeduction}} |

**~~Compensation Fee~~**

~~The sum for the fee that has been agreed as compensation for the employment.~~

~~Instead of a monthly payment a person can get a fee for the job they are hired to do.~~

~~{{Compensation.Fee}}~~