# Sisukord

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# Employee work relationships

In the employee work relationships register, you describe the work relationship types that you want to add to the employee card, for example a fixed-term or open-ended employment contract, a contract for services, a contract under the Law of Obligations Act or a management board member contract. With the settings of the work relationship type, you define whether employees of this type are included in statistics, whether they accrue holiday and with which entry Directo sends the work relationship to the Employment Register.

You can find the employee work relationships register in the menu `Settings → Personnel Settings → **Employee work relationships**`.

## Work relationship type fields

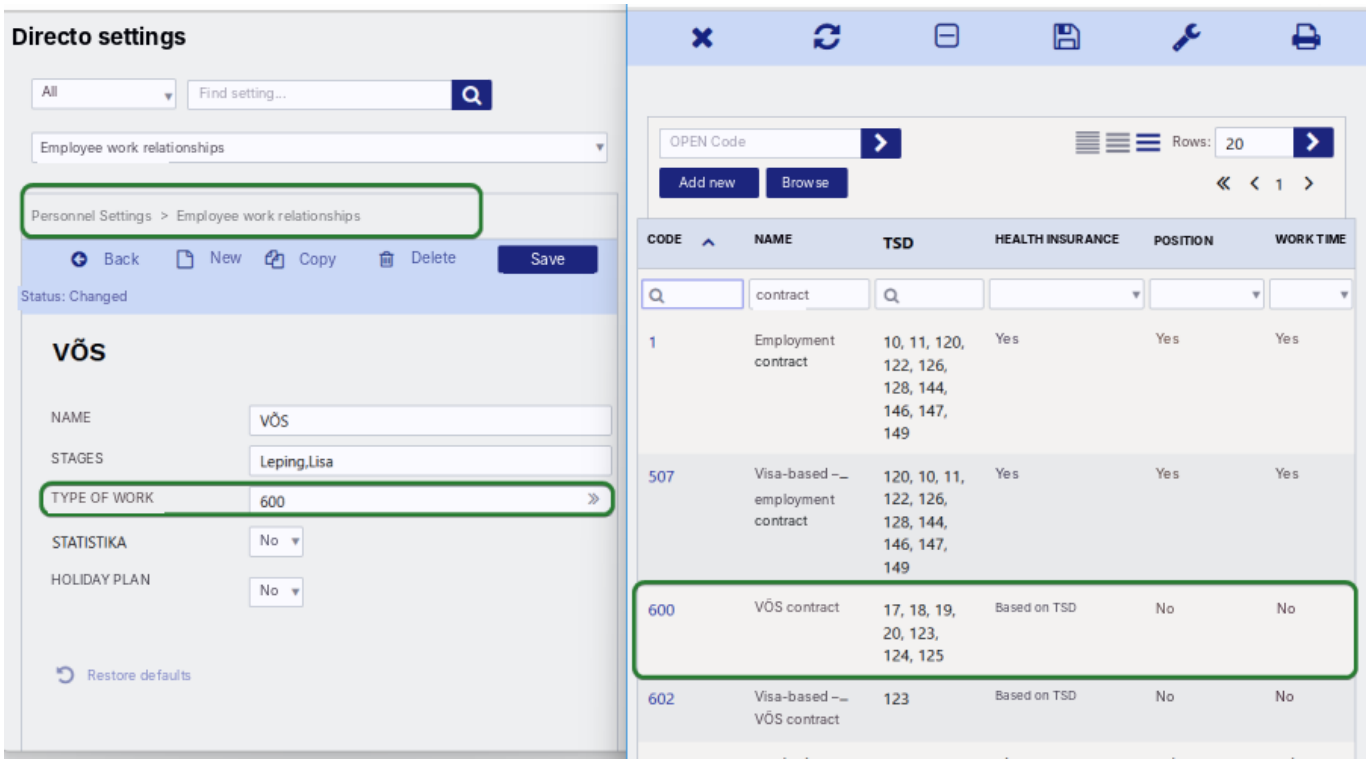
**NO** - the number of the work relationship type. Directo fills it in itself.
**Name** - the name of the work relationship type.
**Etapid** - the stages of the work relationship separated by commas. You select the stage on the work relationship row of the employee card: the first row is **Contract**, and you add changes to the work relationship (for example a change in workload) as new rows with the stage **amendment**.
**Type of work** - the code of the type of work in the Employment Register (TÖR). Double-click the field to open the register of types of work (see below).
**Statistics** - select **Yes** if employees with this work relationship type must be included in the Statistics Estonia report `Wages and salaries and labour force`.
**Holiday plan** - select **Yes** if Directo must calculate holiday for employees with this work relationship type. For example, for TVL and VÕS contracts, select **No**.

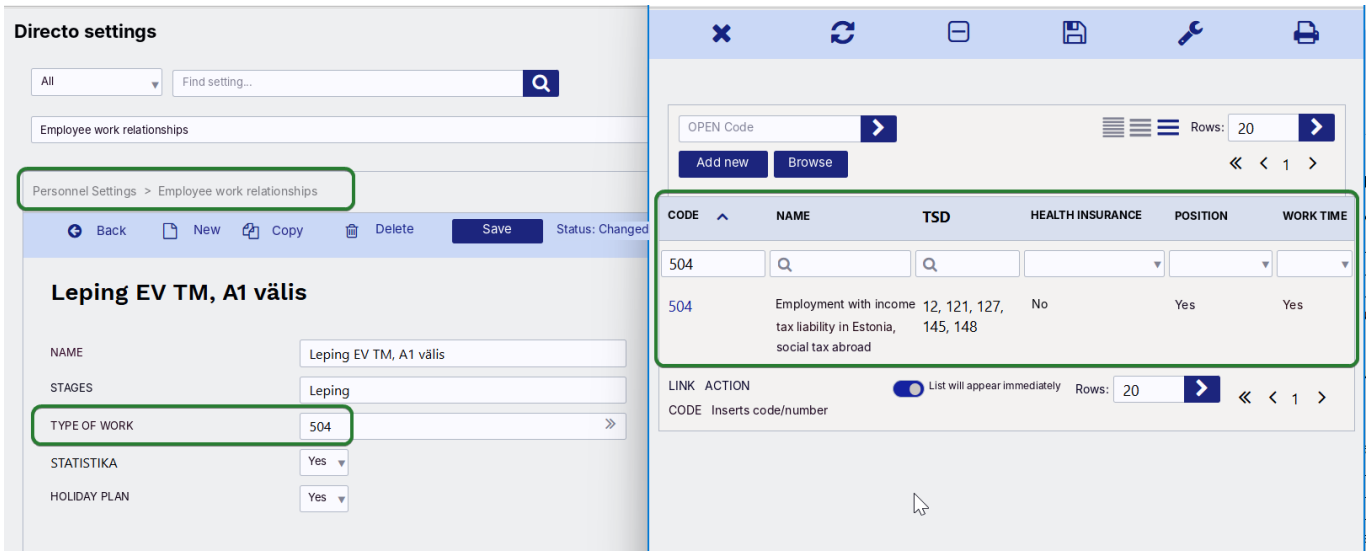

If **Yes** is selected for holiday calculation on the **Wages and Taxes** tab of the employee card, it applies to all of the employee's work relationship rows. If the employee has a VÕS contract in addition to an employment contract, select **No** for holiday calculation on the VÕS work relationship row – otherwise the holiday balance may change incorrectly. [CHECK: field name on the employee card]


The `Employee Turnover` report counts as new employees only those whose work relationship row has the stage **Leping** (contract). Rows with the stage **Lisa** (amendment) do not create new employees.

## Type of work

When you exchange data with the Employment Register (TÖR) via the machine-to-machine interface, you must fill in the **Type of work** field. Based on it, Directo makes the correct entry in the Employment Register. The Tax and Customs Board later also uses the Employment Register data in data-based TSD reporting.




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