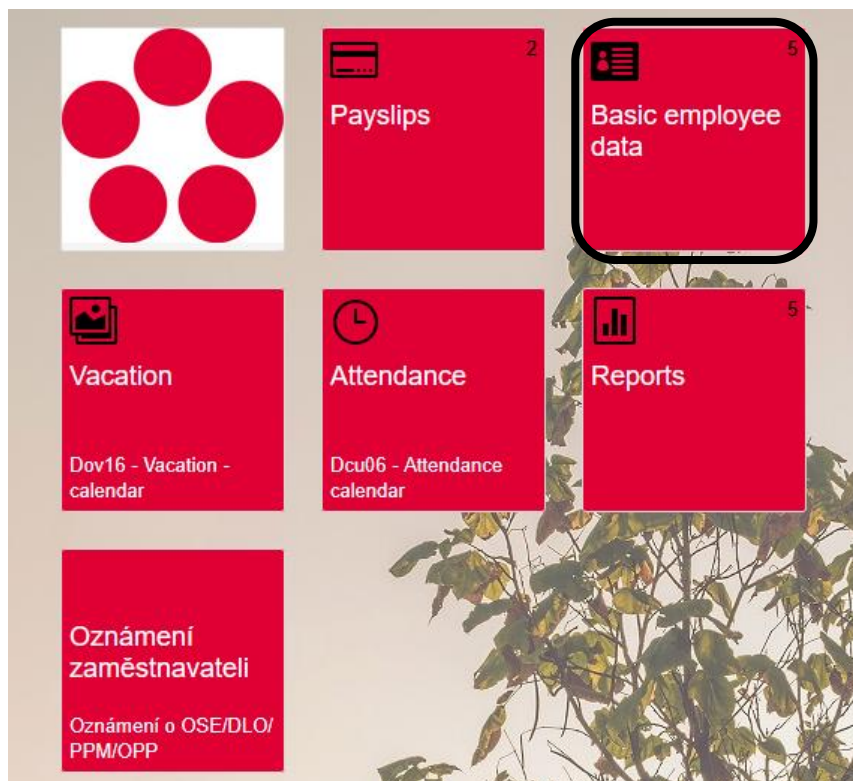
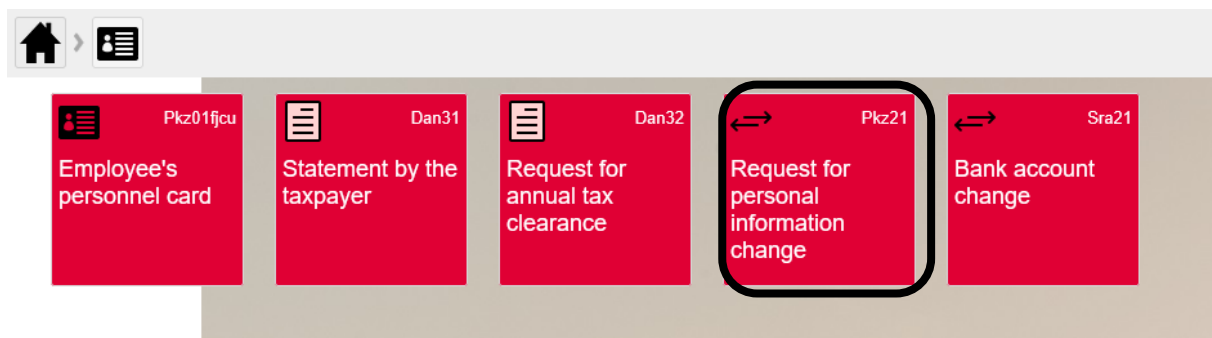


Information obligation of academic staff concerning other employment or civil service employment

- The completed form is forwarded to the human resources office of the faculty/constituent part using the HR portal through the employee profile.
- Inputting the information is similar to changing personal data – form Pkz21, which can be found by clicking on the **'Basic employee data'**.



- Then click on **'Request for personal information change'**.



- Form Pkz21 – **Request for personal information change**

- click on 'New Requests'
- then 'New Document'

The screenshot shows the top section of the Pkz21 form. At the top, there is a navigation bar with a home icon, a list icon, and the text 'Pkz21'. Below this, a header row contains the text '919930.001 Roch Petr 17.1.2022 3.3.3333 1 - Emp. In calculation'. Below the header, there is a row with three buttons: 'Current data', 'New requests' (highlighted with a red box), and 'Processed requests'. At the bottom of this section, there is a row of four buttons: 'New change of pers. data', 'New change of healthcare ins. company', 'New family member', and 'New document' (highlighted with a red box).

- Fill in the field 'The change occurs from the date' – current date
- Attach the completed form using the button next to 'Document 1'
- Save using the **Save** button

The screenshot shows the 'New document' form. At the top, there is a title bar with the text 'New document' and three icons (help, save, close). Below the title bar, there are two buttons: 'Save' (with a green checkmark) and 'Cancel' (with a red X). Below these buttons, there is a field labeled '! Internal ID:' with the value '118006595'. Below this, there is a field labeled '! The change occurs from the date:' with a date picker icon (highlighted with a red box). Below this field, there is a text area labeled 'Text request addition:'. At the bottom of the form, there are two sections: 'Document 1' with an upload icon (highlighted with a red box) and 'Document 2' with an upload icon.

- After saving the request, send it to the human resources office of the faculty/constituent part by clicking on 'Send request'.
- You will be informed by email about the processing (approval/denial) of your request

919930.001 Roch Petr 17.1.2022 3.3.3333 1 - Emp. In calculation

Current data **New requests** Processed requests

 New change of pers. data  New change of healthcare ins. company  New family member  New document

Last change ↓

Change from

2025-03-25 12:22:48

1.4.2025

 **Send the request** Delete

Pers. data change

Health ins. comp. change

Change of family members

Personal ID Card change

Change documents



! Internal ID: 118006566

! Personal data change status: 0 - Concept

Personal data change type: 5 - New document