

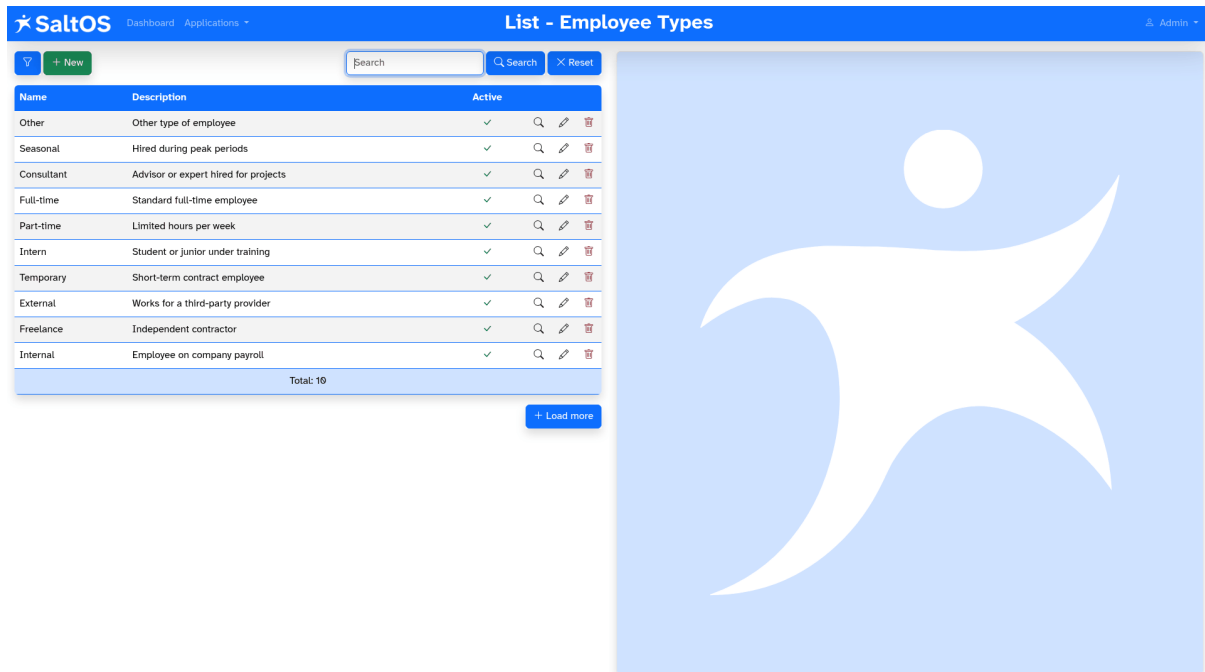
Employee Types

Description

The Employee Types application allows you to classify employees according to their role, contract, or internal categorization. This helps structure the HR database and supports filtering, reporting, or access control.

Common types include "Full-time", "Part-time", "Contractor", "Intern", etc.

List view



Name	Description	Active
Other	Other type of employee	✓
Seasonal	Hired during peak periods	✓
Consultant	Advisor or expert hired for projects	✓
Full-time	Standard full-time employee	✓
Part-time	Limited hours per week	✓
Intern	Student or junior under training	✓
Temporary	Short-term contract employee	✓
External	Works for a third-party provider	✓
Freelance	Independent contractor	✓
Internal	Employee on company payroll	✓

Total: 10

+ Load more

The following fields are displayed in the list view:

- Name: Title of the employee type.
- Description: Explanation of the type's purpose.
- Active: Indicates whether the type is currently usable.

Form view

This view is used to create, view or edit employee type entries.

In **create** mode, a new tax rule can be defined.

In **view** mode, tax details are visible but not editable.

In **edit** mode, existing values can be updated.

SaltOS Dashboard Applications **Modify - Employee Types** Admin

+ New Search Search Reset Active

Name	Description	Active
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Intern	Student or junior under training	✓
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Freelance	Independent contractor	✓
Internal	Employee on company payroll	✓
Total: 10		

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Name: Other

Description: Other type of employee

Save Cancel

The form includes the following fields:

- Active: Controls if the type is selectable.
- Name: Name shown in the type dropdown in employee forms.
- Description: Notes about the type's intended usage.

Delete

Employee types can only be deleted if they are not assigned to any employee.

Otherwise, it is recommended to disable them.