

# 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

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List - Employee Types

Admin

▼

+ New


Search

Q Search

✕ Reset

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

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New - Employee TypesAdmin

▼

+ New

Search

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Active

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

Name

Description

✓ Create✕ Cancel

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

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Detail - Employee TypesAdmin

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Active

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

Name

Other

Description

Other type of employee

Info

EditDeleteClose

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

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## Modify - Employee Types

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Search
 Reset

☒ Active

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					

Description

Other type of employee

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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.