

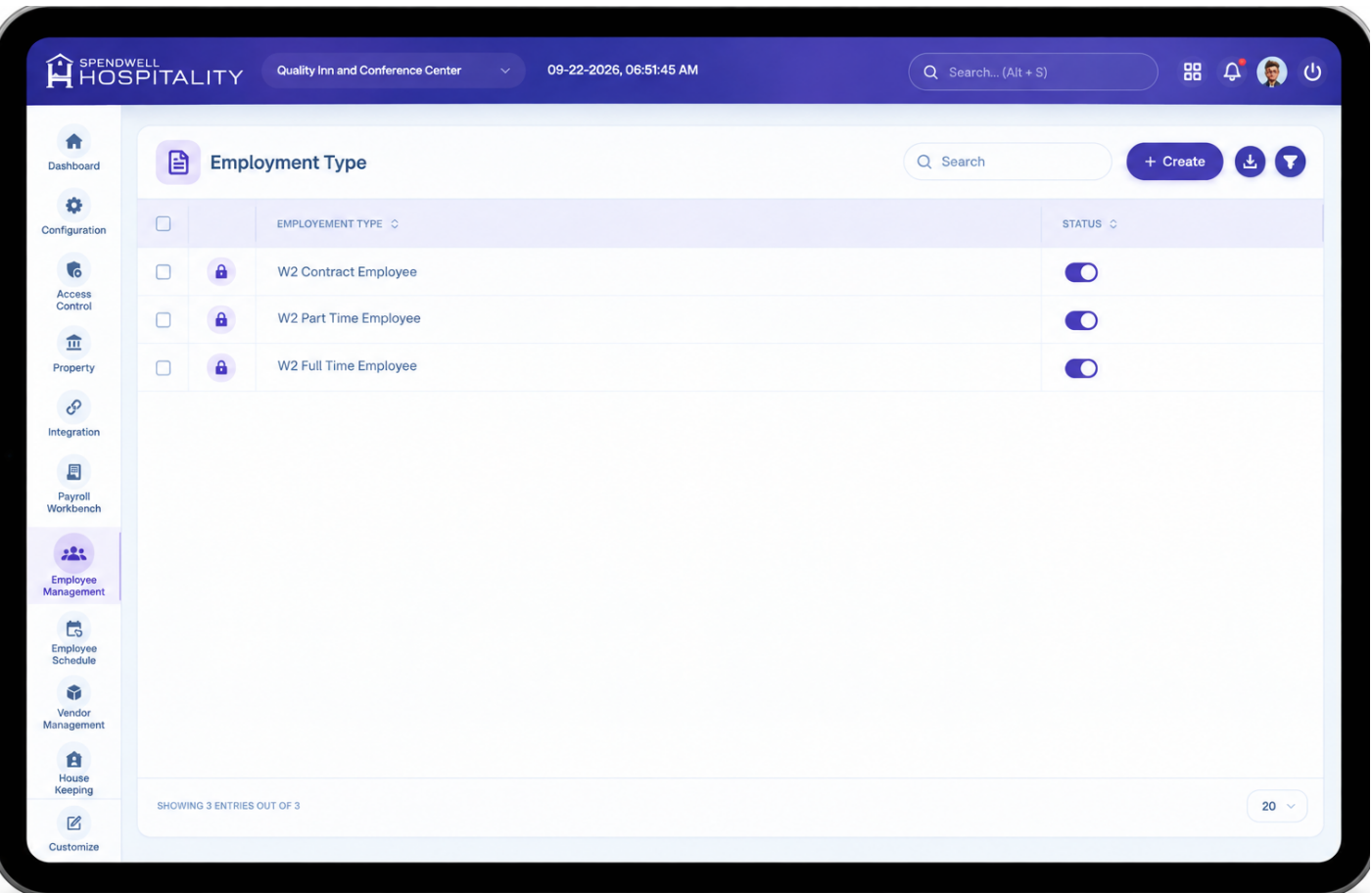
# Employment Type

## Overview

The **Employment Type** feature allows administrators to define the different categories of employment used across the property. Employment Type describes the nature of an employee's work arrangement — for example, whether they are a full-time staff member, a part-time worker, an intern, or a contractor. Every employee record requires an assigned Employment Type, which is used for classification, reporting, and payroll purposes.

## Employment Type List

The **Employment Type** list screen shows all configured employment types along with their active/inactive status.



From this screen, administrators can:

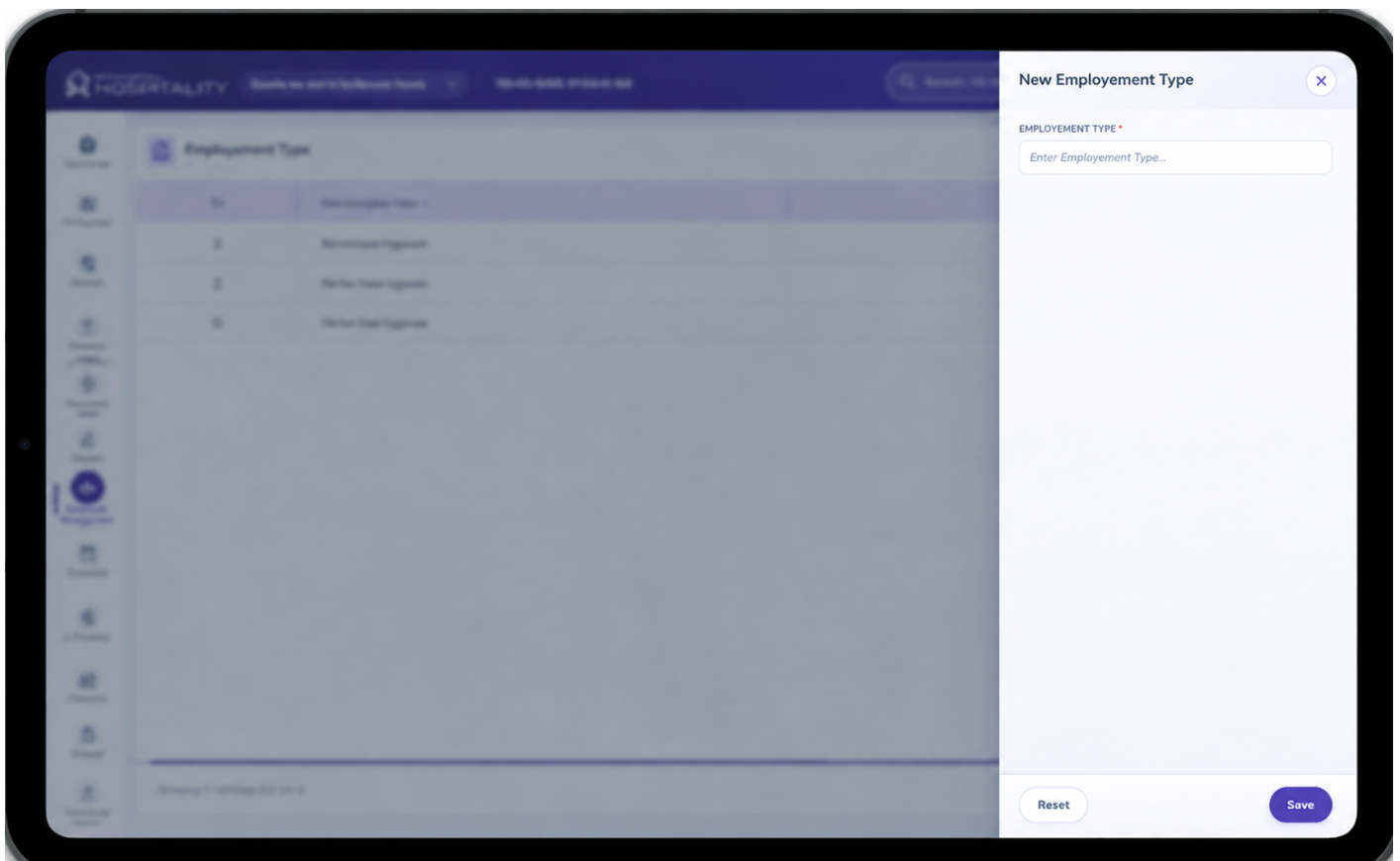
- View all existing employment types.
- Enable or disable an employment type using the **Status** toggle.
- Create a new employment type.

# Add Employment Type

The **New Employment Type** screen is used to create a new employment type.

## Key Fields

- **Employment Type** — Name of the employment type being created (e.g. Full Time, Contract).
- **Save** — Saves the employment type and closes the panel.
- **Save & Add New** — Saves the employment type and keeps the panel open to add another.
- **Reset** — Clears the entered value without saving.



## Steps

1. Select **New Employment Type**.
2. Enter the **Employment Type** name.
3. Select **Save** to create it, or **Save & Add New** to create it and continue adding more.

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# Important Notes

- Employment Type must be assigned to every employee during onboarding.
- Administrators can enable or disable an employment type without deleting it, using the Status toggle.
- Employment Type is used for classification and reporting; leave and payroll rules are configured separately.

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Revision #2

Created 14 September 2026 05:08:06 by Kuldeep Patel

Updated 22 September 2026 11:16:18 by Shrikant Patel