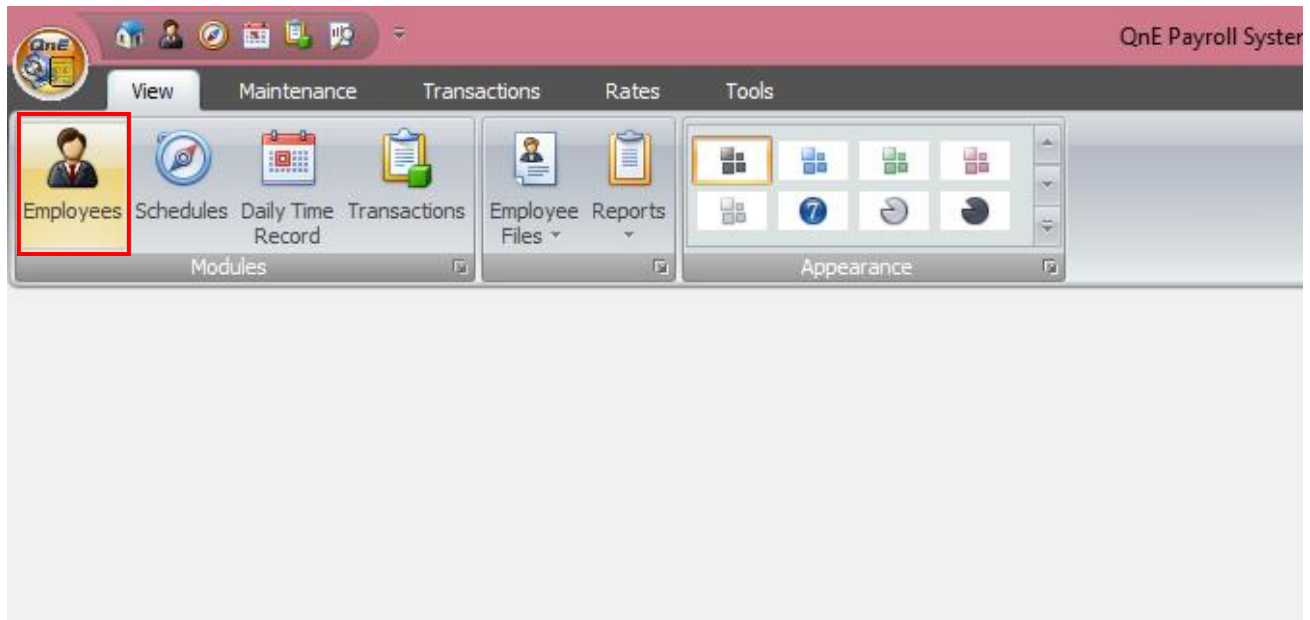




## HOW TO CUSTOMIZE LAYOUT IN EMPLOYEES?

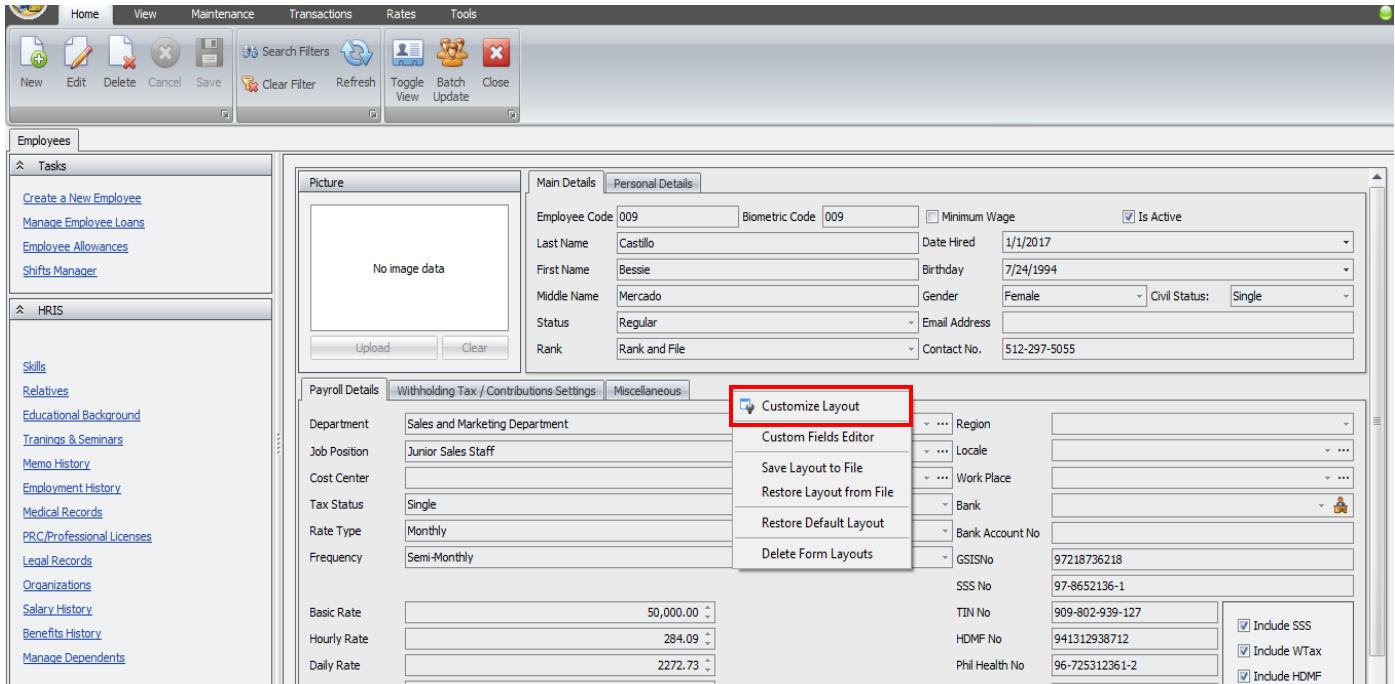
Go to Payroll Menu Bar > View, click Employees.



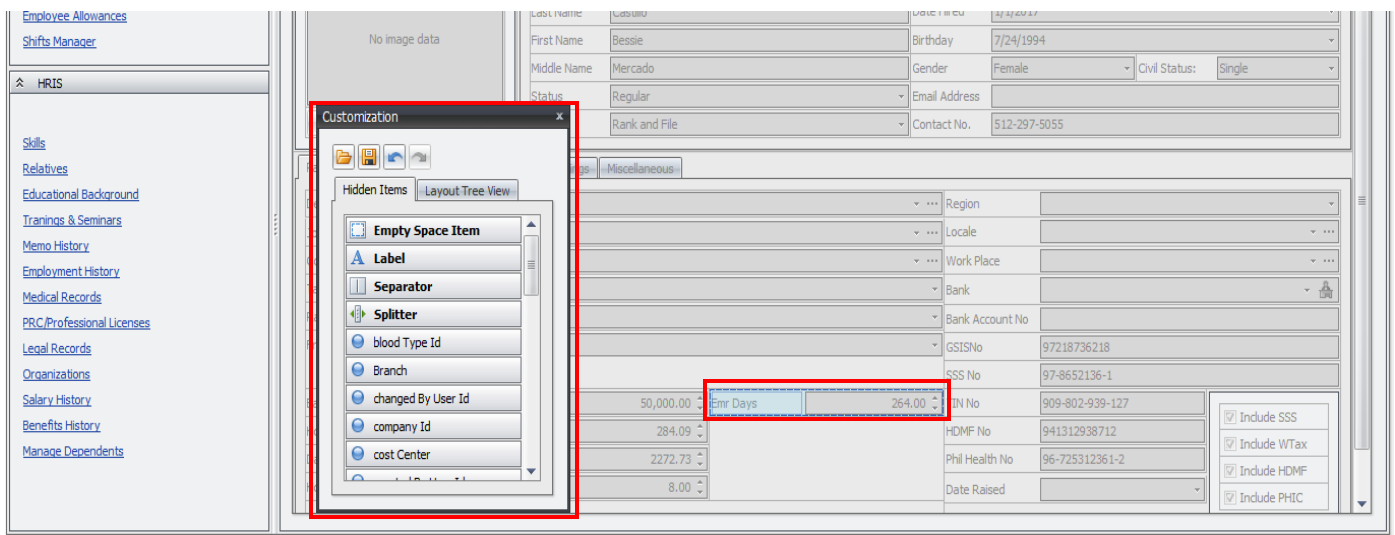
Choose an employee to customize the layout.

Last Name	First Name	Department	Job Position	Tax Status	Salary Type	Location	Cost Center	Employment Status
Castillo	Bessie	Sales and Marketing...	Junior Sales Staff	Single	Semi-Monthly	--NONE--	--NONE--	Regular
Deyoung	Marianne	Support Department	Junior Support	Married employee w...	Semi-Monthly	--NONE--	--NONE--	Regular
Gingging	Veronica	Admin Department	CEO / Manager	Single	Semi-Monthly	--NONE--	Management	Regular
Jones	Janine	Support Department	Junior Support	Single	Weekly	--NONE--	--NONE--	Regular
Leffler	Kirk	Admin Department	CEO	Single	Monthly	--NONE--	--NONE--	Regular
Maggio	Daniel	Admin Department	Junior Accountant	Single	Weekly	--NONE--	--NONE--	Regular
Nelson	Reed	Research and Devel...	Senior Software De...	Single	Monthly	--NONE--	--NONE--	Regular
Paula	Madewell	Support Department	Senior Support	Single	Monthly	--NONE--	--NONE--	Regular
Roy	Mary	Sales and Marketing...	Junior Sales Staff	Single	Semi-Monthly	--NONE--	--NONE--	Regular
Sean	Charles	Support Department	Junior Support	Single	Semi-Monthly	--NONE--	--NONE--	Regular
Tomlinson	Deborah	Sales and Marketing...	Sales Supervisor	Single	Monthly	--NONE--	--NONE--	Regular

under Employee Maintenance, right-click the Form > Customize Layout



After clicking Customize Layout, it will prompt the List of Hidden Fields. Then just drag the Field you want to be showed.



After closing, Employee layout will be updated.

Picture		Main Details		Personal Details	
No image data  Upload Clear		Employee Code	009	Biometric Code	009
		<input type="checkbox"/> Minimum Wage		<input checked="" type="checkbox"/> Is Active	
		Last Name	Castillo	Date Hired	1/1/2017
		First Name	Bessie	Birthday	7/24/1994
		Middle Name	Mercado	Gender	Female
		Status	Regular	Civil Status	Single
		Rank	Rank and File	Email Address	
				Contact No.	512-297-5055
Payroll Details		Withholding Tax / Contributions Settings		Miscellaneous	
Department	Sales and Marketing Department	Region			
Job Position	Junior Sales Staff	Locale			
Cost Center		Work Place			
Tax Status	Single	Bank			
Rate Type	Monthly	Bank Account No			
Frequency	Semi-Monthly	GSISNo	97218736218		
Basic Rate	50,000.00	SSS No	97-8652136-1		
Hourly Rate	284.09	TIN No	909-802-939-127		
Daily Rate	2272.73	HDMF No	941312938712		
Hours Per Day	8.00	Phil Health No	96-725312361-2		
		Date Raised			
		Emr Days	264.00		
		<input checked="" type="checkbox"/> Include SSS			
		<input checked="" type="checkbox"/> Include WTax			
		<input checked="" type="checkbox"/> Include HDMF			
		<input checked="" type="checkbox"/> Include PHIC			