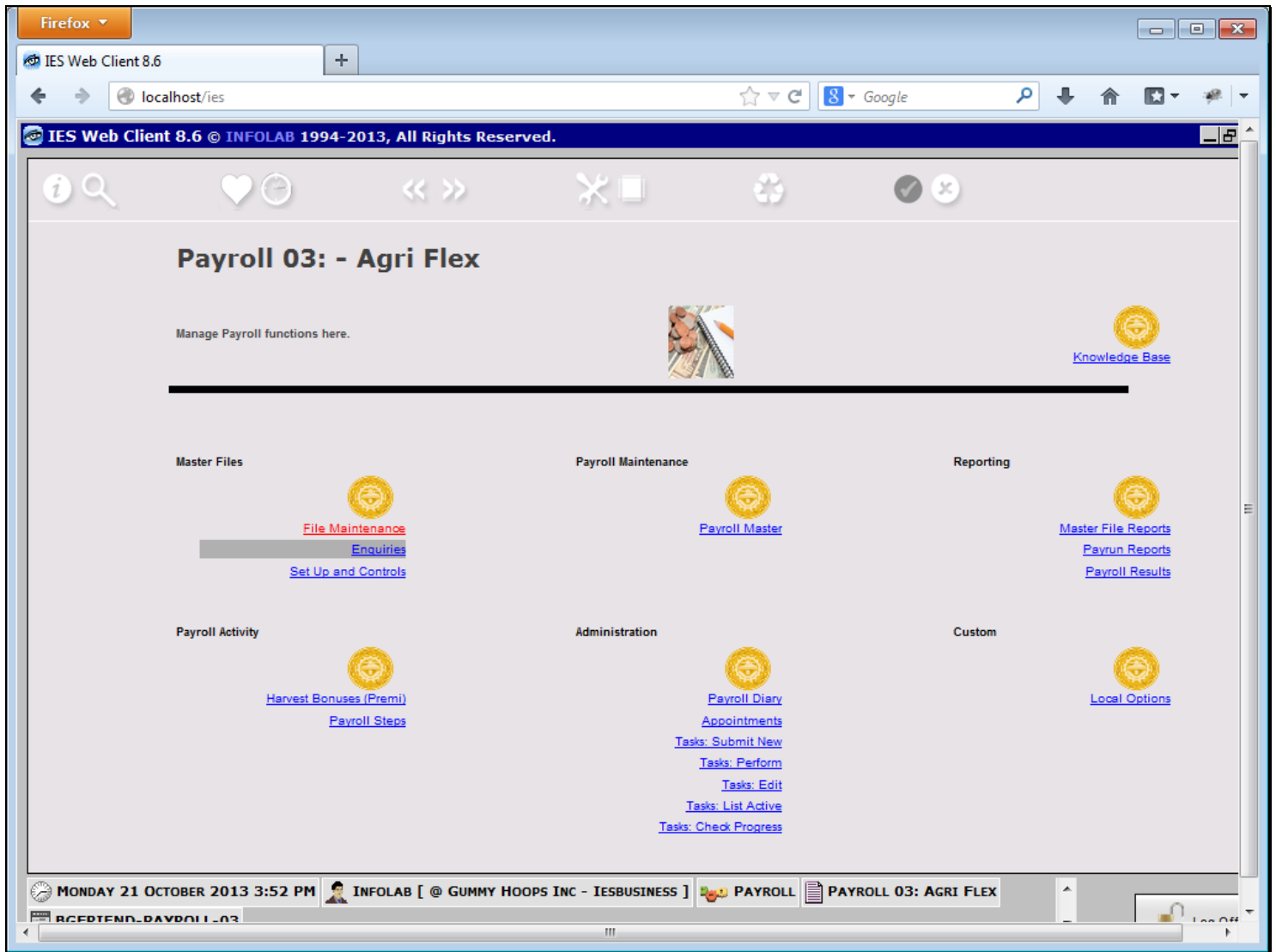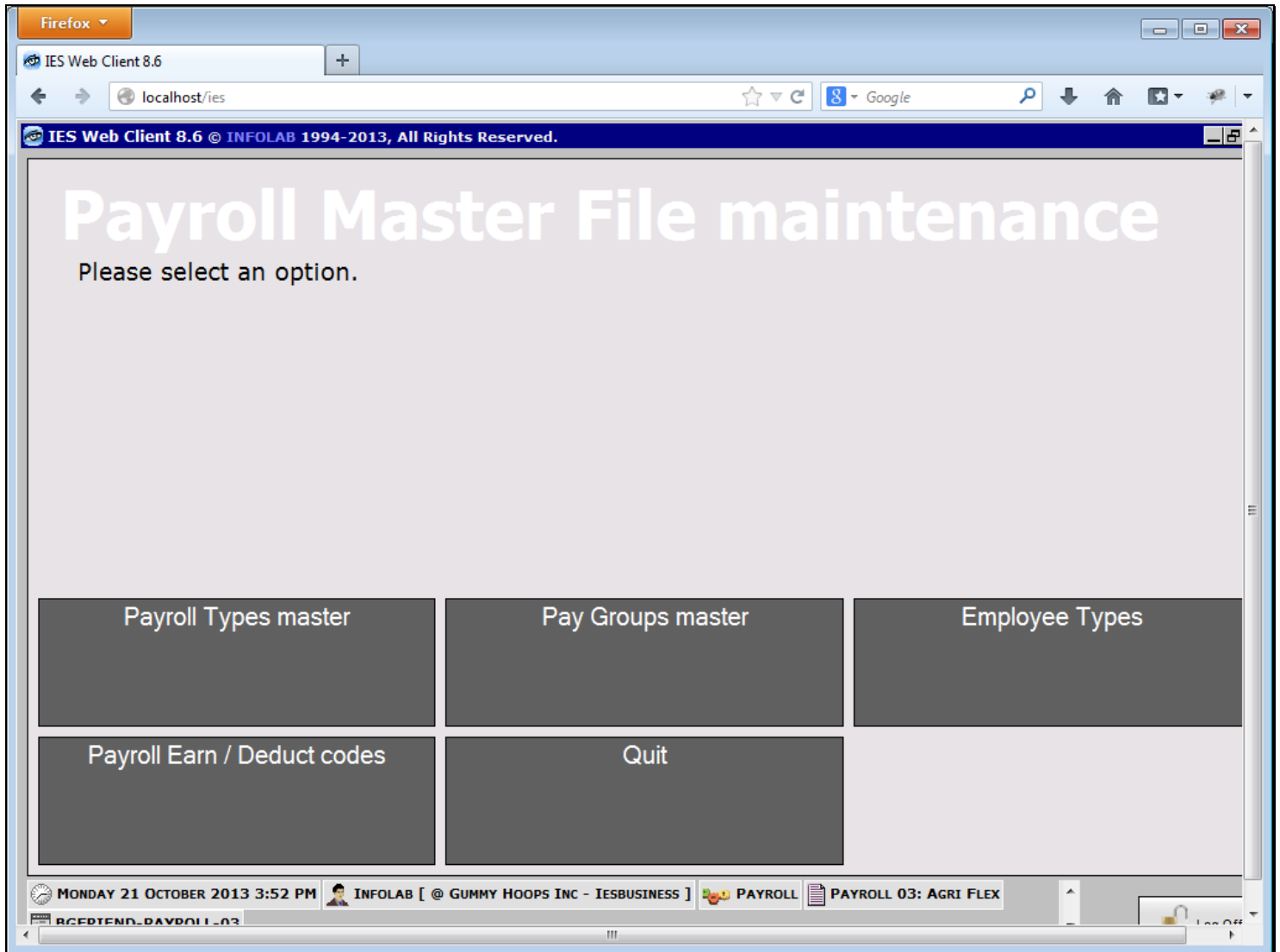**Slide 1 - Slide 1**

Slide notes

Each and every Employee on the Payroll has an Employee Status, and this status must be classified in the Payroll.

Slide 2 - Slide 2

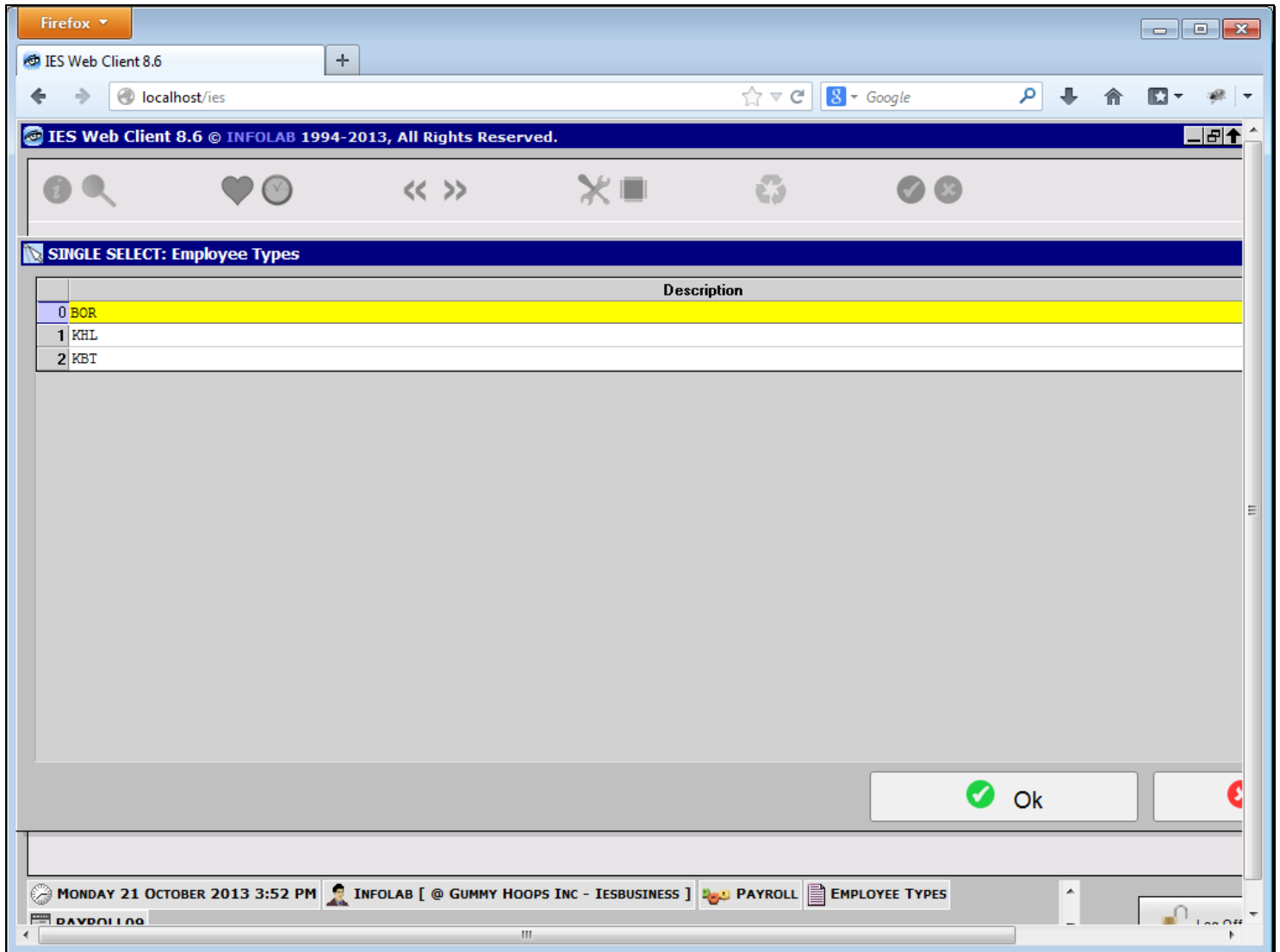
Slide notes

We do this at "Employee Types".

Slide 3 - Slide 3

Slide notes

Slide 4 - Slide 4

Slide notes

The Employee Status is available on the lookup, but during our 1st Setup, we need to define the types we will have. We can of course add more types at any stage.

Slide 5 - Slide 5

Slide notes

In this example, we have a status for Borongan, which is a type of Employee that will be paid on Work Result only, and may possibly not even be a Company Employee.

Slide 6 - Slide 6

Slide notes

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Slide notes

Slide 8 - Slide 8

Slide notes

For any Employee Status, we will select the Primary Earning and Deduction Codes. That means that the codes we select here will be used for any Employee with this Status on his or her Pay record. When we make a change here, the Pay processing for all Employees with this status will automatically change accordingly.

Slide 9 - Slide 9

Slide notes

The available Primary Pay Codes are listed on the lookup, and we can select all the Pay Codes that will be applicable for this Employee Status.

Slide 10 - Slide 10

Slide notes

Slide 11 - Slide 11
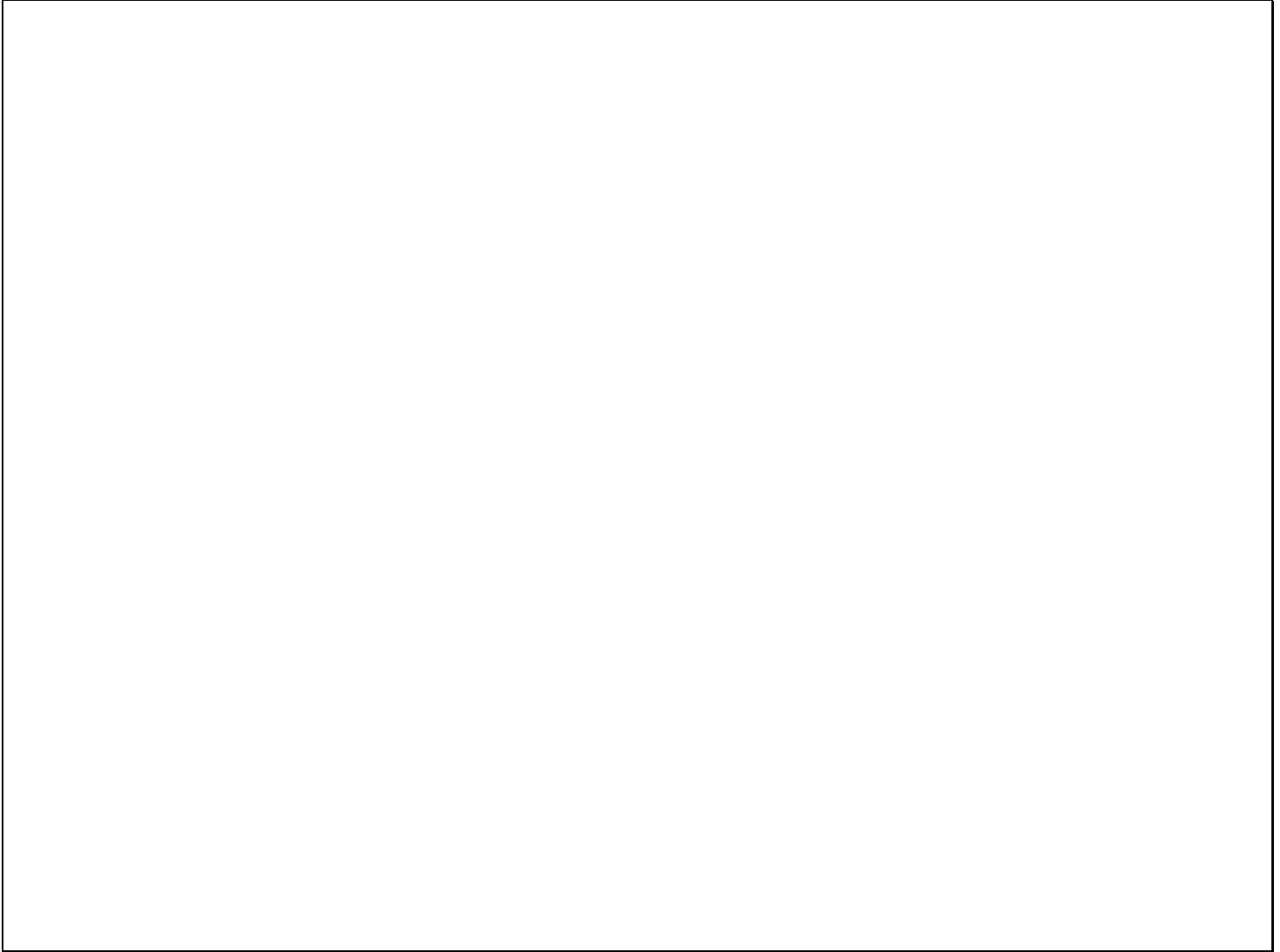
Slide notes

In the case of our Borongan Status, probably the Status will attract only the "Pay as you work" pay code, and possibly the Tax Refund pay code, but that is optional.

Slide 12 - Slide 12

Slide notes

Slide 13 - Slide 13

Slide notes

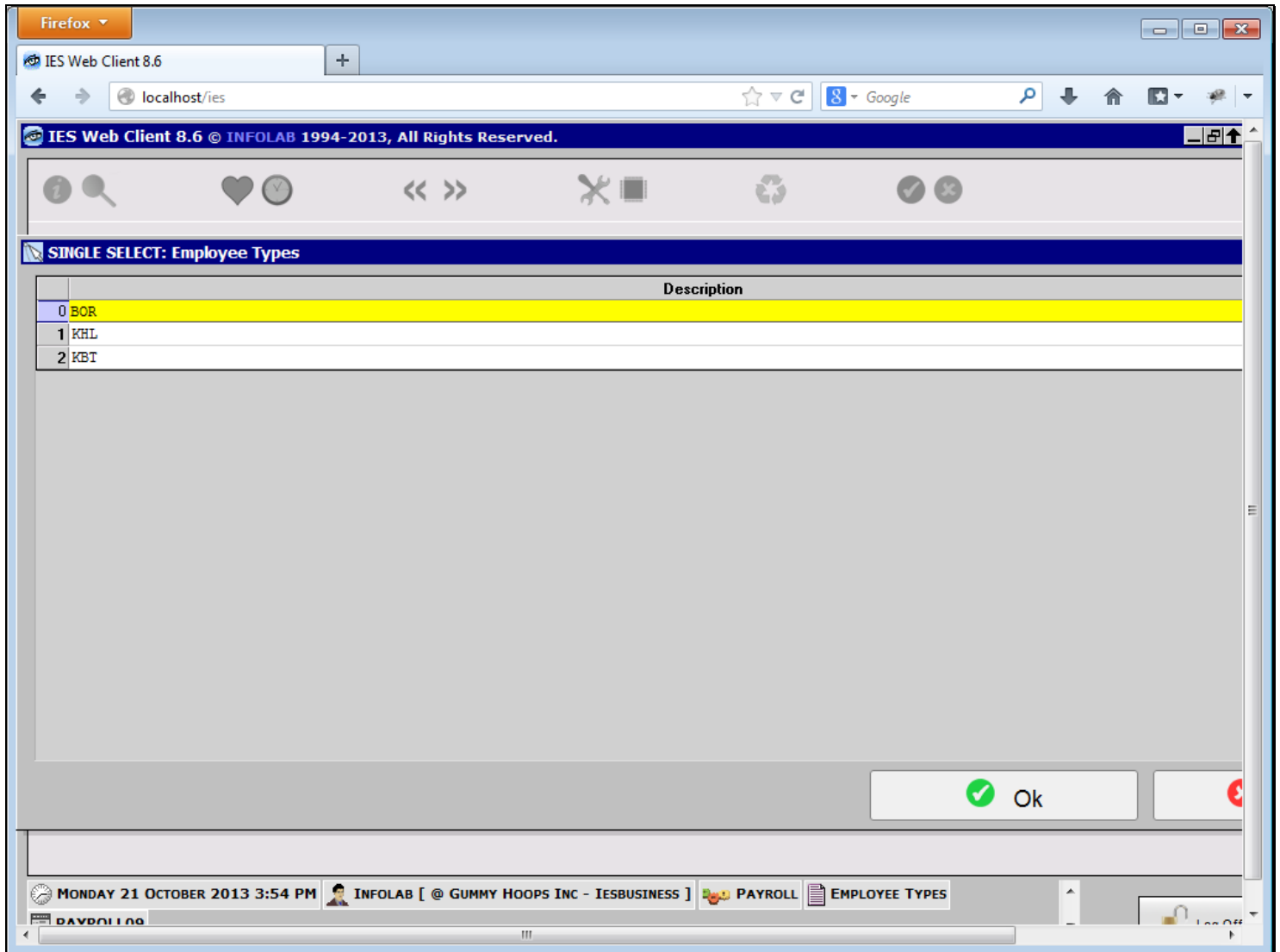**Slide 14 - Slide 14**
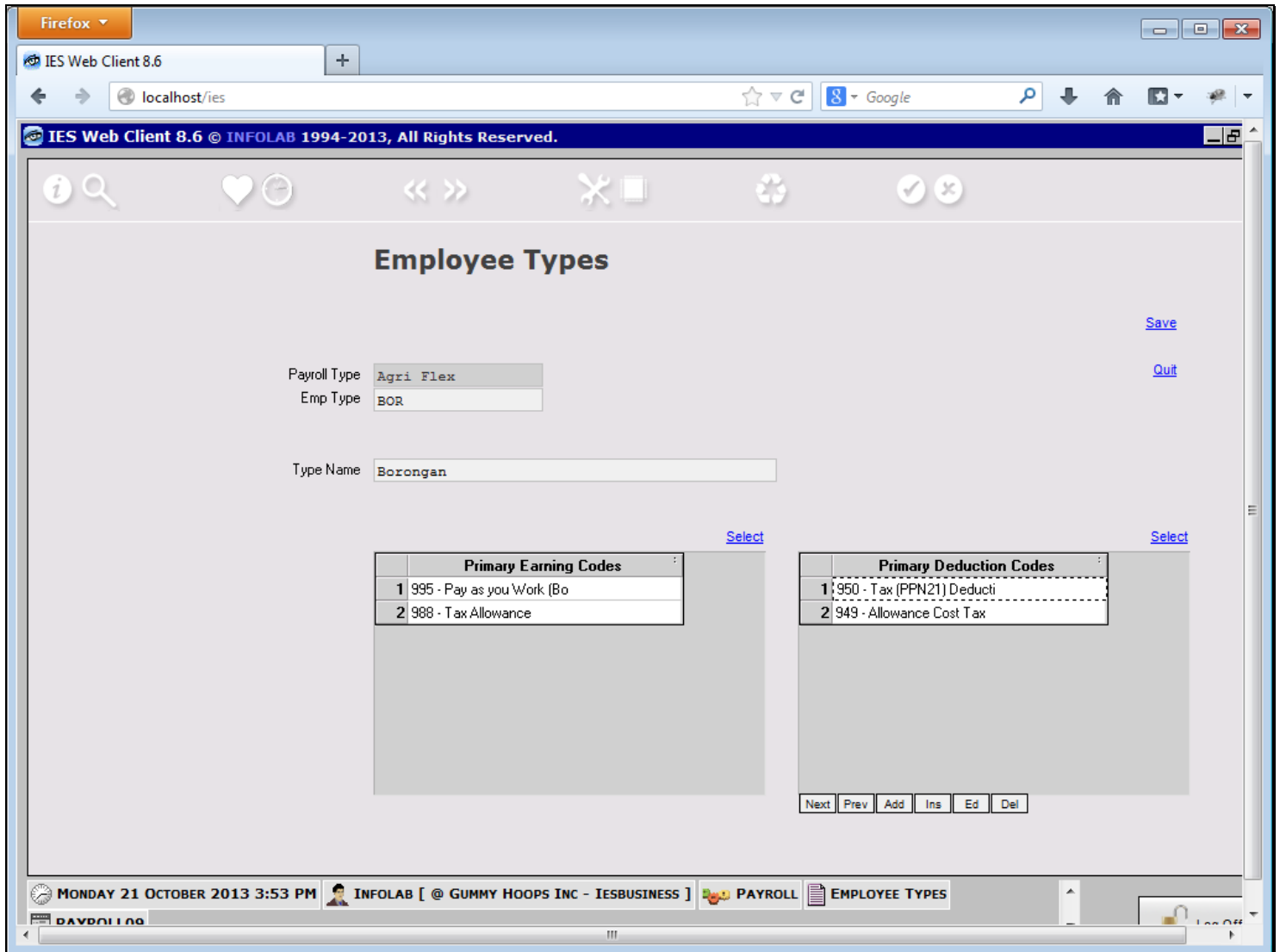
Slide notes

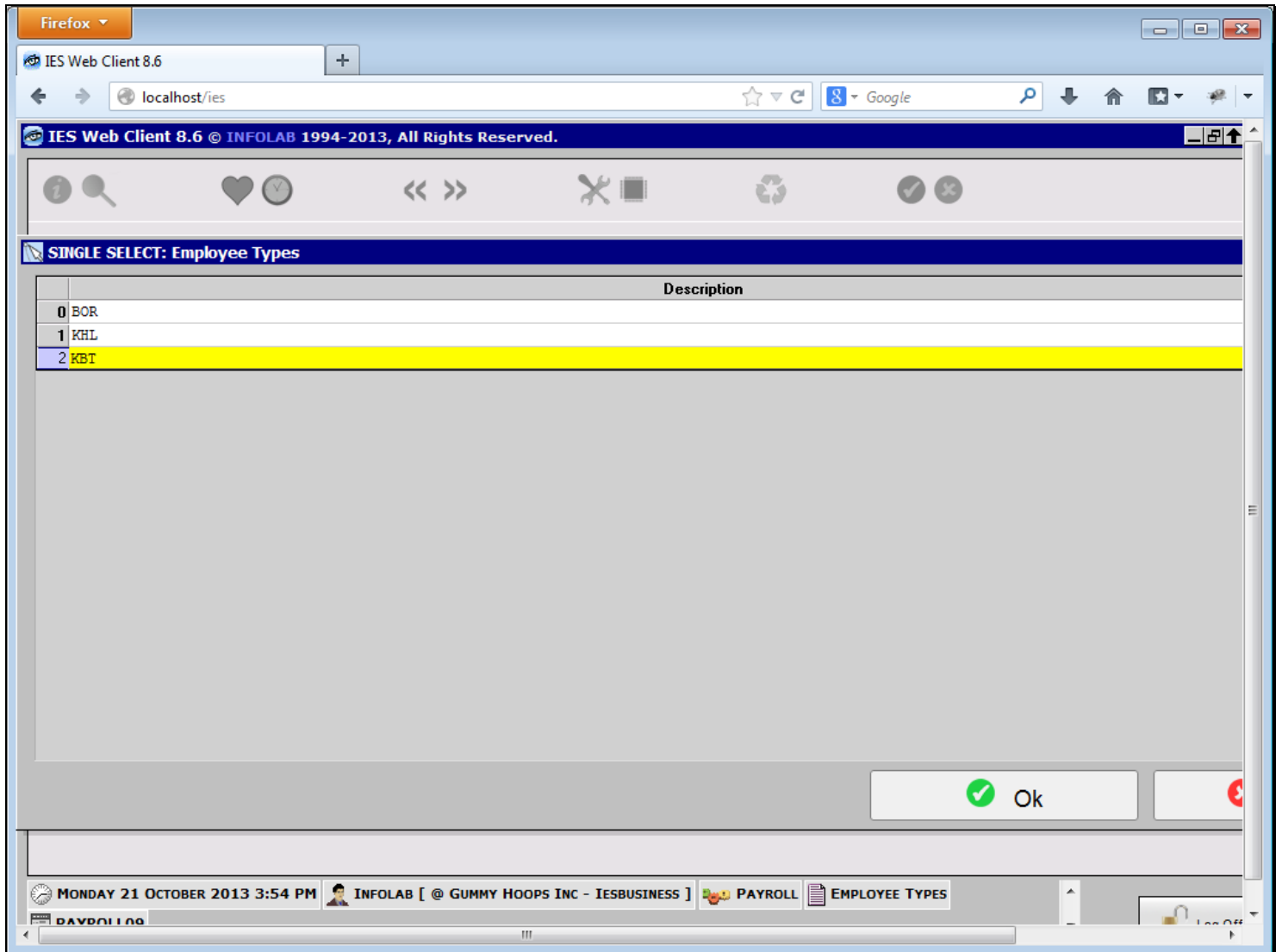At the Primary Deductions, we will likewise select which pay codes are applicable for this Employee Status.

Slide 15 - Slide 15

Slide notes

So let us look at another example.

Slide 16 - Slide 16

Slide notes

Slide 17 - Slide 17

Slide notes

Here we have a status for "Monthly, Permanent" Employees.

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Slide notes

In this case, we have a more extensive list of Pay codes, both for earnings and for deductions.

Slide 19 - Slide 19

Slide notes

Slide 20 - Slide 20
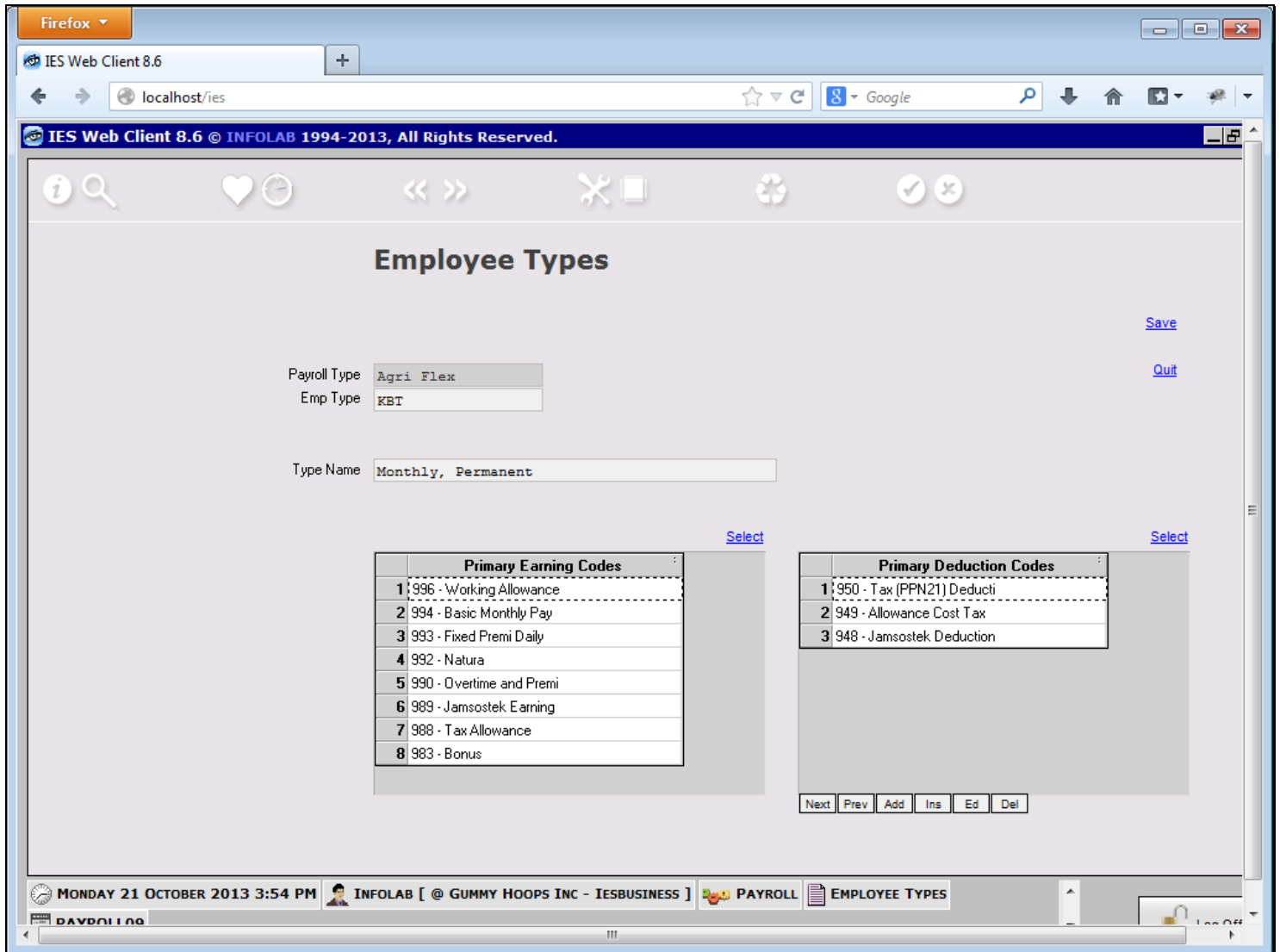
Slide notes

It is necessary to visit the tutorials for Pay Rule Codes to understand what each of them are for, and when to include them for an Employee Status.