

Employee Templates

In this screen, a template for taxes, deductions, earnings and time off can be set. It allows faster set up for the employee's record in regards to those aspect. Instead of manually entering the information, the template can be used to automatically populate the required fields.

The following topic/s will guide you on how to use this screen:

- [How to Create Employee Templates](#)
- [How to Delete Employee Templates](#)
- [How to Use Employee Templates](#)