

## Customize Staff Pay and Employment Status

With the Staff Status, you can indicate how an employee is paid (Hourly, Salaried, or Volunteer), or the amount of time an employee works (Part-time, Full-time, Contract).

1. On the Home screen, click **Define List**.
2. Under Available Fields, expand **Staff**.
3. Click **Staff Status**.
4. Click **Add**.
5. Enter a new status, such as **Part-time**, **Hourly**, or **Volunteer**, and click **OK**.
6. Click **OK**.

1. On the Home screen, click **Define List**.
2. Under Available Fields, expand **Staff**.
3. Click **Staff Status**.
4. Select a status type.
5. Make changes, and click **OK**.
6. To remove a status, click **Delete**.
7. Click **Yes**.
8. Click **OK**.