




Defining Payroll Event Types


In Payroll Define Lists, you can add and edit custom event descriptions. This is helpful for recording and tracking events like salary increases, employee reviews, benefits, and hire information. You can use these custom event types to track events on the **Events** tab in [Add/Edit Employees](#) or print the Employee Events List report in [Payroll Reports](#).

After adding event types, you can edit them if you need to or deactivate or delete them. You can also edit the Reprimand and Accommodation event types. You cannot delete the permanent event types (Hire, Exit, Evaluation, Raise, Comment, and Future Review), but you can edit their descriptions to meet your organization's needs or deactivate them.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Payroll** and click **Go** .
3. Under **Available Lists**, select **Event Types**, then click **Add**.
4. In the Add/Edit Event Types window, enter an **Event Type Description**.
5. In the drop-down list, select an event **Type**.
6. To add another event type, select **Add Another**.
7. When finished, click **OK**.

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2. In the drop-down list, select **Payroll** and click **Go** .
3. Under **Available Lists**, select **Event Types**.
4. In the grid, select the event type you want to edit, then click **Edit**.
5. Update the **Event Type Description** and **Type** as necessary. You cannot change an event's **Type** if it is in use.
6. To deactivate the event type, clear the **Active** checkbox.
7. When finished, click **OK** to save your changes.

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4. In the grid, select the event type you want to delete, then click **Delete**.

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2. In the drop-down list, select **Payroll** and click **Go** .
3. Under **Available Lists**, select **Event Types**.
4. Click **Print**.
5. To display inactive event types, select **Include Inactive Event Types?**.
6. To preview the report before printing, click **Preview**. Or, click **Print** to send it to your printer.