



How to view the resigned employee master detail?

Refer the below-mentioned path to view the resigned employees master data.

Go to **Employees** menu >> click on **Settings icon** next to add employee >> tick **Include Inactive**

Once the same is done, please search the employee in employee master and click on view/edit

The screenshot shows the 'Employee Master' section of the paybooks application. On the left is a sidebar with navigation links: dashboard, employees, run payroll, transactions, reports, utilities, and salary payment. The main area has tabs for Employee Master, Employee Taxes, Manage Exits, Preview Payroll, and More. Below the tabs is a search bar and a 'Filter' dropdown set to 'All'. A table lists employees with columns: CODE, NAME, JOINING DATE, JOB TYPE, DEPARTMENT, and DESIGNATION. To the right of the table is an 'Add employee' button with a settings gear icon. A dropdown menu is open from the gear icon, showing 'Include inactive' (checked), 'Apply to all tables', and '10 items'. Below the table, each row has a 'View/Edit' button. A green arrow points from the 'Include inactive' option in the dropdown to the 'DESIGNATION' column header.

CODE	NAME	JOINING DATE	JOB TYPE	DEPARTMENT	DESIGNATION
001	Vishwas SJ	28/02/2018	Permanent		Senior Payroll Specialist
002	Mani	01/04/2017	Permanent	Software developer	Senior Payroll Specialist
003	Vankit	10/04/2018	Permanent		Senior Payroll Specialist
004	Anitha Satish	29/08/2017	Permanent	Human resource	HR
005	Sanman H r	08/08/2018	Permanent	Human resource	HR
006	Shruthi S	15/06/2015	Permanent	Information technology	Senior Payroll Specialist

Note: While creating a new employee record with previous master data, if you want to update the same details like PAN, AADHAAR, PF&ESI details etc, kindly update the dummy details in employee old record.