



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. The interface includes a sidebar with navigation options like 'dashboard', 'employees', 'run payroll', 'transactions', 'reports', 'utilities', and 'salary payment'. The main content area has tabs for 'Employee Master', 'Employee Taxes', 'Manage Exits', 'Preview Payroll', and 'More'. A search bar and a filter dropdown (set to 'All') are present above a table of employees. The table has columns for CODE, NAME, JOINING DATE, JOB TYPE, DEPARTMENT, and DESIGNATION. A settings dropdown menu is open, showing options to 'Include inactive' (checked), 'Apply to all tables', and a dropdown for '10 items'. A 'View/Edit' button is visible for each row in the table.

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

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.