

## HOW TO INSERT AN EMPLOYEE'S TAX NUMBER

Where a Tax Number is available for an employee, it needs to be completed on his/her personal profile. Follow the steps below:

1. Click on the Main Screen on: Fix Employee.
2. Select the correct employee by clicking on the word "LIST".
3. A Personnel List will be displayed. Double-click on the employee's name.
4. The employee's personal profile will open.
5. Look beneath the yellow block for the option "Employee Profile". Click on the option.



6. A second profile page will open where personal data can be viewed / changed.
7. Select from the options in the yellow block: Rates/Tax.



8. Complete the employee's tax number on the right hand side screen at the top: Income tax number.

Income tax number:

Tax nature:

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9. Also indicate the employee's tax nature (second option from the top on the right hand side in white), by clicking on the black "drop-down" arrow.
10. Choose between: A (individual with ID of Passport Number), B (individual without ID or Passport Number), and C (Director of Company).
11. Click at the bottom on: OK (Save).