

HOW TO DOUBLE CHECK EMPLOYEE INFORMATION

Question

PLEASE REFER TO THE STEPS BELOW:

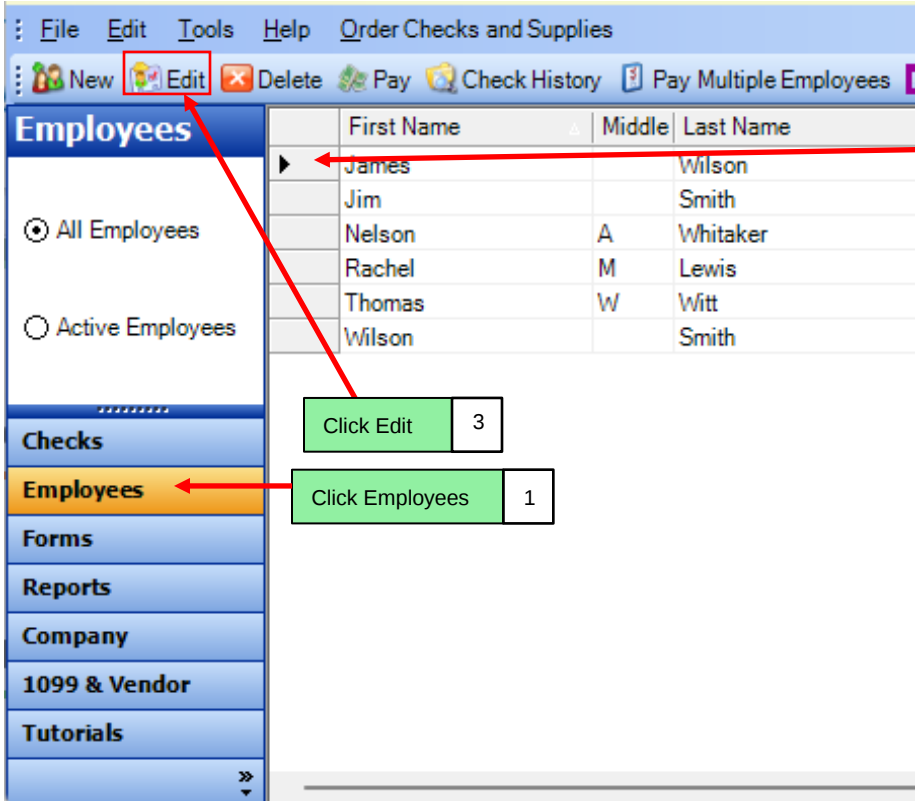
Answer

Make sure you are in the correct company.

To double check employee information, you must go through the Edit process to review all screens and information. Do not make any changes to anything in any of the screens if you are just confirming data. To ensure you don't accidentally change data you did not intend to change, you can select Cancel at any screen once you have confirmed the information you need.

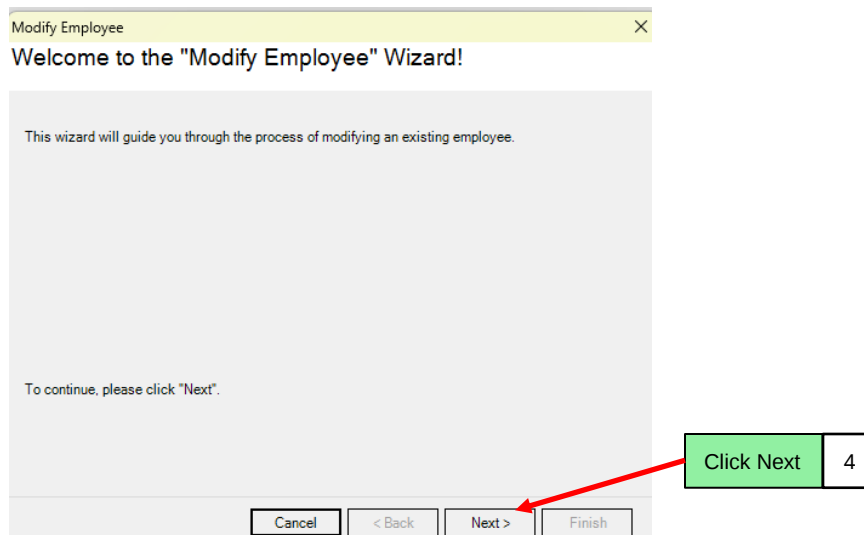
If you find errors in employee data when checking it, you may change it but be sure to proceed all the way to the Finish screen and select Finish for the changes to be saved.

1. Click **Employee**
2. Select the **Employee** you want to review
3. Click **Edit**



First Name	Middle	Last Name
James		Wilson
Jim		Smith
Nelson	A	Whitaker
Rachel	M	Lewis
Thomas	W	Witt
Wilson		Smith

4. Welcome to the “Modify Employee” Wizard will pop-up, click **Next**



5. Continue to click Next through each screen you need to review.

Note: Once you have confirmed the data you need for that employee, it is best to **click Cancel** out of the Modify Employee Wizard so you don't accidentally make any changes to that employee.

If you find that you need to make any changes, be sure to proceed all the way to the Finish screen and select Finish in order to save the changes you made.