

HOW TO EDIT AN EMPLOYEE

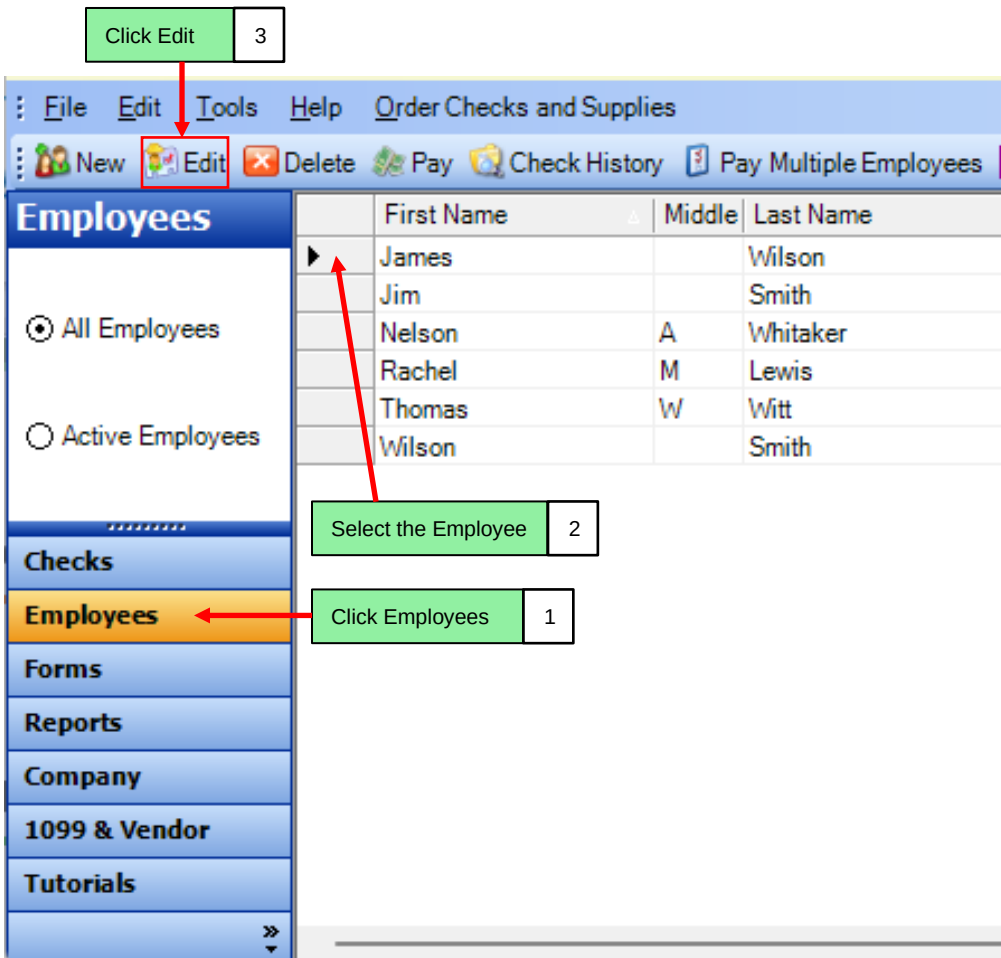
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

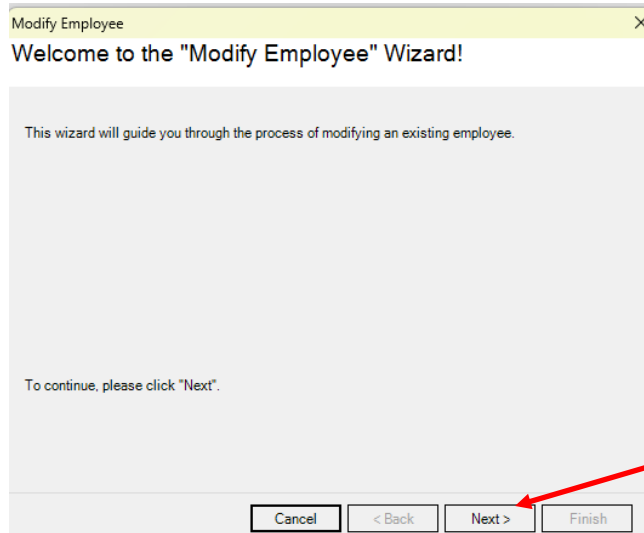
1. Click **Employee**
2. Select the **Employee** you want to edit
3. Click **Edit**



The screenshot shows the Payroll Mate software interface. The 'Employees' menu item is highlighted in the left sidebar, with a red arrow pointing to it from a green box labeled 'Click Employees' and the number '1'. The 'Edit' button in the top toolbar is highlighted with a red box, with a red arrow pointing to it from a green box labeled 'Click Edit' and the number '3'. The 'Employees' table is visible, with a red arrow pointing to the first row (James Wilson) from a green box labeled 'Select the Employee' and the number '2'.

	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**

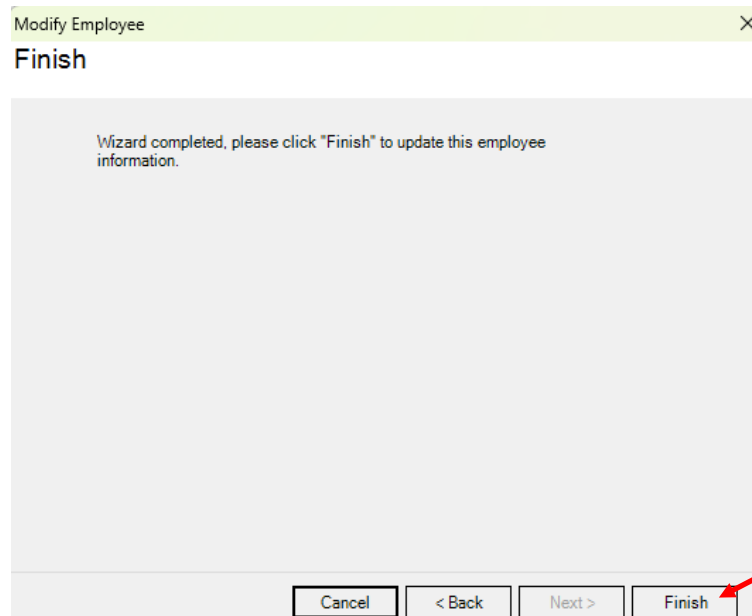


Remember to go all the way through and click Finish for any changes you make to be saved.

Click Next 4

5. **Make the changes you need to make on any of the various screens**

6. Continue to click Next until you reach the Finish screen. Click **Finish**



Click Finish 7

The employee changes are now saved.