

HOW TO MAKE AN EMPLOYEE INACTIVE

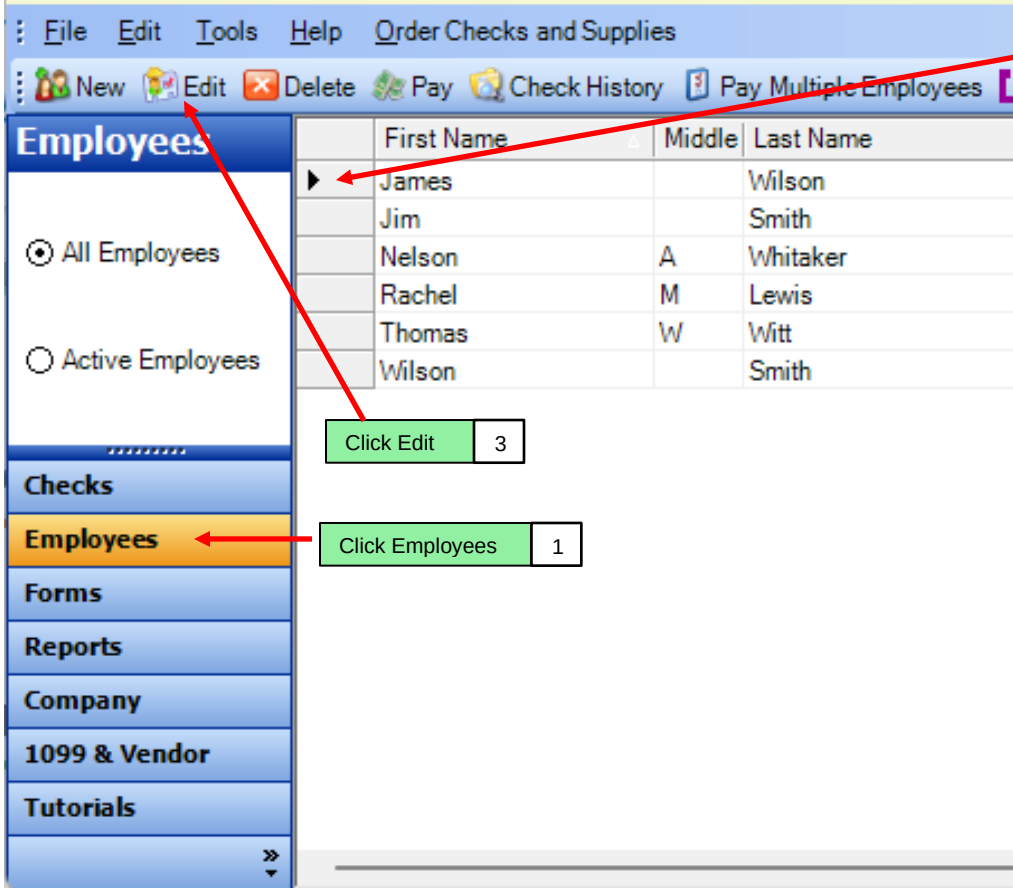
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

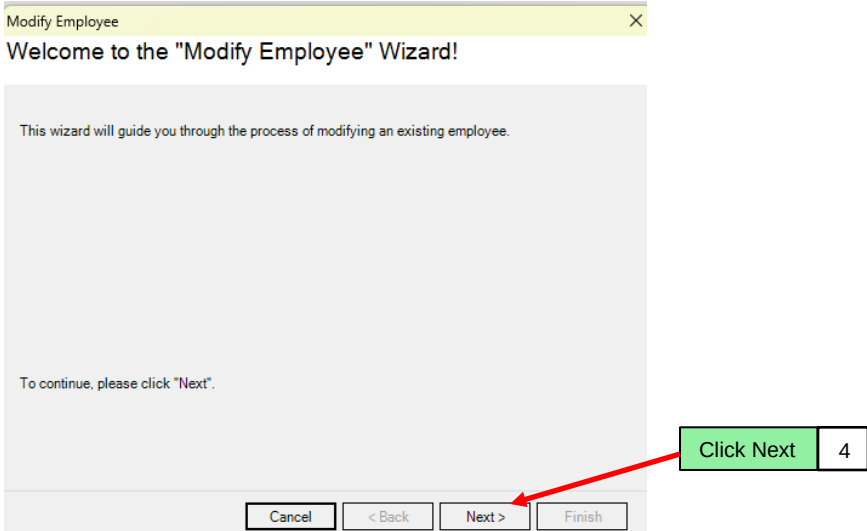
1. Click **Employee**
2. Select the **Employee** you want to make inactive
3. Click **Edit**



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 and a callout box labeled 'Click Employees' and '1'. The main window displays a table of employees. The first row, 'James Wilson', is selected, with a red arrow pointing to it and a callout box labeled 'Select the Employee' and '2'. The 'Edit' button in the top toolbar is also highlighted with a red arrow and a callout box labeled 'Click Edit' and '3'.

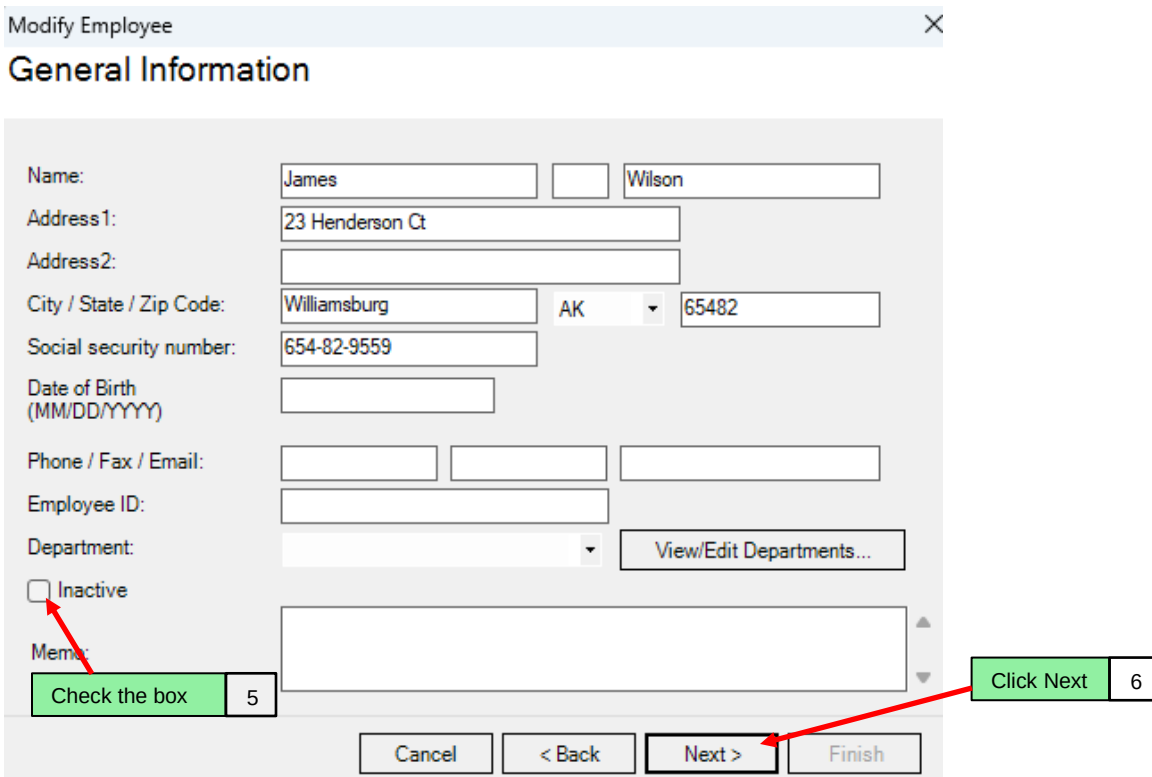
First Name	Middle	Last Name
James		Wilson
Jim		Smith
Nelson	A	Whitaker
Rachel	M	Lewis
Thomas	W	Witt
Wilson		Smith

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



5. Check the box that says Inactive

6. Click **Next**



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

Modify Employee

×

Finish

Wizard completed, please click "Finish" to update this employee information.

Cancel

< Back

Next >

Finish

Click Finish

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The employee is now inactive