

HOW TO UPDATE AN EMPLOYEE ADDRESS

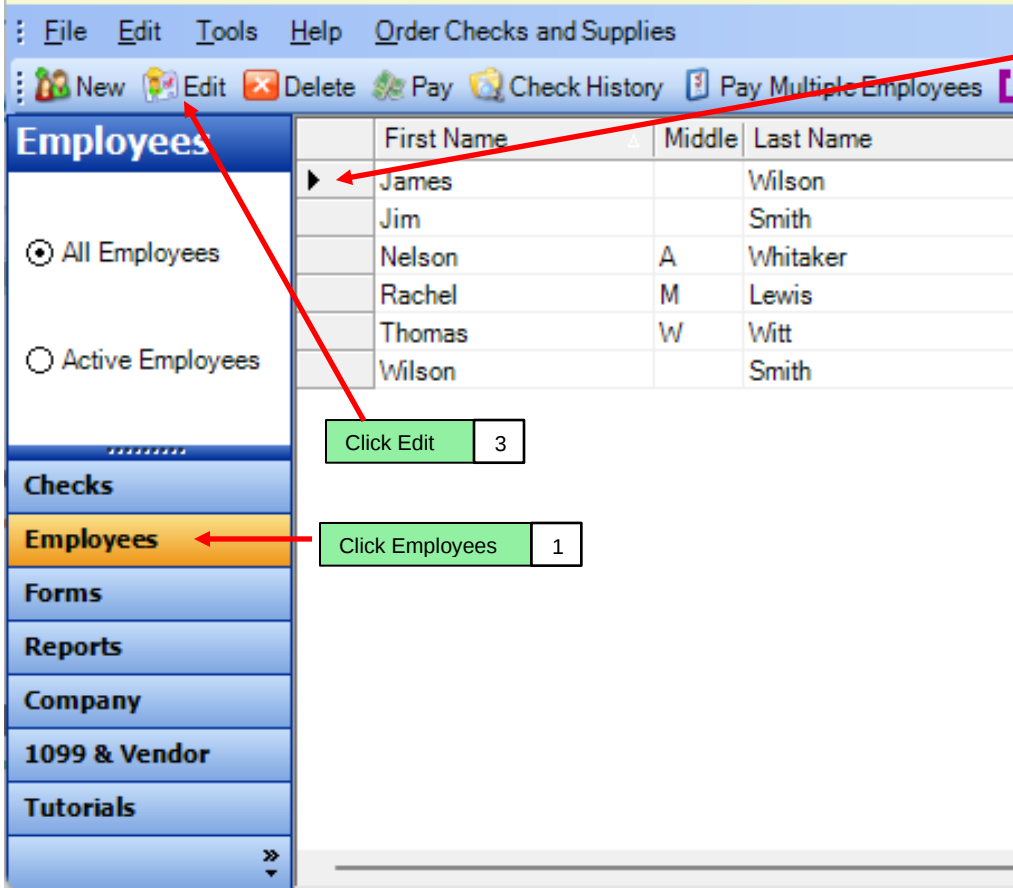
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

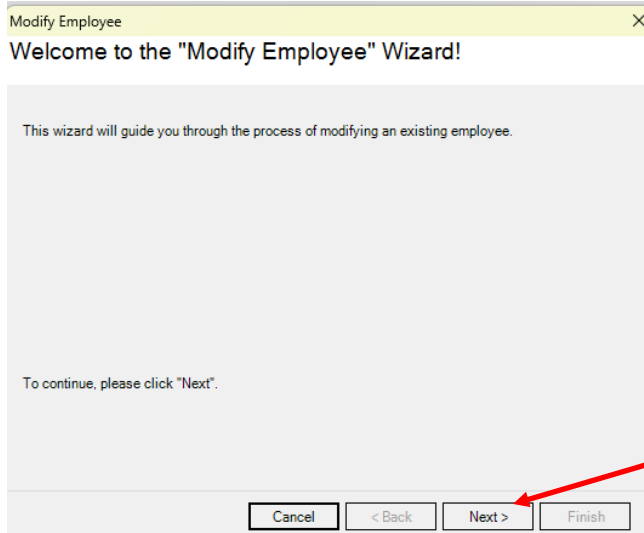
1. Click **Employee**
2. Select the **Employee** you want to edit
3. Click **Edit**



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 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**

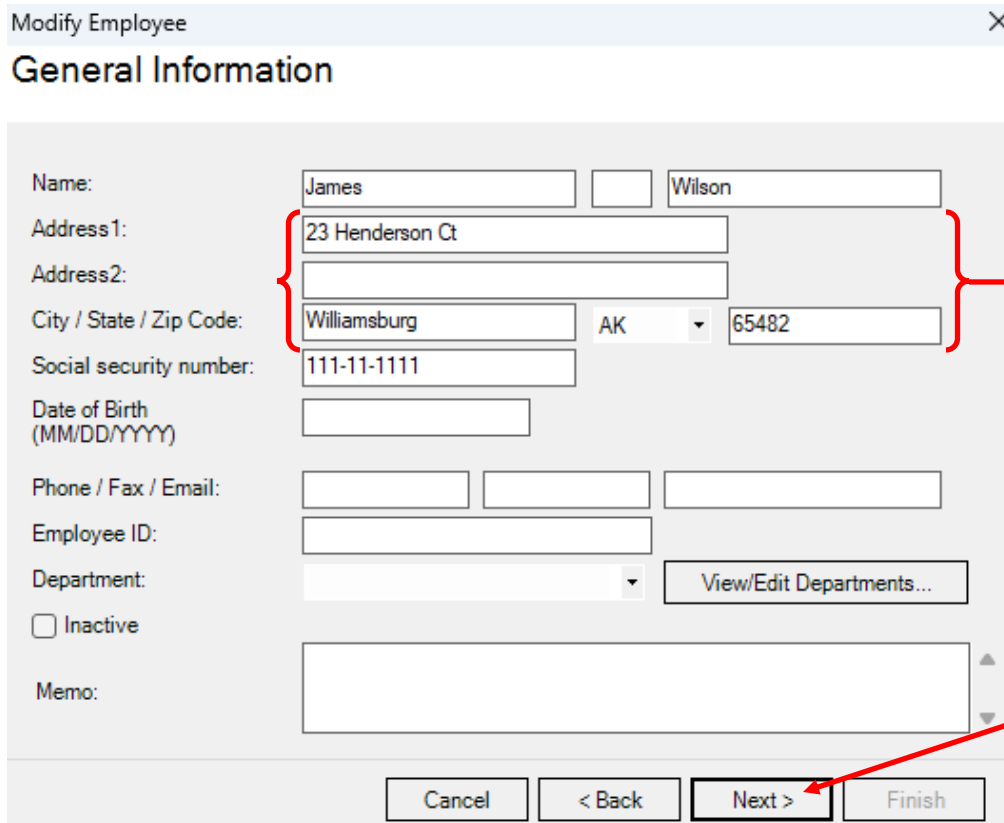


Remember to go all the way through and click Finish for any changes you make to be saved.

Click Next 4

5. **Make the address changes**

6. Click **Next**



Make the address changes 5

Click Next 6

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

7

The employee changes are now saved.