

HOW TO UPDATE AN EMPLOYEE NAME AFTER MARRIAGE

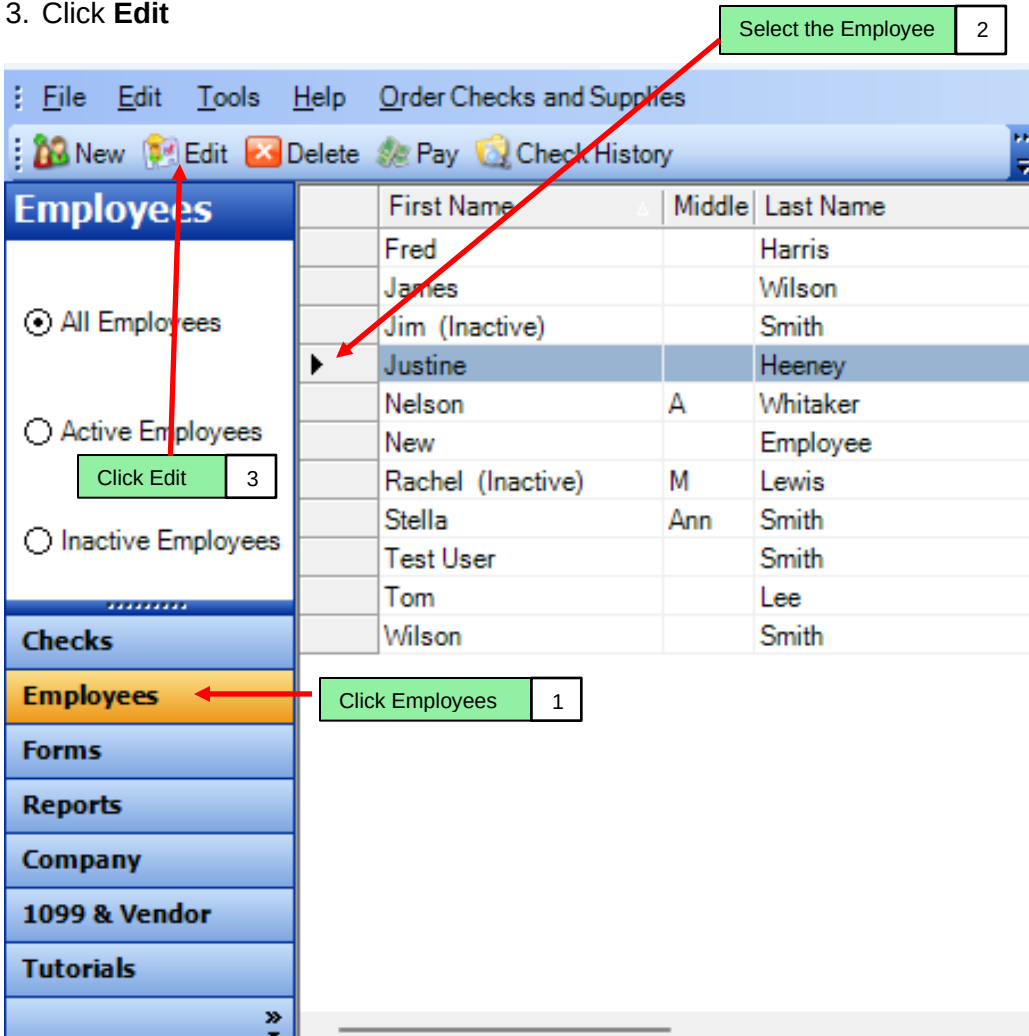
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

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



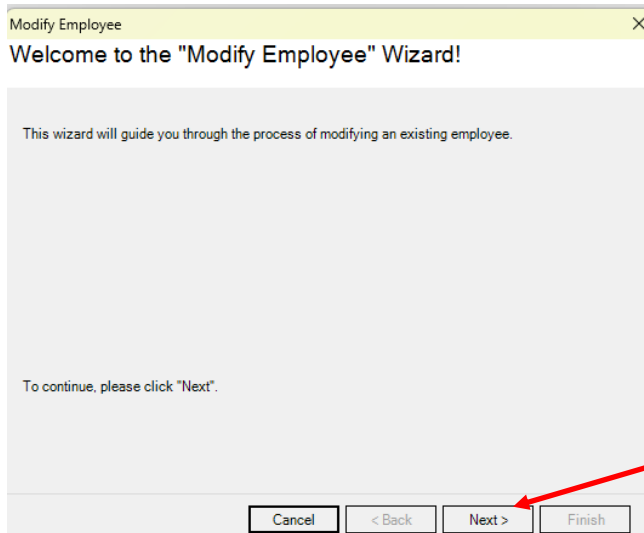
The screenshot shows the Payroll Mate software interface. On the left is a navigation menu with options: Employees, Checks, Forms, Reports, Company, 1099 & Vendor, and Tutorials. The 'Employees' option is highlighted. A red arrow points from the 'Employees' menu item to the 'Employees' button in the top toolbar. Another red arrow points from the 'Edit' button in the top toolbar to the 'Justine' row in the employee list table. A third red arrow points from a callout box 'Click Employees' to the 'Employees' menu item. A fourth red arrow points from a callout box 'Select the Employee' to the 'Justine' row in the table. A fifth red arrow points from a callout box 'Click Edit' to the 'Edit' button in the toolbar.

Callout boxes and arrows indicate the steps:

- Click Employees (1)
- Select the Employee (2)
- Click Edit (3)

First Name	Middle	Last Name
Fred		Harris
James		Wilson
Jim (Inactive)		Smith
Justine		Heeney
Nelson	A	Whitaker
New		Employee
Rachel (Inactive)	M	Lewis
Stella	Ann	Smith
Test User		Smith
Tom		Lee
Wilson		Smith

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

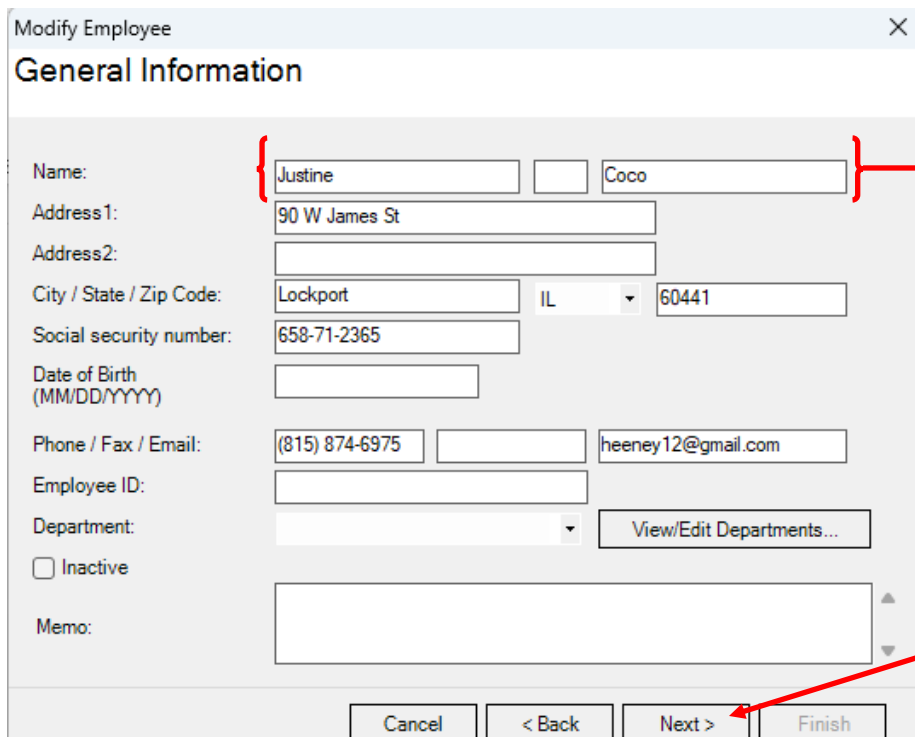


Remember to go all the way through and click Finish for any changes you make to be saved.

Click Next 4

5. **Make the name change**

6. Click **Next**



Make the name change 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

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The employee changes are now saved.