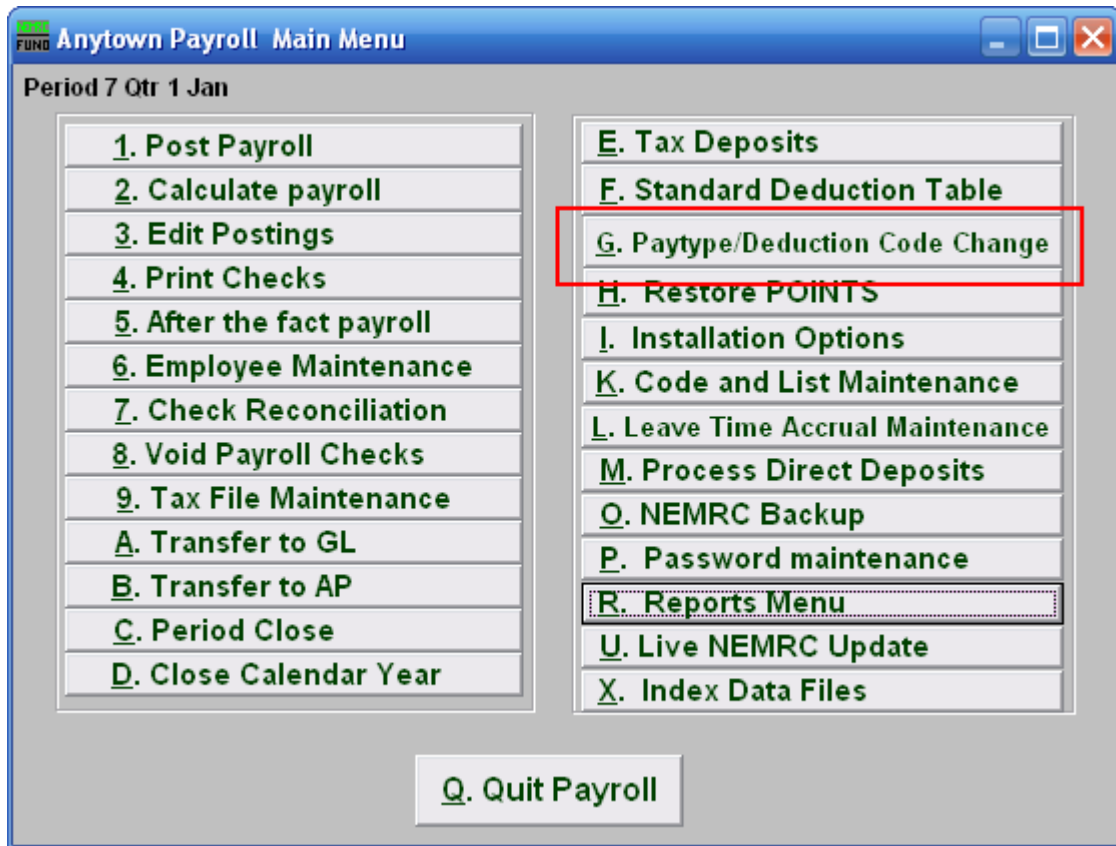


Payroll

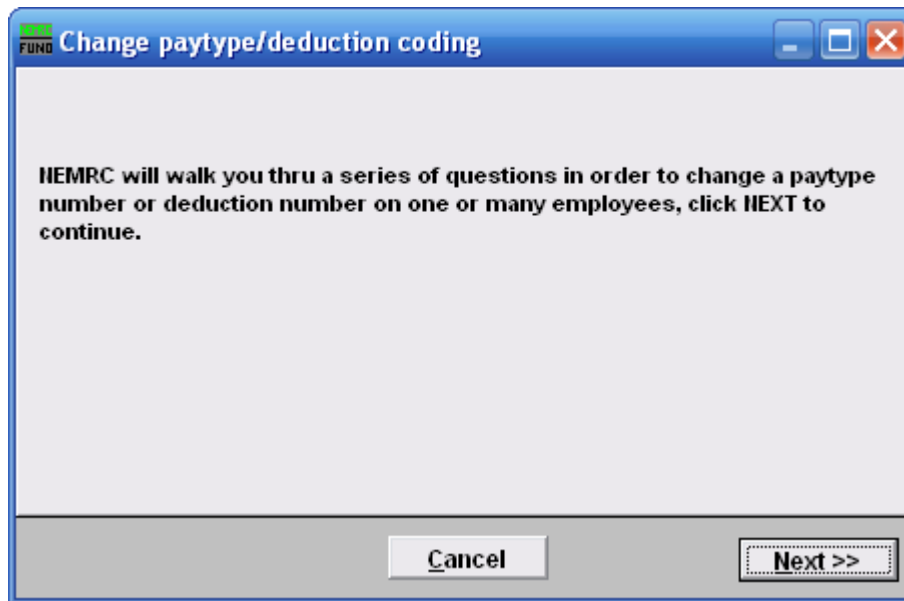
G. Paytype/Deduction Code Change



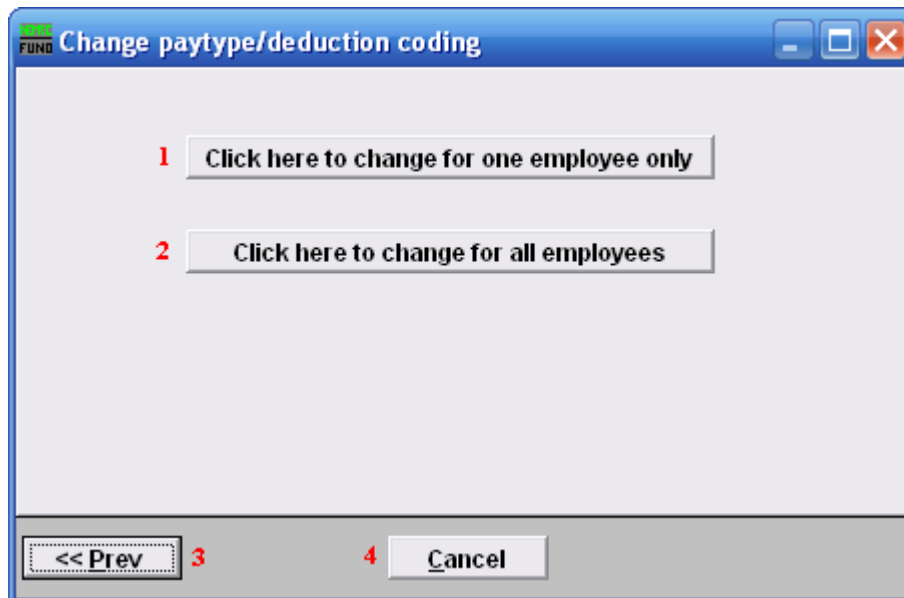
Click on “G. Paytype/Deduction Code Change” from the Main Menu and the following window will appear:

Payroll

Paytype/Deduction Code Change



Click "Next>>" to continue.



- 1. Click here to change for one employee only:** Click this button if you want to change a Paytype or deduction code for ONE Employee.
- 2. Click here to change for all employees:** Click this button if you want to change a Paytype or deduction code for ALL Employees.

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The screenshot shows a window titled "Change paytype/deduction coding" with a blue header bar. Inside the window, the text "Employee # to change" is followed by a red "1" and a text input field. To the right of the input field is a button labeled "Find". At the bottom of the window, there are three buttons: "<< Prev", "Cancel", and "2 Next >>".

The above screen appears if you chose to change one Employee. If you chose all Employees, then refer to the next window.

- 1. Employee # to change:** Enter the Employee # for the Employee you want to make this change on or click “Find” to select an employee from the lookup table.
- 2. Next>>:** After you’ve chosen an Employee #, click this button.

The screenshot shows the same window titled "Change paytype/deduction coding". In this view, the text "Code to replace" is followed by a red "1" and a text input field. To the right of the input field is a button labeled "2 Find". At the bottom of the window, there are three buttons: "<< Prev", "Cancel", and "3 Next >>".

- 1. Code to replace:** Enter the Paytype or deduction code that you wish to replace.

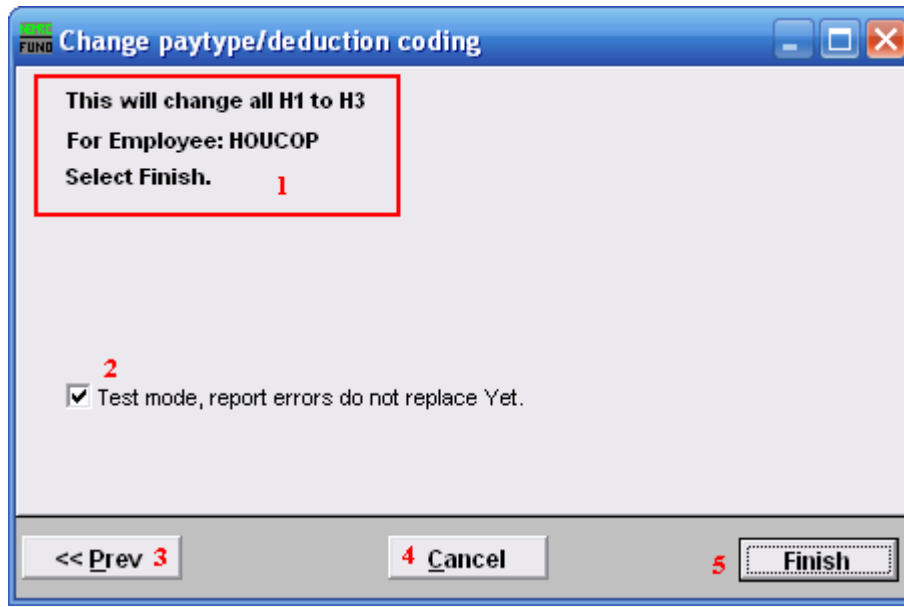
Payroll

- 2. Find:** Click “Find” to choose from a list of paytype and deduction codes that already exist.
- 3. Next>>:** Click this button once you’ve chosen the paytype or deduction code you wish to replace.

The screenshot shows a Windows-style dialog box titled "Change paytype/deduction coding". The dialog has a blue title bar with standard window controls. The main area is light gray. It contains a label "Code to replace with" followed by a text input field containing the number "1". To the right of the input field is a button labeled "Find" with a red "2" next to it. At the bottom of the dialog are three buttons: "<< Prev", "Cancel", and "Next >>" with a red "3" next to it.

- 1. Code to replace with:** Enter the paytype or deduction code that you wish to replace the previously chosen code with.
- 2. Find:** Click “Find” to choose from a list of paytype and deduction codes.
- 3. Next>>:** Click this button once you’ve chosen the paytype or deduction code you wish to replace with.

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1. Make sure that this is what you intended to do.
2. **Test mode, report errors...:** The default is to run a test for the replacement and report errors. If there are no errors then uncheck this box and click "Finish".
3. **<<Prev:** Click this button to go back to a previous step.
4. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.
5. **Finish:** Click this button to run test mode report or complete the selected changes to the files.