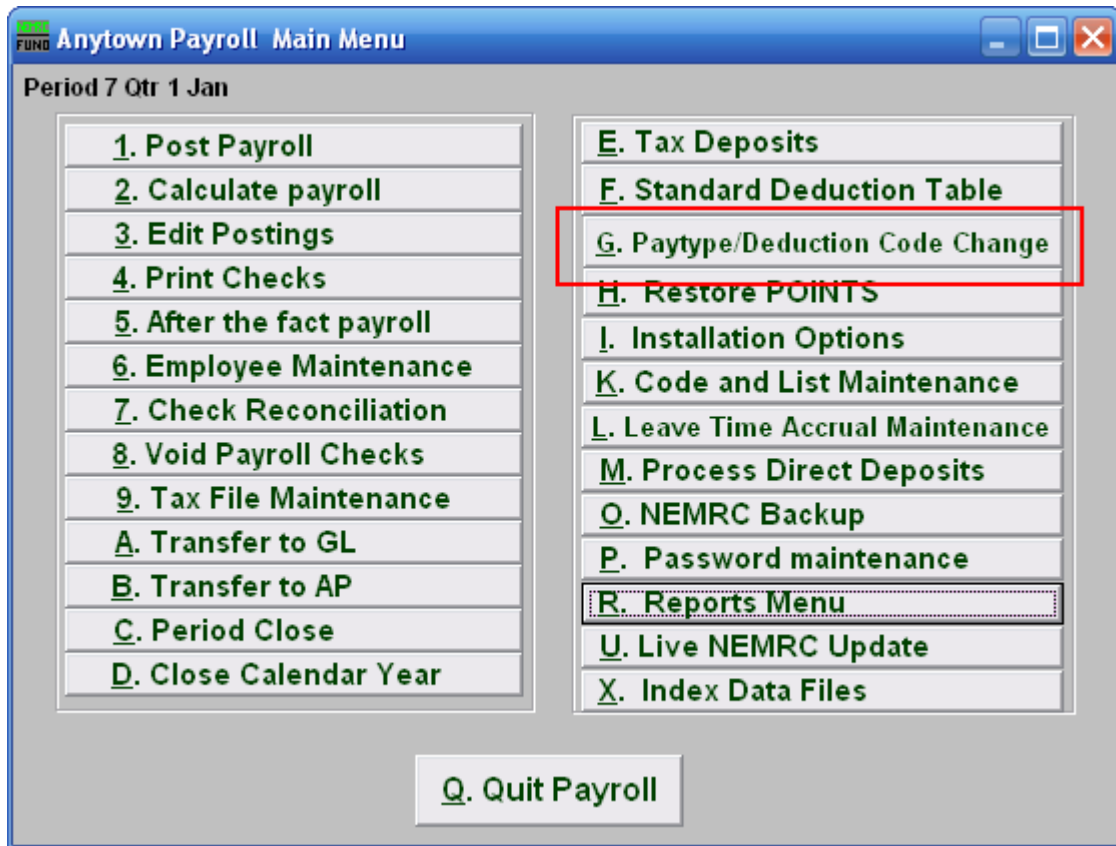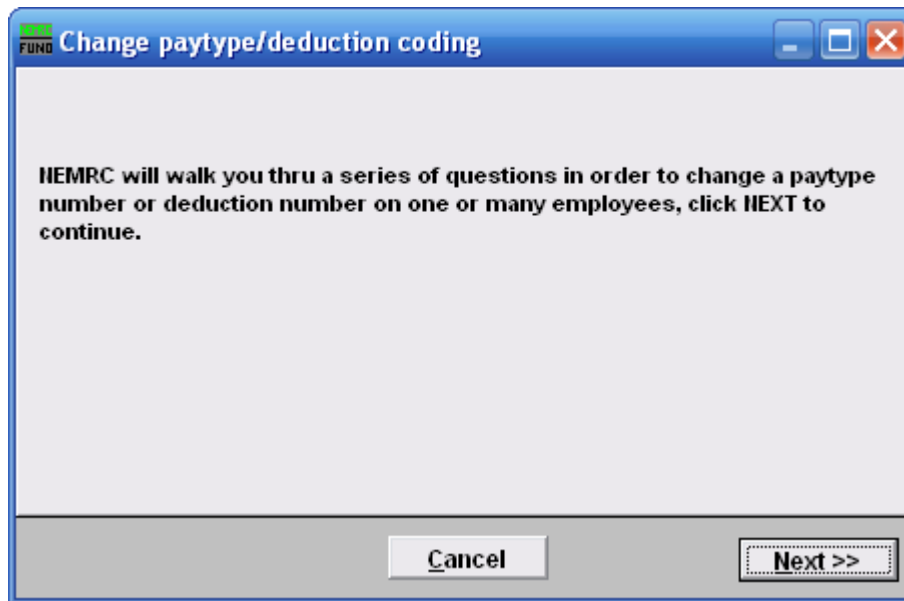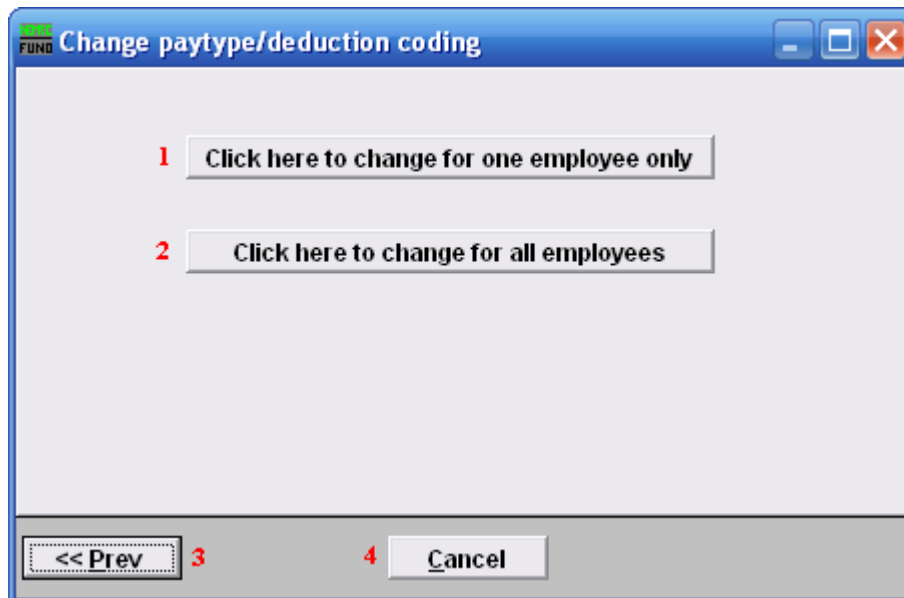# G. Paytype/Deduction Code Change

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.

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.

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

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.

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.

Payroll
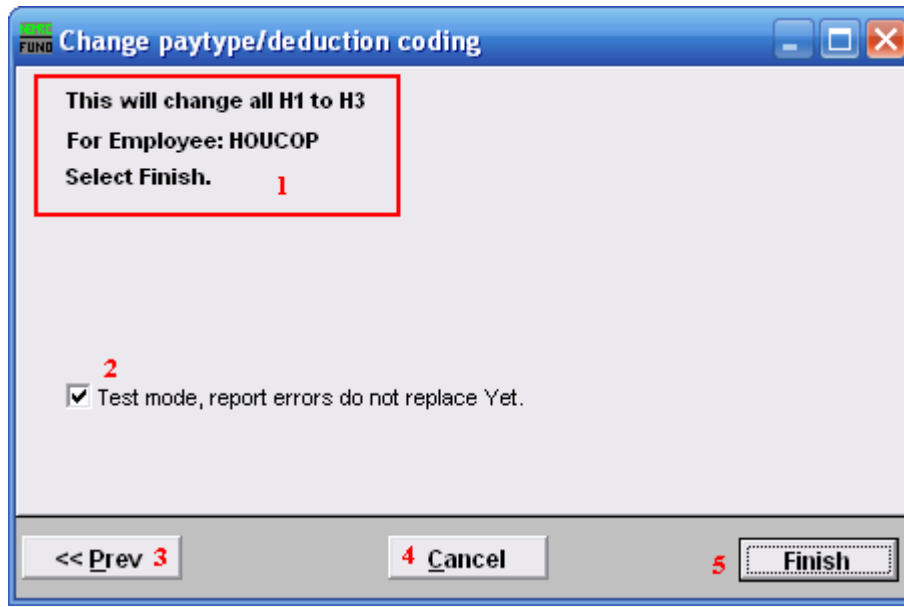
1. Make sure that this is what you intended to do.

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.