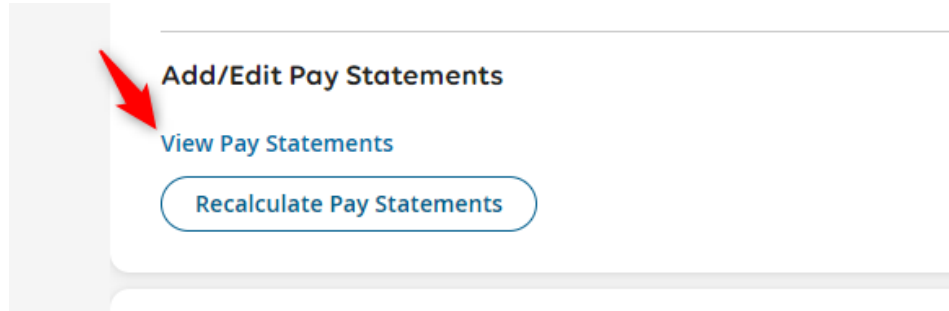


Edit Pay Statement

Use this step if you need to edit individual pay statements.

1. From the **Payroll Prep Process** page, select the **View Pay Statements** link.



The **Pay Statements** page appears.

[← Pay Statements](#)

Payroll: PPC5042 Weekly Payroll 10/06/2023 (Regular)

Rows On Page 1 Row [Refresh Data](#)

Employee Filter: All Employees

<input type="checkbox"/> All <input type="checkbox"/> Page			Employee Id	First Name	Last Name	Type
			=	starts with	starts with	starts with
<input type="checkbox"/>			111	Monica	Geller	Regular
Totals						

2. Select the **View/Edit Pay Statement** icon for a pay statement.



The **Edit Pay Statement** page appears.

Rows On Page 8 Rows [Refresh Data](#)

<input type="checkbox"/>			Row Id	E/D Code	E/D Name
			=	starts with	starts with
<input type="checkbox"/>			13428329845	Sal	Salary
<input type="checkbox"/>			13428329853		Section125 Dental
<input type="checkbox"/>			13428335746	MedS125	Section125 Med
<input type="checkbox"/>		X	13428335747	Reg	Regular
<input type="checkbox"/>		X	13428335748	Overtime	Overtime
<input type="checkbox"/>		X	13428335749	.	.
<input type="checkbox"/>		X	13428335750	.	.

- In an empty row, place your cursor in the empty cell in the **E/D Code** or **E/D Name** column to enable the drop-down list.

Rows On Page 50 8 Rows Refresh Data

Row Id	E/D Code	E/D Name
=	starts with	starts with
13428329845	Sal	Salary
13428329853	DenS125	Section125 Dental
13428335746	MedS125	Section125 Med
13428335747	Reg	Regular
13428335748	Overtime	Overtime
13428335749	-	-
13428335750	-	-
13428335751	-	-

- Select the drop-down arrow (1) and select from the list (2).

Hide Check Information

Type Regular World
Category Regular Depart

Rows On Page 50 8 Rows Refresh

Row Id
=
13428329845
13428329853
13428335746
13428335747
13428335748
13428335749
13428335750

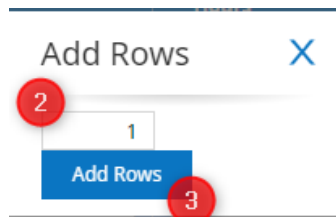
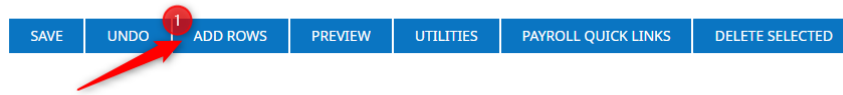
✓ Earnings

- ExpRe
- Misc
- Other
- Commission
- Reg
- Overtime
- Sal
- Bereavement
- Bonus
- Holiday
- Jury Duty
- Personal
- Sick
- Vac

- In the same row, enter the hours (1) and/or amounts (2) in the corresponding column(s).

E/D Code	E/D Name	Hours	Base Rate	Amount
starts with	starts with	=	=	=
Sal	Salary	40.00	\$24.0385	\$961.54
DenS125	Section125 Dental	-	-	-
MedS125	Section125 Med	-	-	-
Reg	Regular	-	-	-
Overtime	Overtime	-	-	-
Reg	Regular	-	-	-

- You can repeat the steps to add additional hours and amounts.
- If you need more rows, select **Add Rows (1)** in the upper right hand corner. In the **Add Rows** dialog box, enter the number of rows needed (2), then select **Add Rows (3)**.



- You can delete rows by selecting the **Delete Record** icon (X). For additional options, select **Utilities**, then select an option.

Table with columns: Row Id, E/D Code, E/D Name. The table has 8 rows. A red arrow points to the 'X' icon in the first column of the row with 'Reg' code.

Row Id	E/D Code	E/D Name
13428329845	Sal	Salary
13428329853	DenS125	Section125 Dental
13428335746	MedS125	Section125 Med
13428335747	Reg	Regular
13428335748	Overtime	Overtime
13428335749	Reg	Regular
13428335750	-	-

- Select **Save**.
- Select **Back** to return to the **Pay Statements** page.