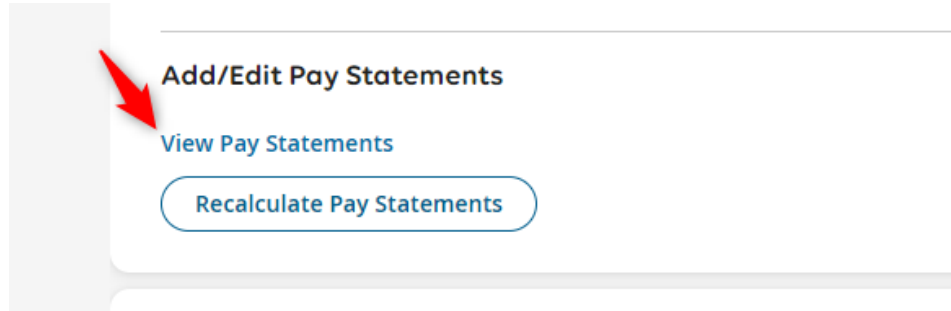


Editing Taxes, Direct Deposit, and Schedule Deductions and Earnings

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: 20 | 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.

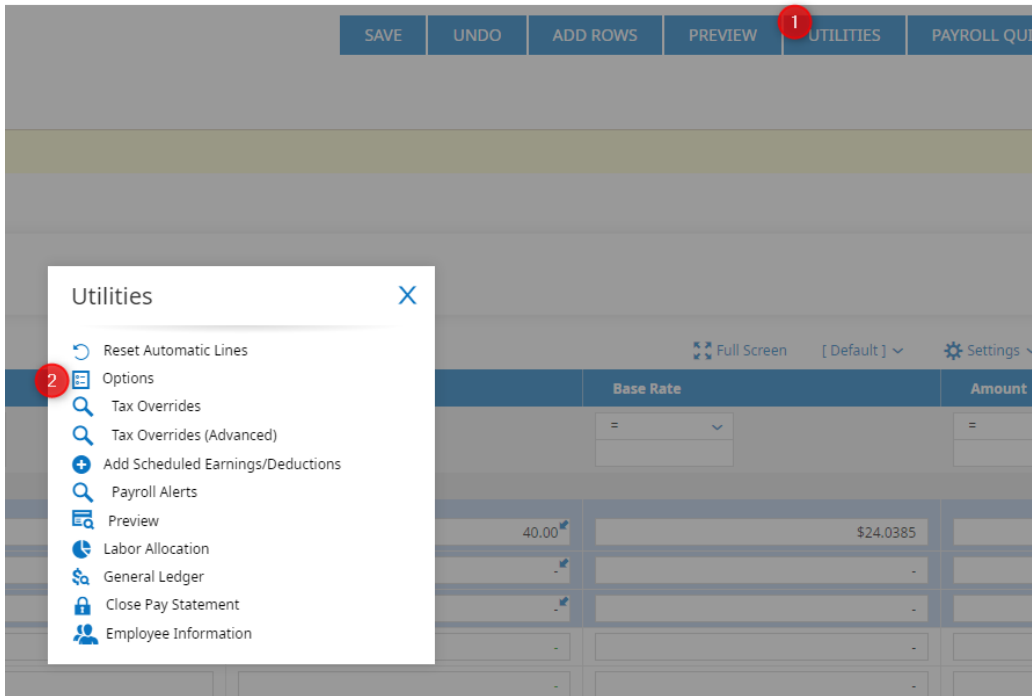


The **Edit Pay Statement** page appears.

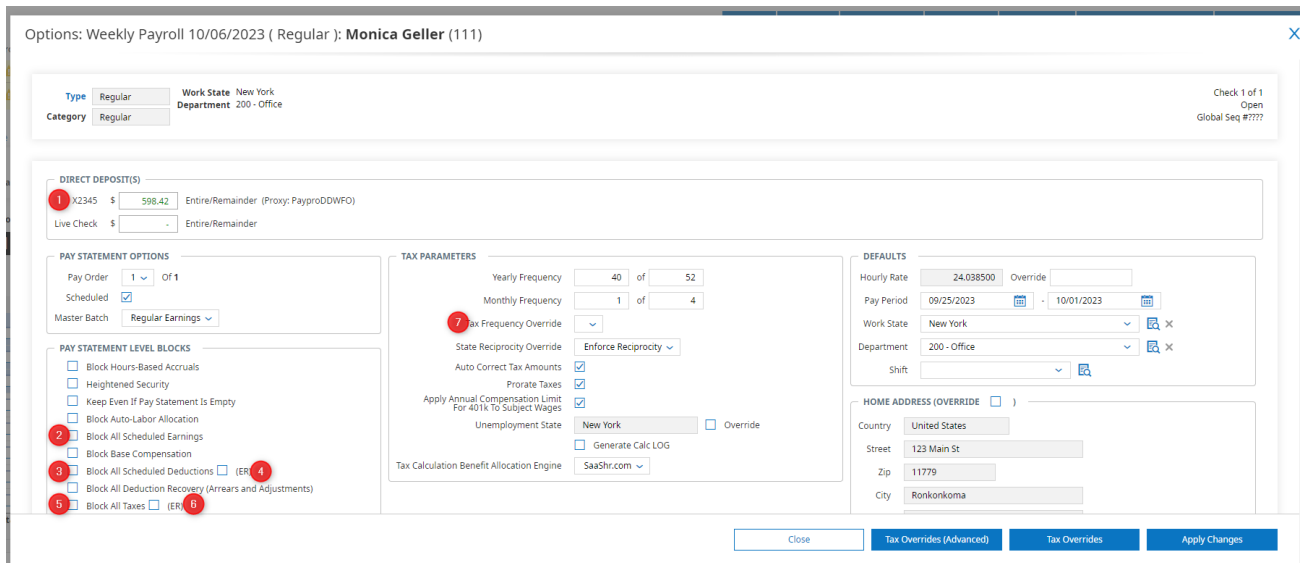
Rows On Page: 50 | 8 Rows | Refresh Data

<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
<input type="checkbox"/>		X	13428335748	Overtime
<input type="checkbox"/>		X	13428335749	.
<input type="checkbox"/>		X	13428335750	.

- Click on the Utilities button in the top right hand corner of the screen (1), then select Options (2).



- The Options pop up will appear and from here you will be able to:
 - Edit direct deposit allocation (1)
 - Block all scheduled Earnings (2)
 - Block All Scheduled deductions both EE (3) and ER (4)
 - Block all Taxes both EE (5) and ER (6)
 - Override Tax Frequency (7)



5. Once you have made all your changes select Apply Changes

The screenshot shows a web form with two main sections: 'DEFAULTS' and 'HOME ADDRESS (OVERRIDE)'. The 'DEFAULTS' section includes fields for 'Hourly Rate' (24.038500), 'Override' (empty), 'Pay Period' (09/25/2023 - 10/01/2023), 'Work State' (New York), 'Department' (200 - Office), and 'Shift' (empty). The 'HOME ADDRESS (OVERRIDE)' section includes fields for 'Country' (United States), 'Street' (123 Main St), 'Zip' (11779), and 'City' (Ronkonkoma). At the bottom of the form, there are three buttons: 'Tax Overrides (Advanced)', 'Tax Overrides', and 'Apply Changes'. The 'Apply Changes' button is circled in red.

6. Once you are back at the **Edit Pay Statement** page save your changes for them to take affect (1). Then you can preview the pay statement to see the new totals (2).

The screenshot shows a navigation bar with seven buttons: 'SAVE', 'UNDO', 'ADD ROWS', 'PREVIEW', 'UTILITIES', 'PAYROLL QUICK LINKS', and 'DELETE SELECTED'. The 'SAVE' button is circled in red with the number '1' next to it, and the 'PREVIEW' button is circled in red with the number '2' next to it.