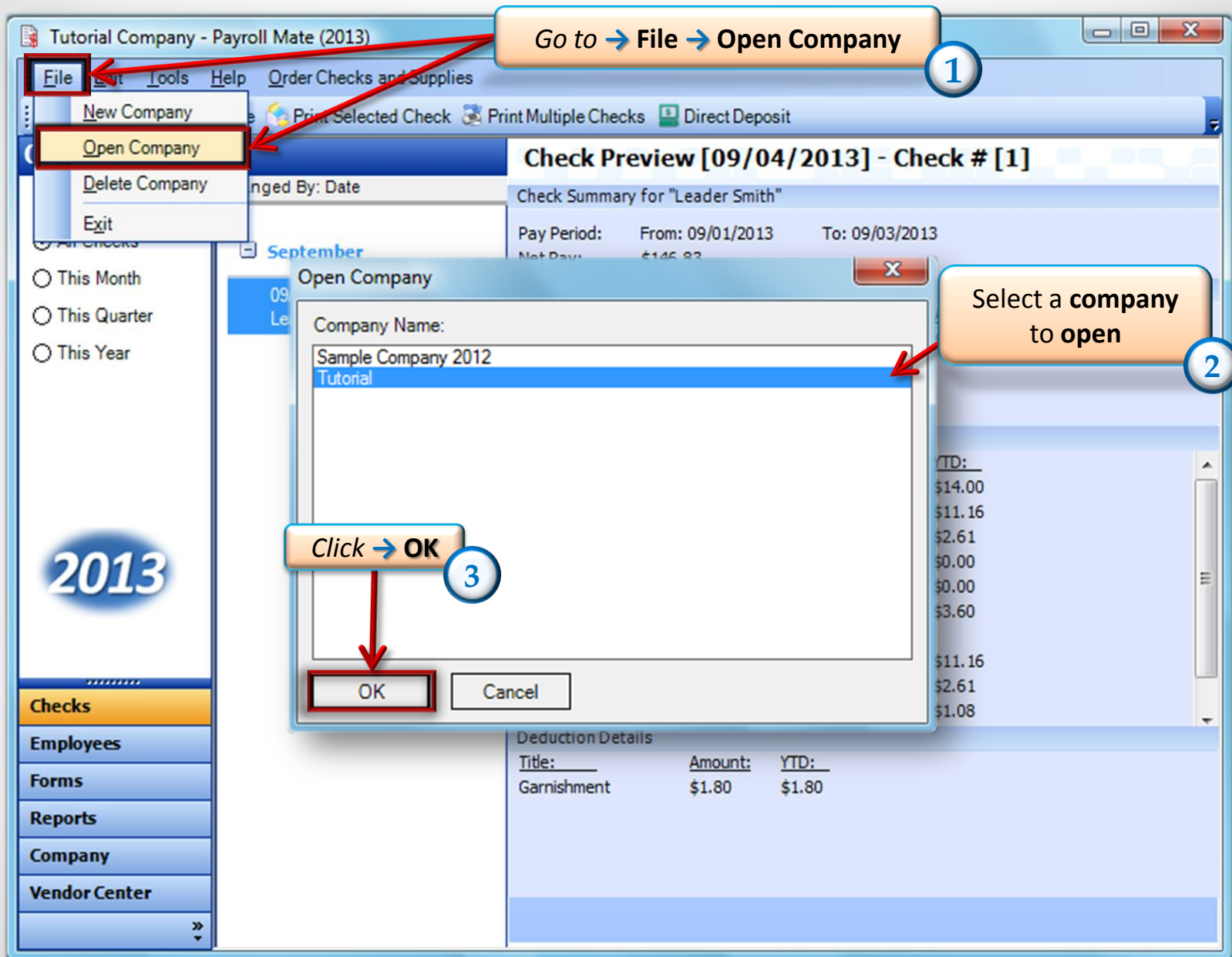


How to Edit an Employee in Payroll Mate

Start by Opening your
Payroll Mate
Program



www.PayrollMate.com (800)-507-1992



Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History Pay Multiple Employees Import Employees

Employees

☒ All Employees
☐ Active Employees
☐ Inactive Employees

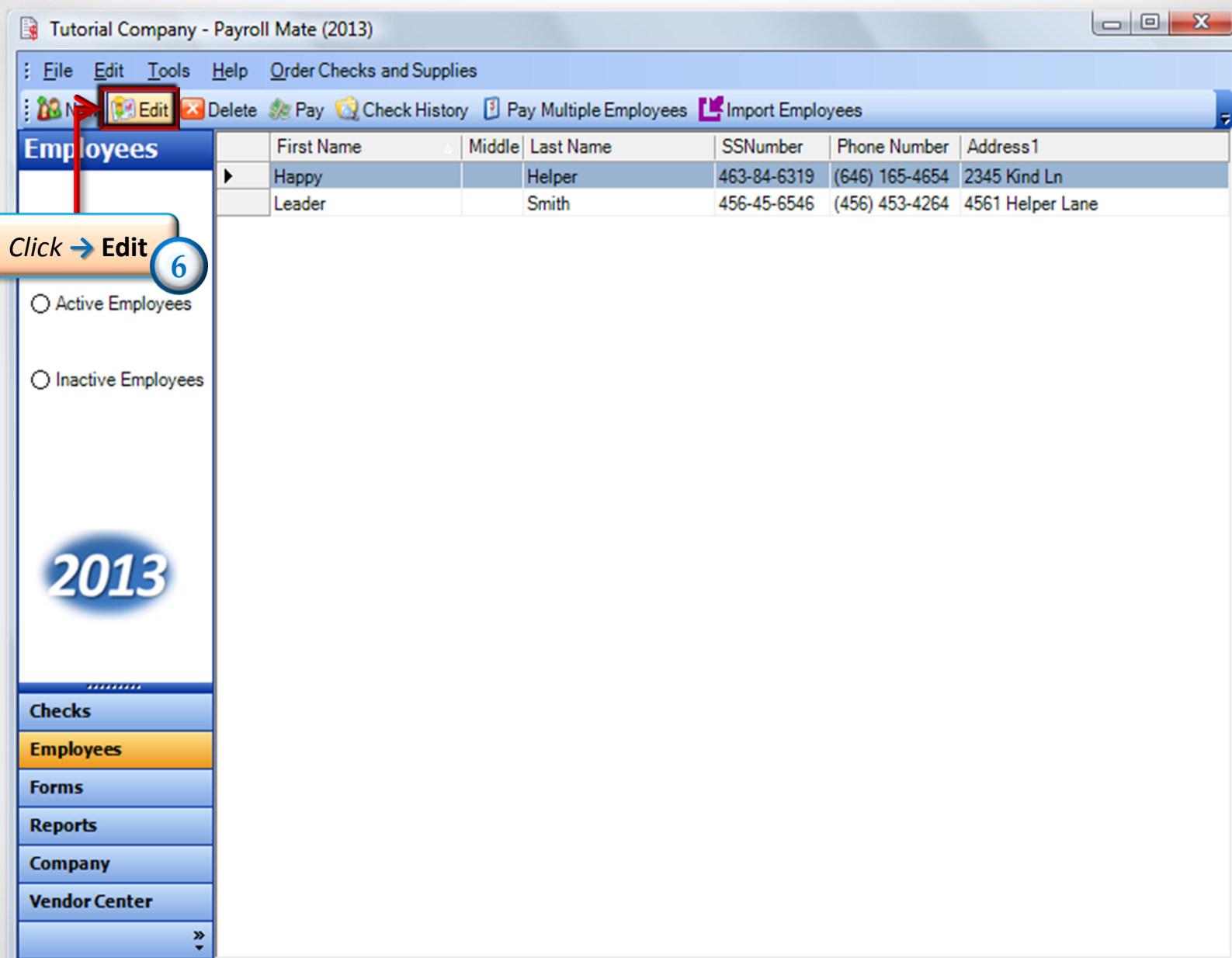
First Name	Middle	Last Name	SSNumber	Phone Number	Address1
Happy		Helper	463-84-6319	(646) 165-4654	2345 Kind Ln
Leader		Smith	456-45-6546	(456) 453-4264	4561 Helper Lane

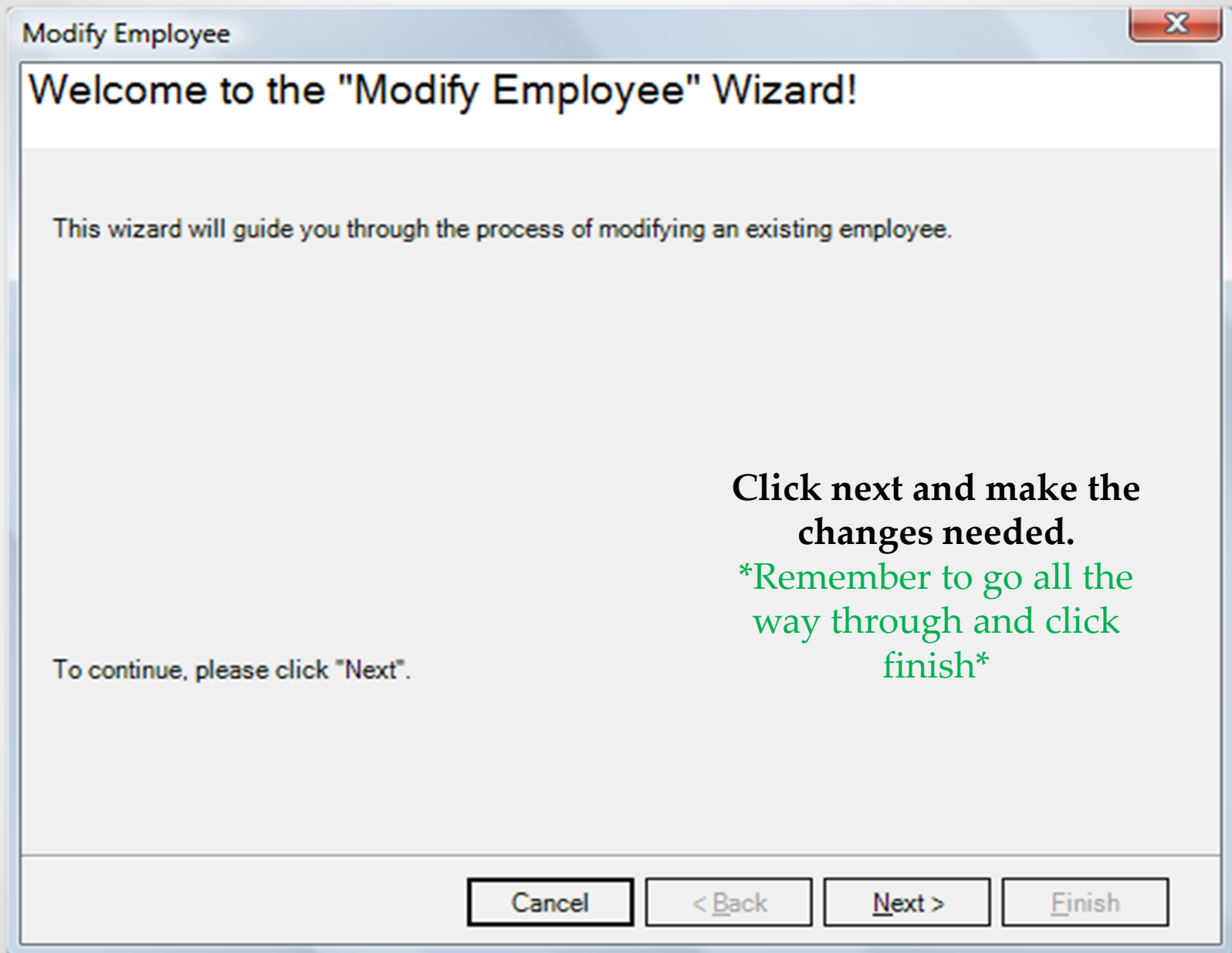
2013

Checks
Employees
Forms
Reports
Company
Vendor Center

Go to → Employees 4

Select a Employee 5







Congratulations! You now know how to edit an employee.

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