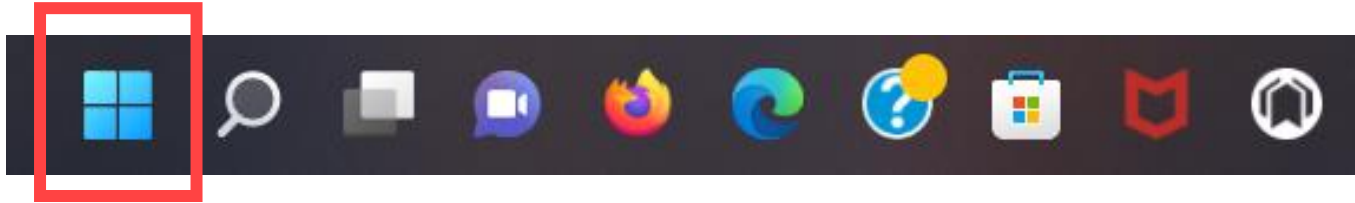
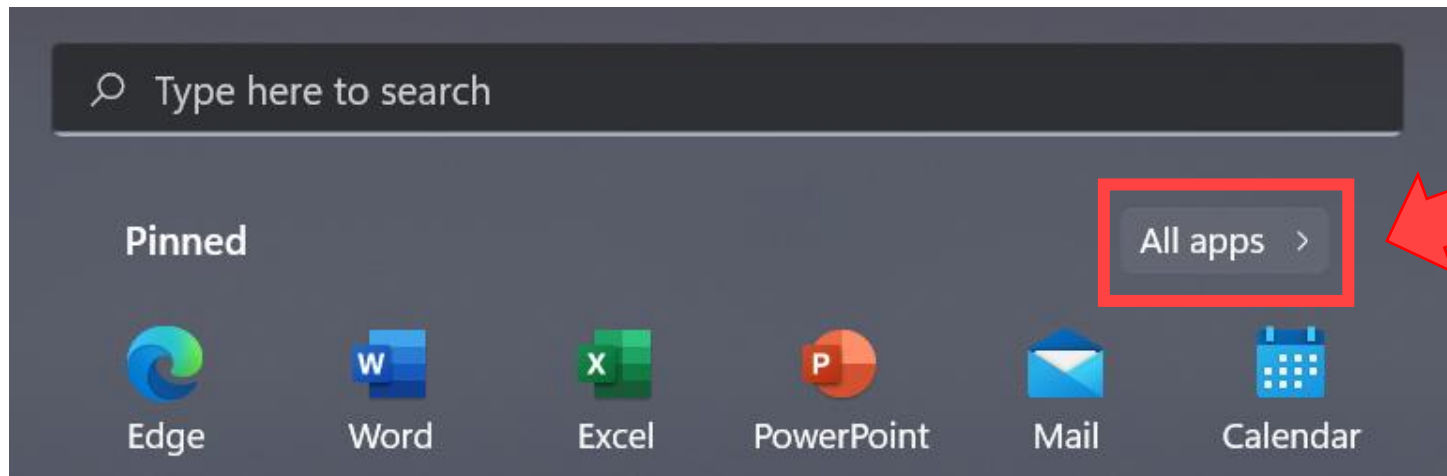


How to create a Payroll Mate desktop shortcut in Windows 11

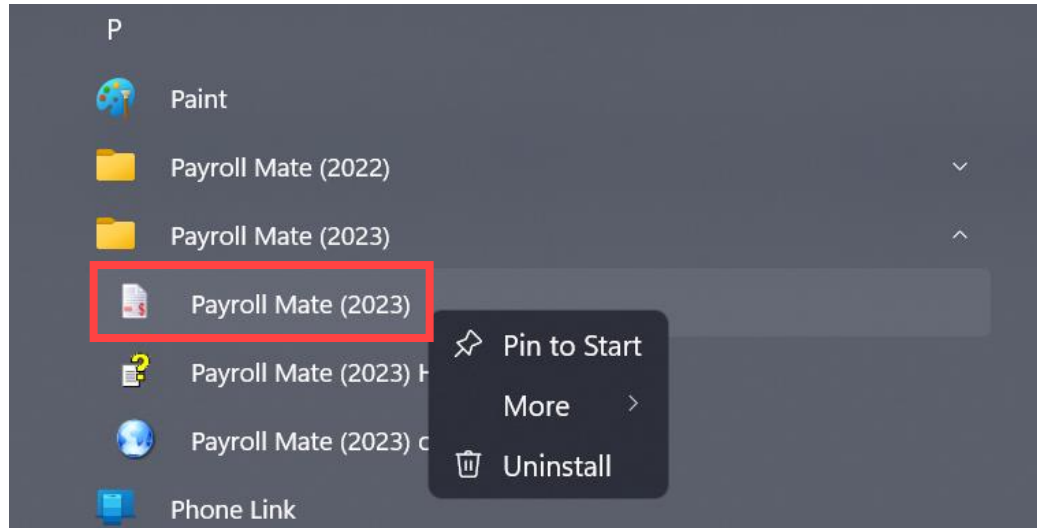
1. Click the Windows icon on your taskbar



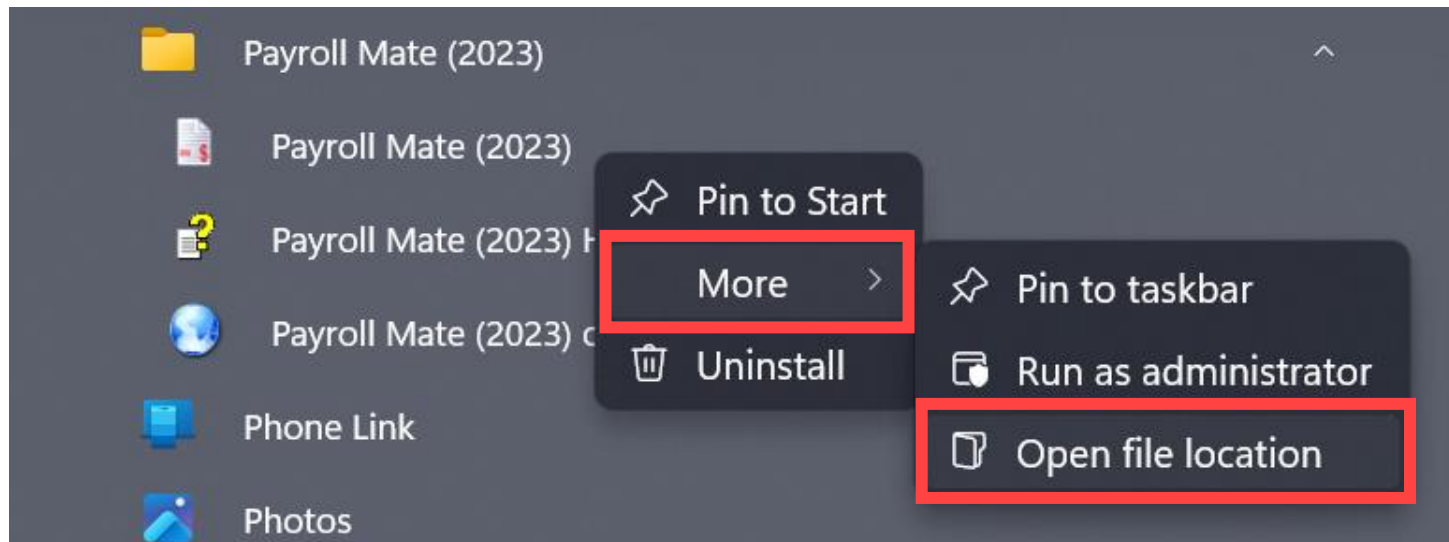
2. Click on the “All apps” button in the top right corner of the Windows start menu



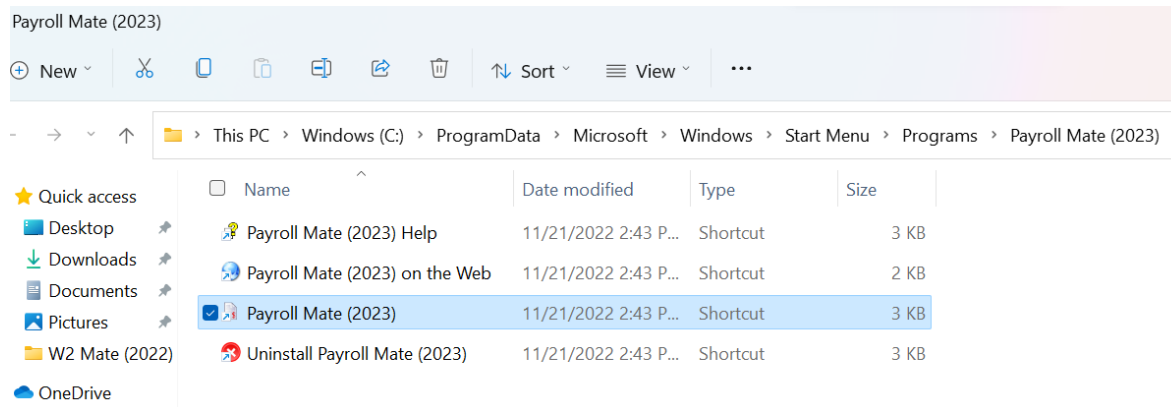
3. Locate the “Payroll Mate” shortcut for the year you want and right click



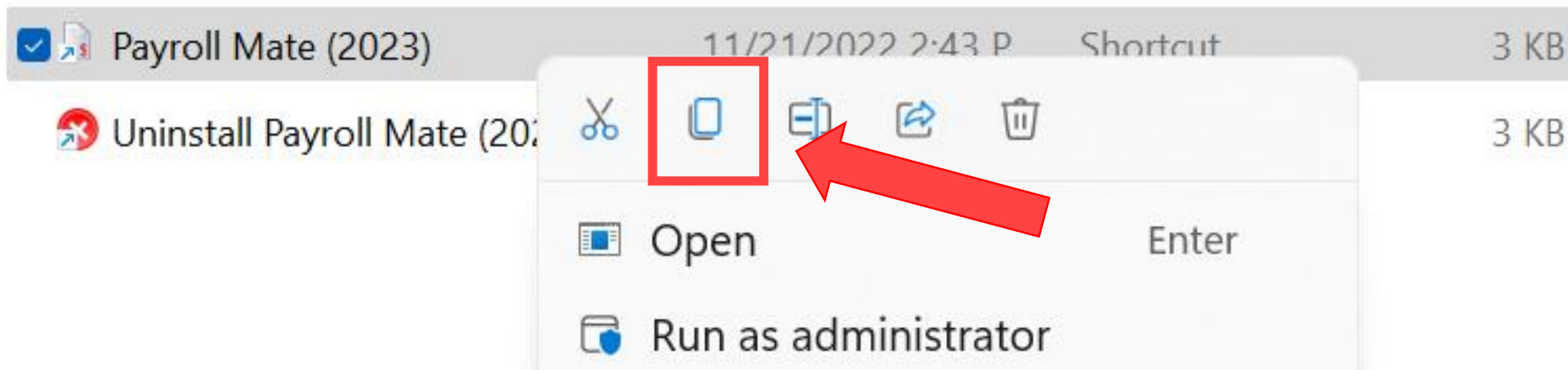
4. Click the “More” button and then click “Open file location”



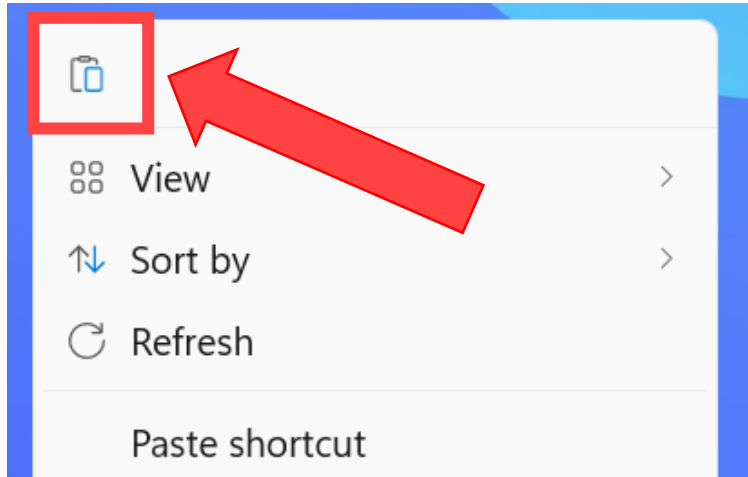
5. A window will open with the “Payroll Mate” shortcuts



6. Right click on the “Payroll Mate” shortcut and then click the “Copy” button



7. Go to your desktop and right click the screen. Click on the “Paste” button



8. Your shortcut for “*Payroll Mate*” should now be on your desktop

