

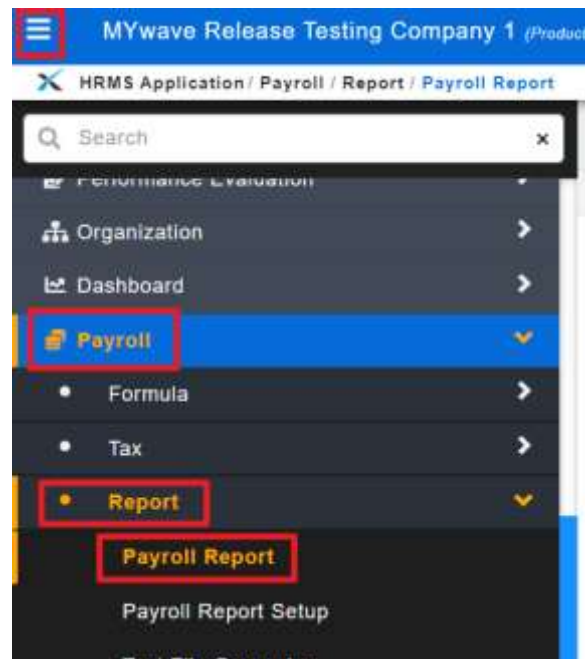
# User Guide

## How to Delete Payslip & Payroll Report

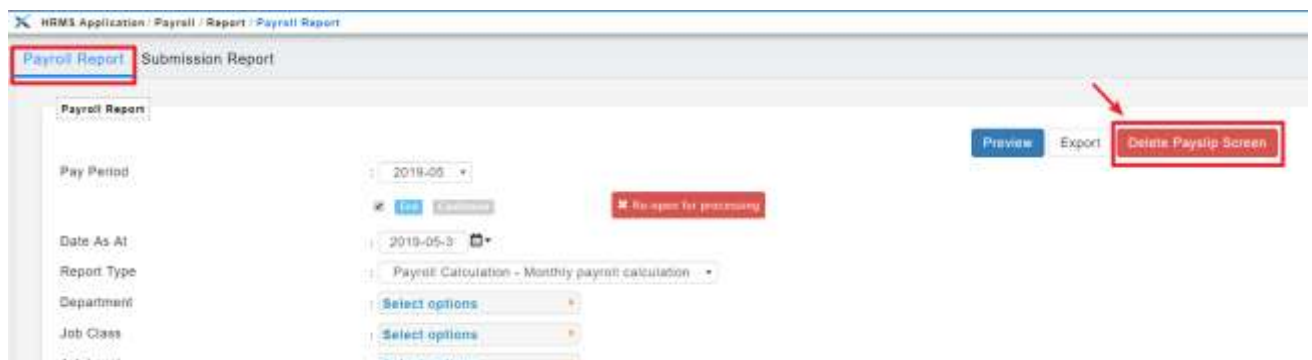


## HOW TO DELETE PAYSIP & PAYROLL REPORT

1. Go to Payroll -> Report -> **Payroll Report**.



2. Click on **Delete Payslip Screen** button.



3. Click on (A) to choose which pay period
4. Tick for (B) [End/Mid/Ad-Hoc] period type that you wish to delete.
5. Click on (C) to choose on what delete mode.

**By Period** – Delete the **whole** [2019-06] Pay **Period**.

**By Department** – Delete by choosing which **department**.

**By Employee** – Delete by choosing on which **employee**.

**Delete Payslip**

Pay Period: 2019-05 A

End B

Delete Mode: By Period By Department By Employee C

Please select delete type above.

Reset Close

6. Once all the selection has been completed, click (D) to **Proceed**.

**Delete Payslip**

Pay Period: 2019-05

End

Delete Mode: By Period By Department By Employee

Please select below employees. Select the pay period and employee correctly before proceed.

Employee No	Employee Name
CT0031	LIM LAY PENG
SOC001	TEST SOCSD 1

D

Proceed Reset Close