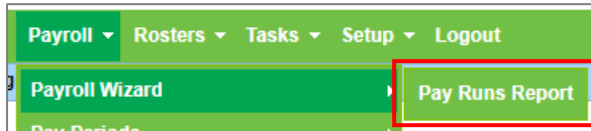


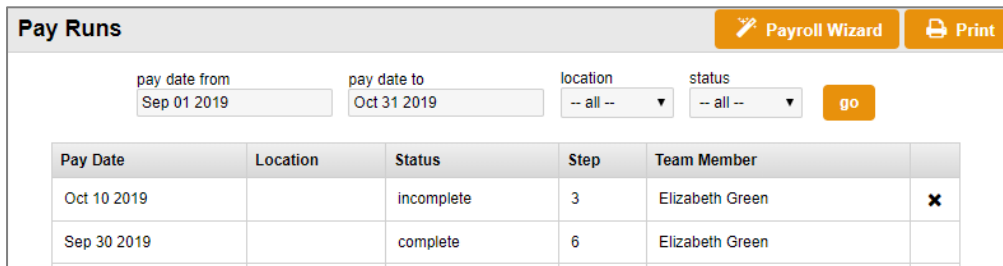
CAN'T FIND YOUR PAY RUN?

If you are doing your pay run and go out of the Payroll Wizard, and then go back into the Wizard and it is not there, please follow the below steps:

1. Hover on *Payroll*, hover on *Payroll Wizard*, and click on *Pay Runs Report*



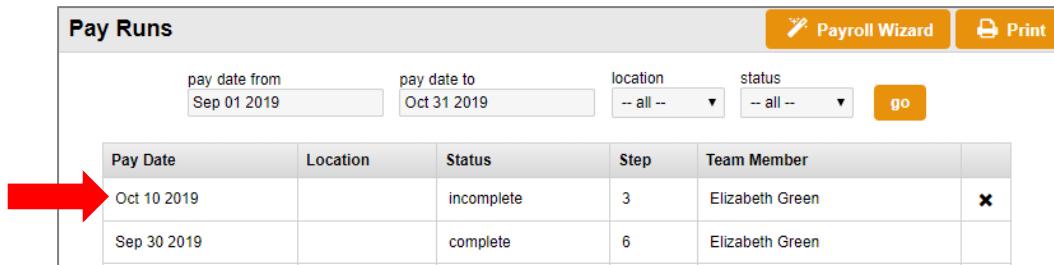
2. A similar screen will appear:



A screenshot of the 'Pay Runs' screen. At the top, there are buttons for 'Payroll Wizard' and 'Print'. Below these are input fields for 'pay date from' (Sep 01 2019), 'pay date to' (Oct 31 2019), 'location' (-- all --), and 'status' (-- all --), with a 'go' button. A table below shows the following data:

Pay Date	Location	Status	Step	Team Member	
Oct 10 2019		incomplete	3	Elizabeth Green	✘
Sep 30 2019		complete	6	Elizabeth Green	

3. Click on the current pay period to resume your pay run:



A screenshot of the 'Pay Runs' screen, identical to the previous one. A red arrow points to the 'Oct 10 2019' row in the table, indicating the current pay period to be resumed.

4. Continue your pay run as normal. For help on this, please click [here](#).