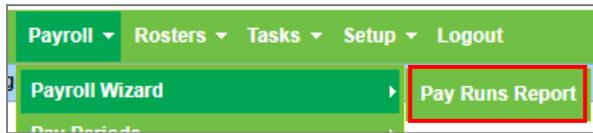


## DELETING A PAY RUN

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



2. Click the cross icon in line with the pay period that is to be deleted:

**NB: This can be done at any point of your pay run up until the Done button is click in Step 5**



The screenshot shows the 'Pay Runs' interface. At the top, there are filters for 'pay date from' (Jul 01 2020), 'pay date to' (Aug 31 2020), 'location' (-- all --), and 'status' (-- all --), with a 'go' button. Below the filters is a table with the following data:

Pay Date	Location	Status	Step	Team Member	
Aug 12 2020		incomplete	5	Timesmart Limited	

3. Click OK:

**NB: This will delete any payslips associated with this pay run**

