How to Create Employee Pay Group
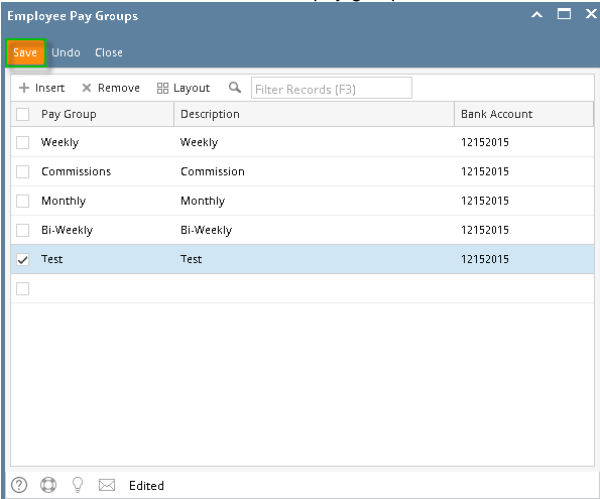
1. Click **Employee Pay Groups** from **Payroll** module.
2. Set the value of the following fields:
    a. PayGroup
    b. Description
    c. Bank Account

> (i) The defined Bank Account will be the default account number the pay group will use in paychecks.
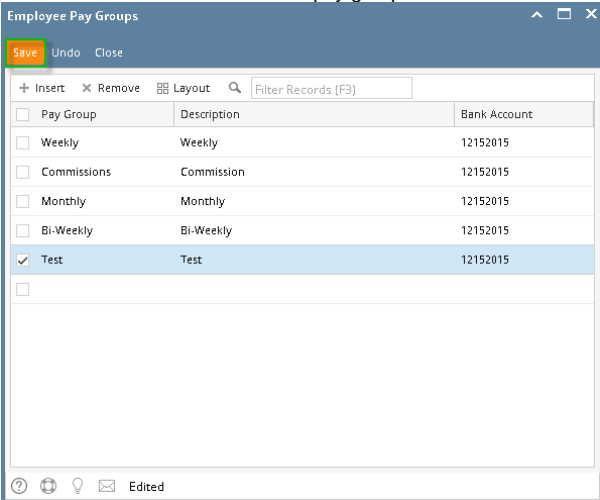
3. Click **Save** toolbar button to create pay group.

> (i) Clicking **Insert** grid icon is another option to add a new pay group in the grid.

4. Newly created pay group should appear in the grid.

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1. From Payroll module > single click the Employee Pay Groups
2. Fill in the Employee Pay Groups information:

　　a. Enter **Pay Group.**

　　b. Enter the Pay Group **description.**

　　c. Select the **Bank Account** by clicking on the drop down combo box button.

3. Click the **Save** toolbar button to save the added Employee Pay Group.

4. Click the **Close** toolbar button to close the Employee Pay Group screen.