## How to Delete Employee Pay Group

- Click Employee Pay Groups from Payroll module.
  Select employee pay group from the grid.
- 3. Click Remove grid icon.

Employee Pay Groups		~ □ ×
Save Undo Close		
+ Insert × Remove	器 Layout 🔍 Filter Records (F3)	
Pay Group	Description	Bank Account
✓ Test	Test	12152015
Weekly	Weekly	12152015
Commissions	Commission	12152015
Monthly	Monthly	12152015
Bi-Weekly	Bi-Weekly	12152015
🕐 🗘 🖗 🖂 Rea	ady	
confirmation m	heresade will be displayed	

- A confirmation me
  Click **Yes** button.

(!)
iRely i21
You are about to delete 1 row. Are you sure you want to continue?
Yes No
The prompt will display the number of records to be deleted.

1

6. Deleted pay group will be removed from the grid.

## 7. Click Save toolbar button to save change made.

Employee Pay Gr	roups	^	□ ×	
Save Undo Clo				
+ Insert × Re	emove 🔠 Layout 🔍 Filter Recor	ds (F3)		
Pay Group	Description	Bank Account		
Ueekly	Weekly	12152015		
Commission:	s Commission	12152015		
Monthly	Monthly	12152015		
Bi-Weekly	Bi-Weekly	12152015		
000	d Edited			
(i) If th	e pay group is associate	ed to any employee record	d, this message	will be shown:
<b>с</b> ,			1	
		$\frown$		
		$\smile$		
iRely i21				
The second				
i ne record you are trying to delete is being used.				

- Click Employee Pay Groups from Payroll module.
  Select employee pay group from the grid.
  Click Remove grid icon.

Employee Pay Groups		^ □	×
Save Undo Close			
+ Insert × Remove	Layout Q Filter Records (F3)		
Pay Group	Description	Bank Account	
✓ Test	Test	12152015	
Weekly	Weekly	12152015	
Commissions	Commission	12152015	
Monthly	Monthly	12152015	
Bi-Weekly	Bi-Weekly	12152015	

4. A confirmation message will be displayed.



The prompt will display the number of records to be deleted.

## 6. Deleted pay group will be removed from the grid.

## 7. Click Save toolbar button to save change made.

Employee Pay Groups A 🗖 🗙			
Save Undo Close			
+ Insert × Remove 88	Layout 🔍 Filter Records (F3)		
Pay Group	Description	Bank Account	
Weekly	Weekly	12152015	
Commissions	Commission	12152015	
Monthly	Monthly	12152015	
Bi-Weekly	Bi-Weekly	12152015	
U U Y W Edited			



1. Select the Pay Group you would want to delete then click the Delete grid button.

Employee Pay Groups		
Save Undo Close		
💿 Insert 🤤 Remove 🛛 Filt	er: × Q	
Pay Group	Description	Bank Account
HOLIDAY	Holiday Pay Group	06292015
BONUS	Bonus Pay Group	06292015
COMMISSION	Commission Pay Group	06292015
MONTHLY	Monthy Pay Group	06292015
BI-WEEKLY	Bi-Weekly Pay Group	06292015
😮 🔮 🏆 Ready		
his delete confirm	ation message will be	shown. Click Yes button to
👔 iRely i21		×

2. oceed deleting the record.

Intery I	121	
?	You are about to delete 1 ro Are you sure you want to co	ow. ontinue?
	Yes No	
lick the Say	e toolbar button	

3. Click the Save toolbar button.

() When the record you are trying to delete is being used by another record, this message will be shown.			
Palv i21	3		
The record you are trying to delete is being used.			
ОК			