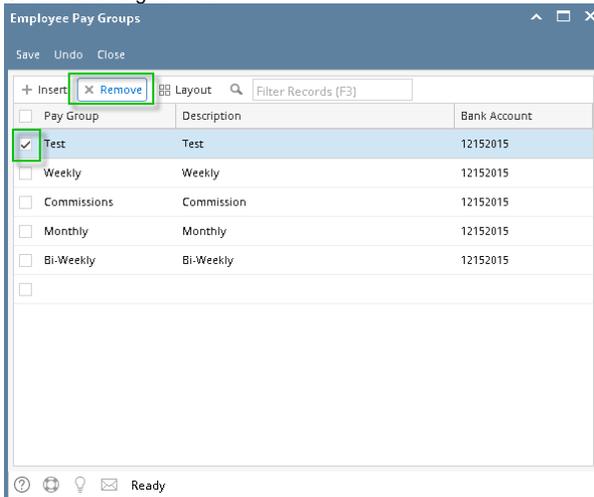
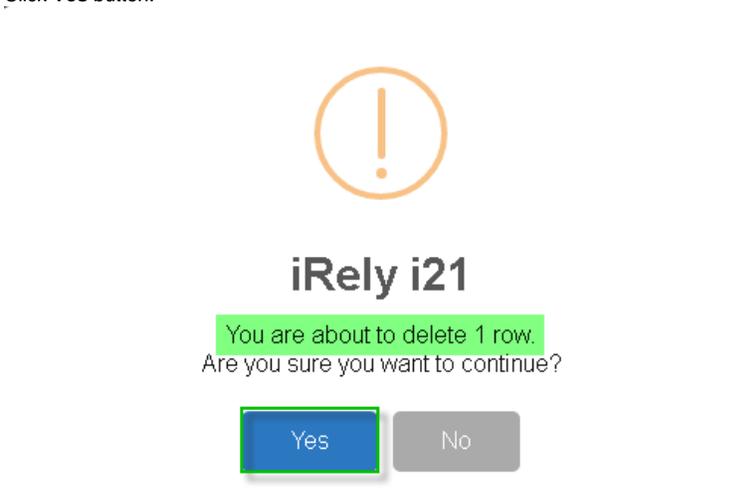


How to Delete Employee Pay Group

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



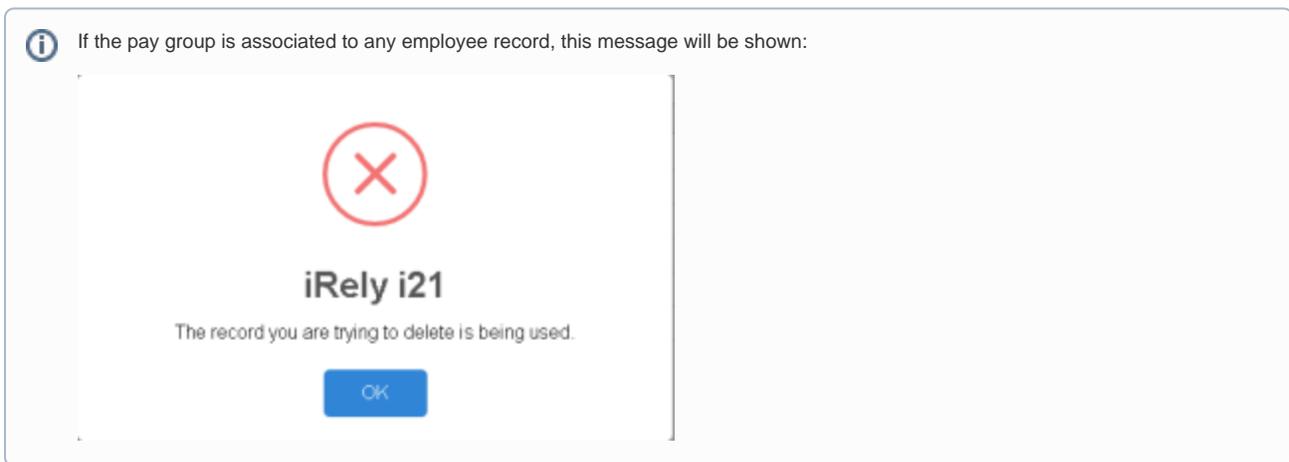
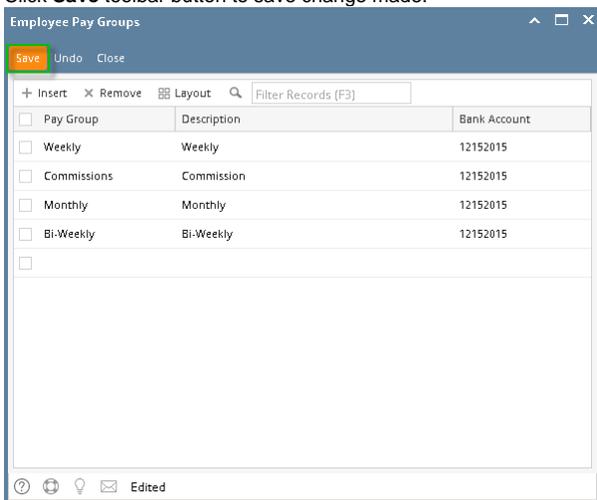
4. A confirmation message will be displayed.
5. Click **Yes** button.



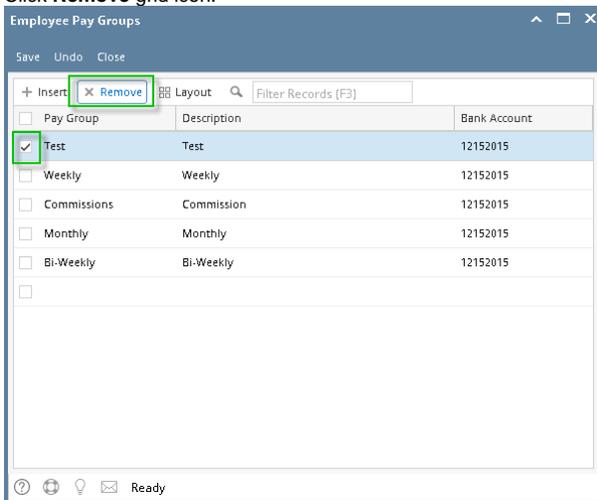
 The prompt will display the number of records to be deleted.

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

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

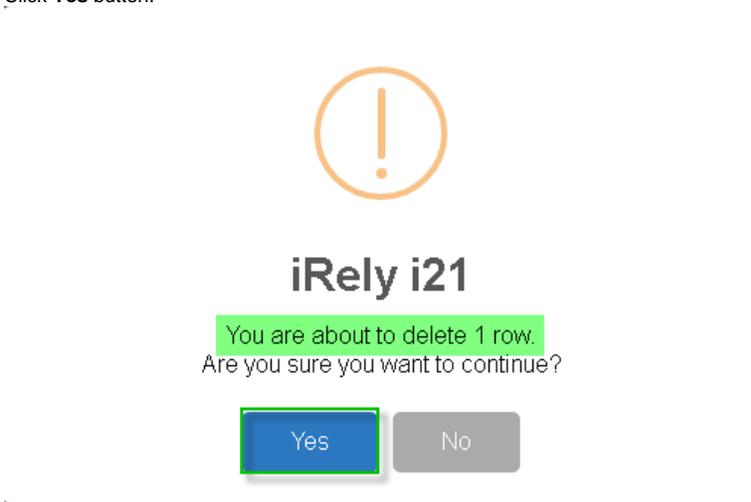


1. Click **Employee Pay Groups** from **Payroll** module.
2. Select employee pay group from the grid.
3. Click **Remove** grid icon.



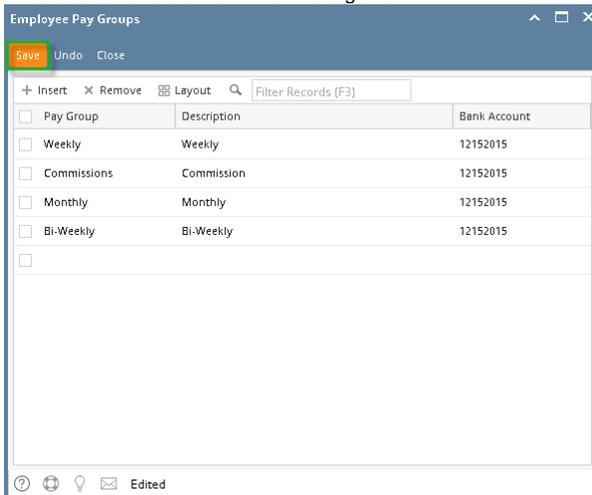
4. A confirmation message will be displayed.

5. Click **Yes** button.

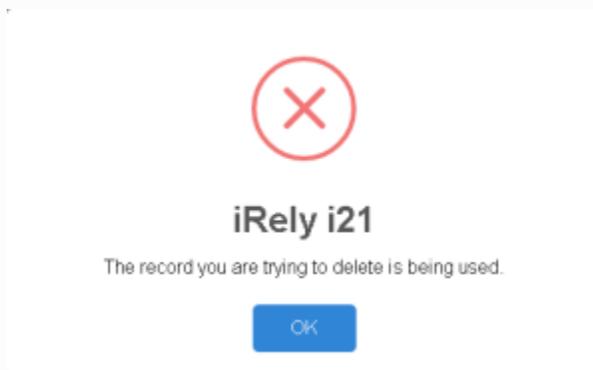


 The prompt will display the number of records to be deleted.

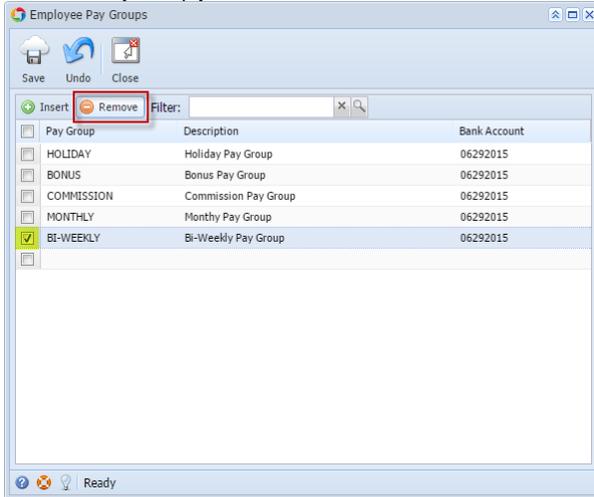
- 6. Deleted pay group will be removed from the grid.
- 7. Click **Save** toolbar button to save change made.



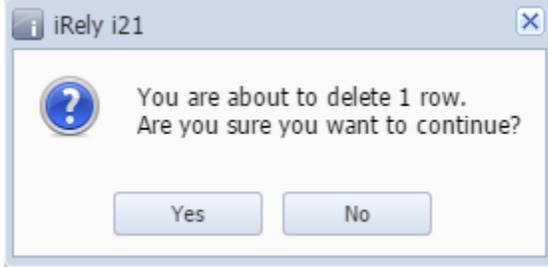
 If the pay group is associated to any employee record, this message will be shown:



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



2. This delete confirmation message will be shown. Click Yes button to proceed deleting the record.



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.

