

How to Delete Employee Templates

- 1. Click **Employee Templates** from **Payroll** module.
- 2. Select template from the grid.
- 3. Click **Open** toolbar button.

Template

New Open Refresh Export Close

Layout Filter Records (F3) 5 records (1 selected)

Template Name	Description
<input type="checkbox"/> Hourly - Single - Bi Weekly	Regular Template Bi Weekly
<input type="checkbox"/> Salary - Single - MI - Bi / Mo	Salary Single - MI Bi Weekly Sal / Mo Bonus
<input type="checkbox"/> Hourly - Married - MI - Bi Weekly	Hourly Married - MI - Bi Weekly
<input type="checkbox"/> Hourly - Married - Bi Weekly	Hourly Married Bi Weekly
<input checked="" type="checkbox"/> TMPT	For New Templates

- 4. Click **Delete** toolbar button.

Employee Template - TMPT

New Save Search Delete Undo Close

Template Name: TMPT Description: For New Templates

Taxes Earnings Deductions Time Off

+ Add X Remove

Tax ID	Description	Paid By	Default
FIT	Federal Income Tax	Employee	<input checked="" type="checkbox"/>
RICA SS Emp...	RICA Social Security Employee	Employee	<input checked="" type="checkbox"/>
RICA SS Com...	RICA Social Security Company	Company	<input checked="" type="checkbox"/>
RICA MED E...	RICA Medicare Employee	Employee	<input checked="" type="checkbox"/>
RICA MED C...	RICA Medicare Company	Company	<input checked="" type="checkbox"/>
RUTA	Federal Unemployment Tax	Company	<input checked="" type="checkbox"/>
SUTA	State Unemployment Tax	Company	<input checked="" type="checkbox"/>
MI-State Tax	Michigan State Tax	Employee	<input checked="" type="checkbox"/>
MI-Local	Michigan City Tax	Employee	<input checked="" type="checkbox"/>
CA State Tax	California State Tax	Employee	<input checked="" type="checkbox"/>

W-2 Information

Statutory Employee: ☐

Retirement Plan: ☐

Third-Party Sick Pay: ☐

Tax Options

Tax Information

Tax ID: FIT

Description: Federal Income Tax

Calculation Type: USA Federal Tax

Filing Status: Single

State:

County:

Amount: 0.00

Extra Withholding: 0.00 Limit: 0.00

Liability Account: 24050-0000-000

Expense Account: 56109-0000-000

Federal Allowances: 0.00

Ready 1 of 1

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

!

iRely i21

Are you sure you want to delete this record?

Yes

No

- 7. Deleted template will be removed from the grid.

- 1. Click **Employee Templates** from **Payroll** module.
- 2. Select template from the grid.

3. Click **Open** toolbar button.

The screenshot shows a 'Template' window with a toolbar at the top containing 'New', 'Open', 'Refresh', 'Export', and 'Close'. Below the toolbar is a search bar with 'Filter Records (F3)' and a result count of '5 records (1 selected)'. The main area is a table with two columns: 'Template Name' and 'Description'. The table contains five rows, with the last row, 'TMPT' (For New Templates), selected and highlighted in blue. A green box highlights the 'Open' button in the toolbar.

Template Name	Description
<input type="checkbox"/> Hourly - Single - Bi Weekly	Regular Template Bi Weekly
<input type="checkbox"/> Salary - Single - MI - Bi / Mo	Salary Single - MI Bi Weekly Sal / Mo Bonus
<input type="checkbox"/> Hourly - Married - MI - Bi Weekly	Hourly Married - MI - Bi Weekly
<input type="checkbox"/> Hourly - Married - Bi Weekly	Hourly Married Bi Weekly
<input checked="" type="checkbox"/> TMPT	For New Templates

4. Click **Delete** toolbar button.

The screenshot shows the 'Employee Template - TMPT' window. The toolbar at the top has 'New', 'Save', 'Search', 'Delete', 'Undo', and 'Close'. The 'Delete' button is highlighted with a green box. Below the toolbar, the 'Template Name' is 'TMPT' and the 'Description' is 'For New Templates'. The main area is divided into two tabs: 'Taxes' and 'Earnings'. The 'Taxes' tab is active, showing a list of taxes with columns for 'Tax ID', 'Description', 'Paid By', and 'Default'. The 'Tax Information' panel on the right shows details for the selected tax, 'FRT' (Federal Income Tax). The 'W-2 Information' and 'Tax Options' panels are also visible at the bottom.

Tax ID	Description	Paid By	Default
FRT	Federal Income Tax	Employee	<input checked="" type="checkbox"/>
FICA SS Emp...	FICA Social Security Employee	Employee	<input checked="" type="checkbox"/>
FICA SS Com...	FICA Social Security Company	Company	<input checked="" type="checkbox"/>
FICA MED E...	FICA Medicare Employee	Employee	<input checked="" type="checkbox"/>
FICA MED C...	FICA Medicare Company	Company	<input checked="" type="checkbox"/>
FUTA	Federal Unemployment Tax	Company	<input checked="" type="checkbox"/>
SUTA	State Unemployment Tax	Company	<input checked="" type="checkbox"/>
MI-State Tax	Michigan State Tax	Employee	<input checked="" type="checkbox"/>
MI-Local	Michigan City Tax	Employee	<input checked="" type="checkbox"/>
CA State Tax	California State Tax	Employee	<input checked="" type="checkbox"/>

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



iRely i21

Are you sure you want to delete this record?

The screenshot shows two buttons: a blue 'Yes' button and a grey 'No' button. The 'Yes' button is highlighted with a green box.

7. Deleted template will be removed from the grid.