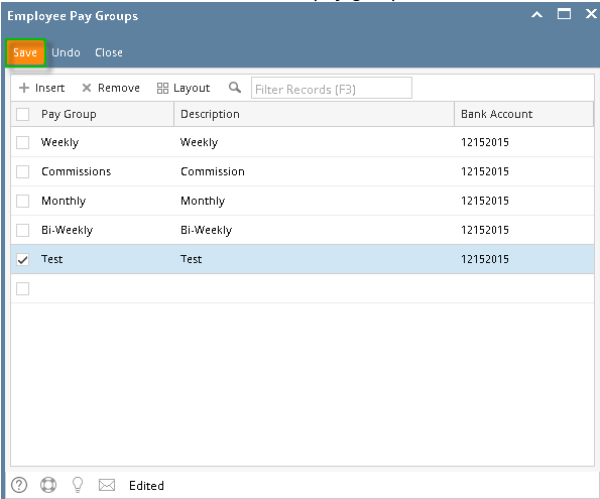


# How to Create Employee Pay Group

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

 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.



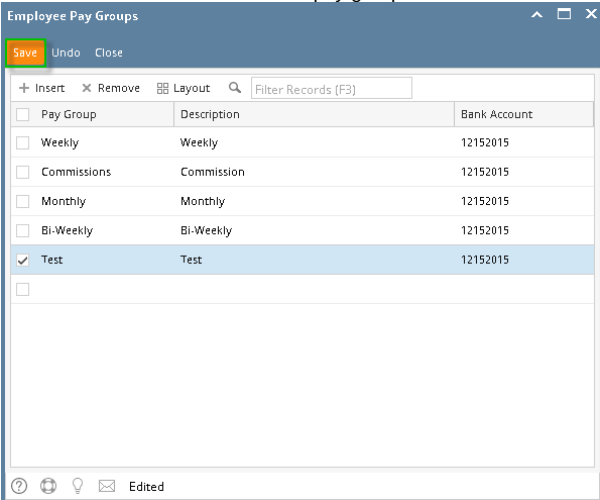
 Clicking **Insert** grid icon is another option to add a new pay group in the grid.

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

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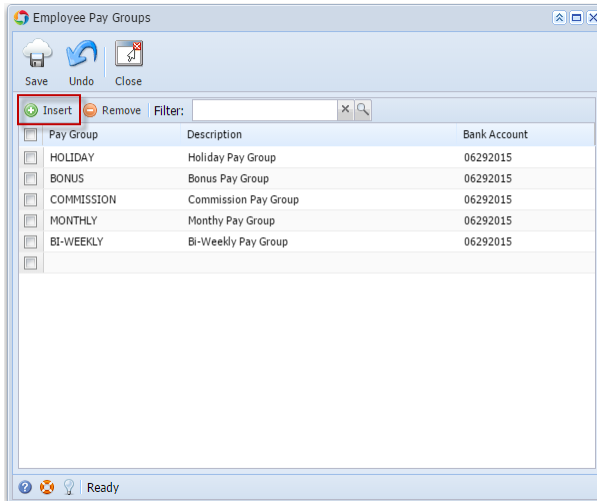
- 3. Click **Save** toolbar button to create pay group.



 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.

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.