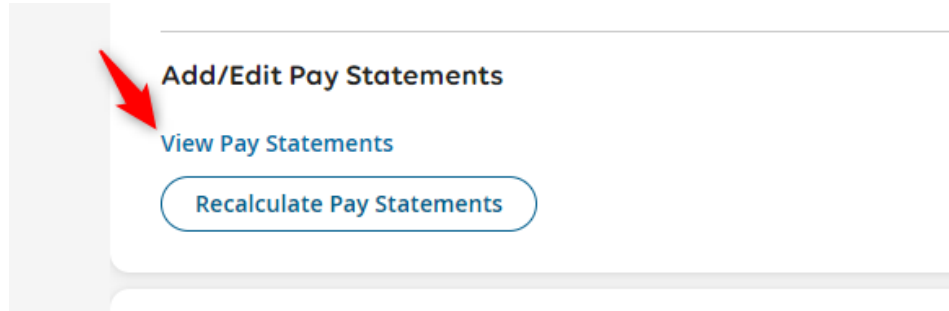## Edit Pay Statement

Use this step if you need to edit individual pay statements.

1. From the **Payroll Prep Process** page, select the **View Pay Statements** link.

The **Pay Statements page** appears.

2. Select the **View/Edit Pay Statement** icon for a pay statement.

The **Edit Pay Statement** page appears.

3. In an empty row, place your cursor in the empty cell in the **E/D Code** or **E/D Name** column to enable the drop-down list.

4. Select the drop-down arrow (1) and select from the list (2).

5. In the same row, enter the hours (1) and/or amounts (2) in the corresponding column(s).

6. You can repeat the steps to add additional hours and amounts.
7. If you need more rows, select **Add Rows (1)** in the upper right hand corner. In the **Add Rows** dialog box, enter the number of rows needed (2), then select **Add Rows (3)**.
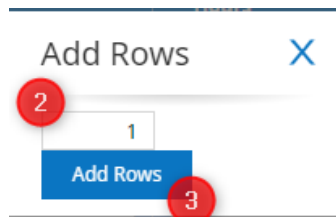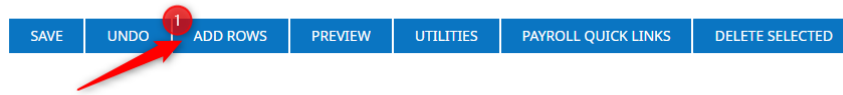
8. You can delete rows by selecting the **Delete Record** icon (X). For additional options, select **Utilities**, then select an option.

9. Select **Save**.
10. Select **Back** to return to the **Pay Statements** page.