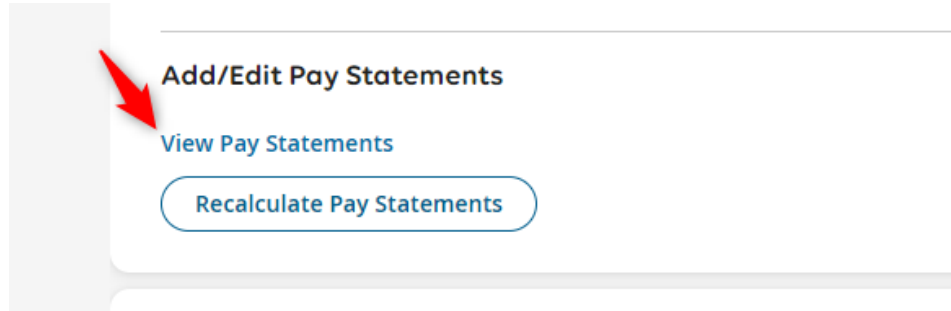# Editing Taxes, Direct Deposit, and Schedule Deductions and Earnings

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.

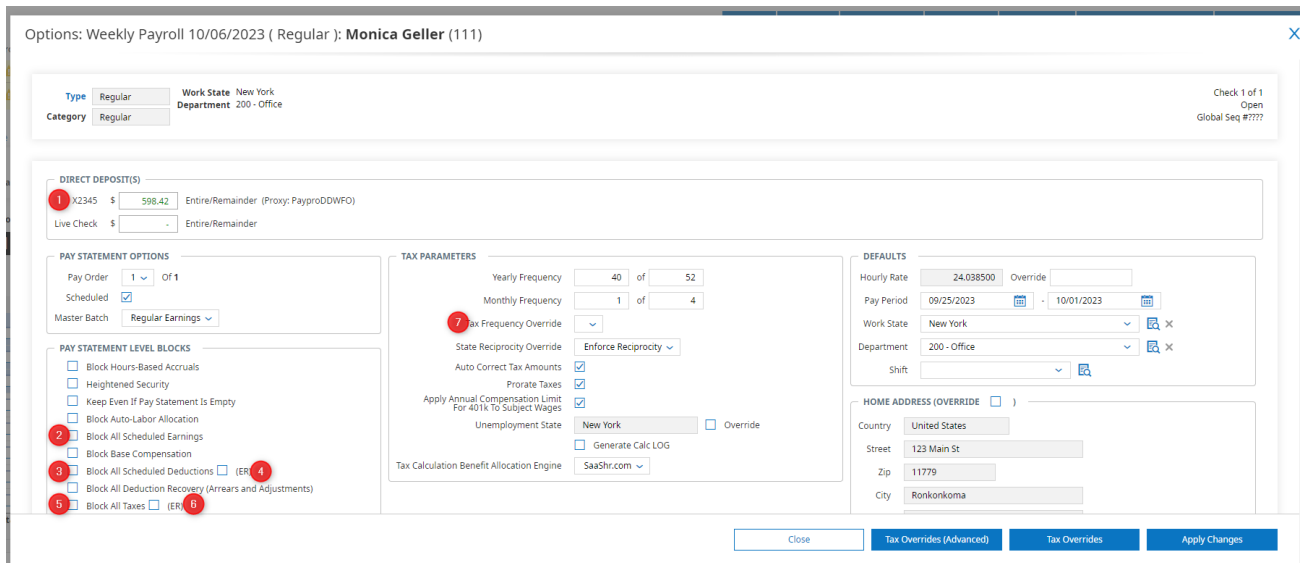3. Click on the Utilities button in the top right hand corner of the screen (1), then select Options (2).
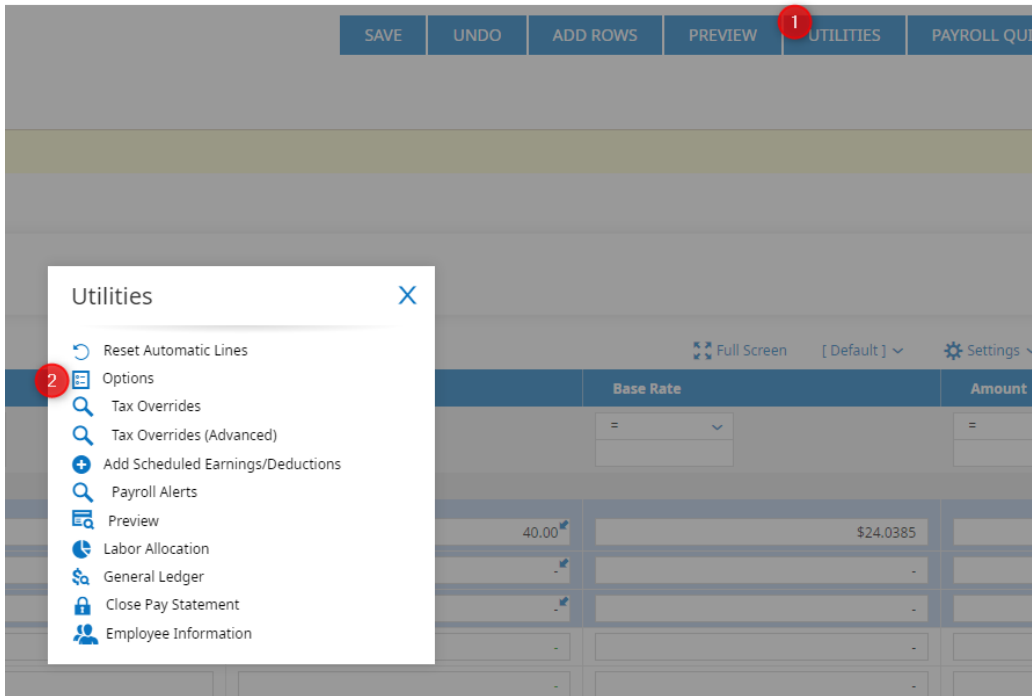
4. The Options pop up will appear and from here you will be able to:
    1. Edit direct deposit allocation (1)
    2. Block all scheduled Earnings (2)
    3. Block All Scheduled deductions both EE (3) and ER (4)
    4. Block all Taxes both EE (5) and ER (6)
    5. Override Tax Frequency (7)

5. Once you have made all your changes select Apply Changes

6. Once you are back at the **Edit Pay Statement** page save your changes for them to take affect (1). Then you can preview the pay statement to see the new totals (2).