

Edit

To Edit payroll records

1. From section menu bar **Payroll**, click **Edit**;
2. Column of the **Monthly Payroll** grid control that are allowed to be edited now switches to *editable*. These are: **Total Days Absent, Absent Amount, Total Days Present, Present Amount, Total OT Hours, OT Amount, Present Amount, Deduction Amount, Net Takehome Amount**. Other columns not mentioned here are **non-editable**;
3. *Type-in* the changes you want to the appropriate *cells of the grid control*;
4. When done editing, press the **F1** on the keyboard to restore the **ReadOnly** attribute to the grid control.

Reminder: in **Edit** and **Delete** actions, you will be asked to enter your [authorization code](#). Authorization code safeguards accidental or unintentional edit or deleting of data.

