

How to delete Payslips in ePortal

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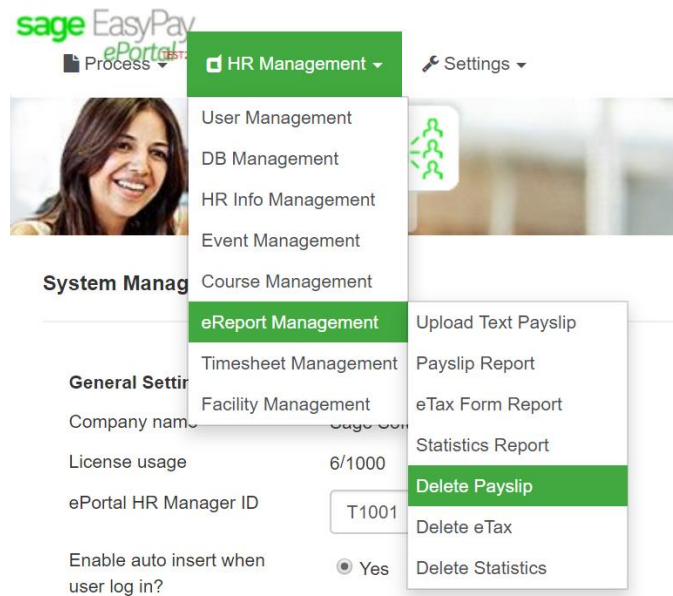
How to delete Payslips in ePortal

A) Issue:

User would like to delete payslip in ePortal

B) Solution:

1. Login to ePortal using ADMIN account
2. Go to HR Management > eReport Management > Delete Payslip



3. Select the employee, and the month of the payslip to be deleted
4. Tick the record that you wish to remove, followed by Delete

Delete employee payslip record

Delete payslip for the period:

Employee

Pay Type/Month/Year

EPE Payslip

<input type="checkbox"/>	Record ID	Sub Period	Month	Year
<input checked="" type="checkbox"/>	Normal	1	Jan	2018
<input type="checkbox"/>	Normal	1	Jan	2018
<input type="checkbox"/>	Normal	1	Jun	2014
<input type="checkbox"/>	Normal	1	May	2014
<input type="checkbox"/>	Normal	1	Jan	2012