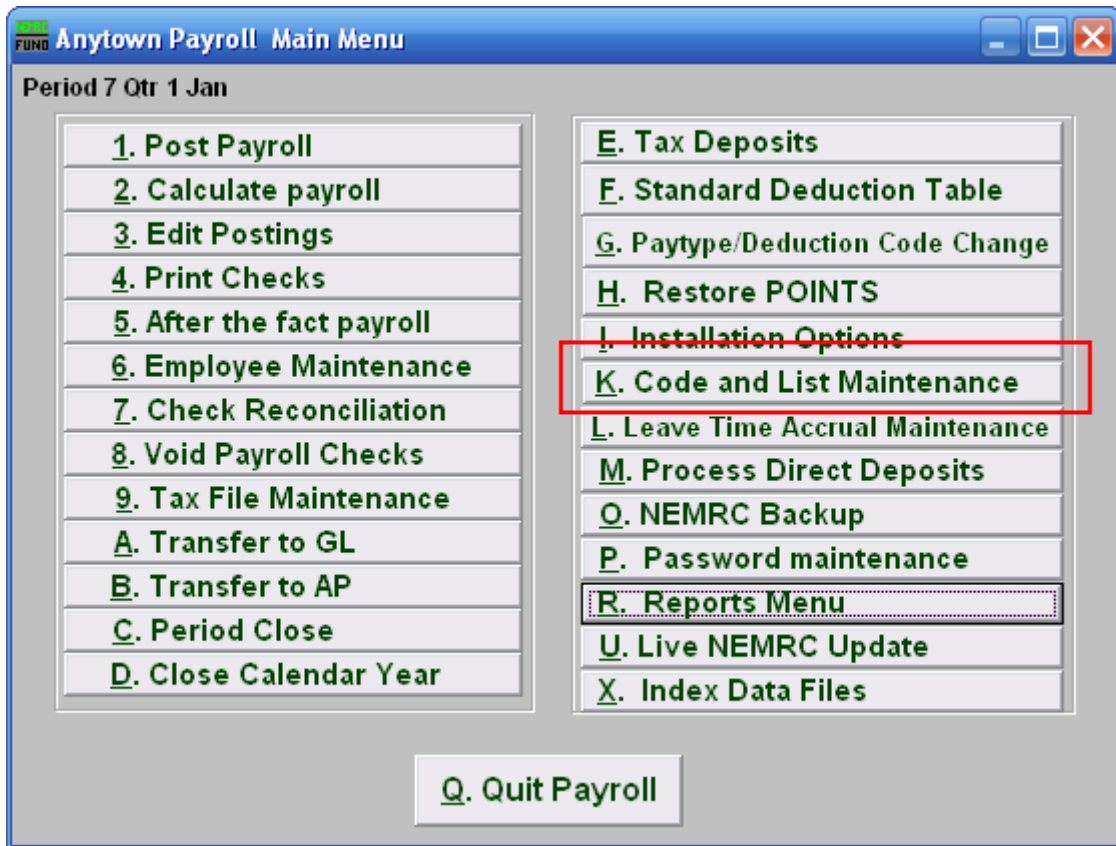


# Payroll

## K. Code and List Maintenance



Click on “K. Code and List Maintenance” from the Main Menu and the following window will appear:

# Payroll

## Code and List Maintenance

*Payroll Worksites*

Select type of list to process

**1** **Worksites**

Code	Description

Save Cancel **cLose** **2** Add Edit Delete

- 1. Worksites:** Click on “Worksites” to Maintain the list of Worksites in the Payroll Module.
- 2. cLose:** Click on “cLose” to close this window.

# Payroll

**Processing worksite codes**

	Code	Worksite description	Address	City
	abc	alphabet	school	city
▶				

Save 1

2 Cancel

cLose 3

4 Add

5 Edit

6 Delete

- 1. Save:** Click “Save” to save any information that was added or changed.
- 2. Cancel:** Click “Cancel” to cancel and return to the previous screen. Changes will not be saved.
- 3. cLose:** Click “cLose” to cancel and return to the Main Menu. Changes will not be saved.
- 4. Add:** Click “Add” to add a new Worksite code, Description, Address, City, State, and Zip. Use the “Tab” key to move between the fields.
- 5. Edit:** Click on a Worksite you wish to change and click “Edit.” Use the “Tab” key to move between the fields.
- 6. Delete:** Click on a Worksite you wish to delete and click “Delete.”