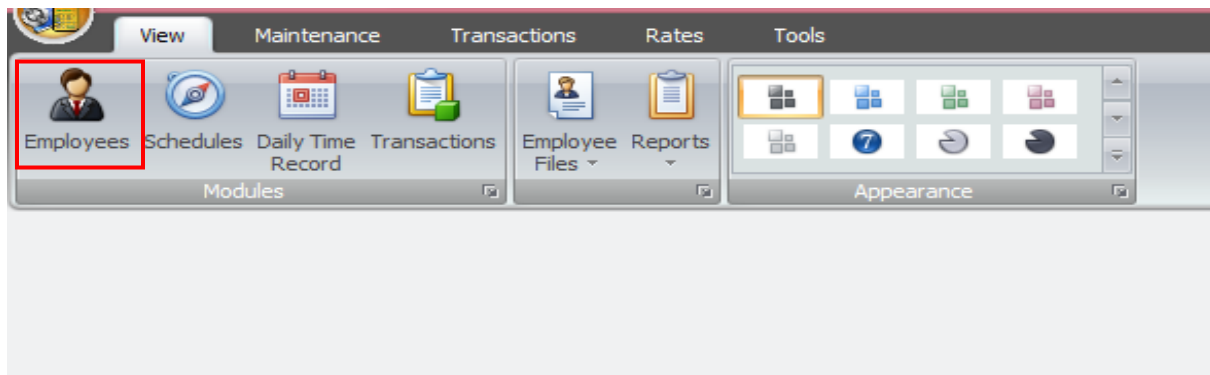


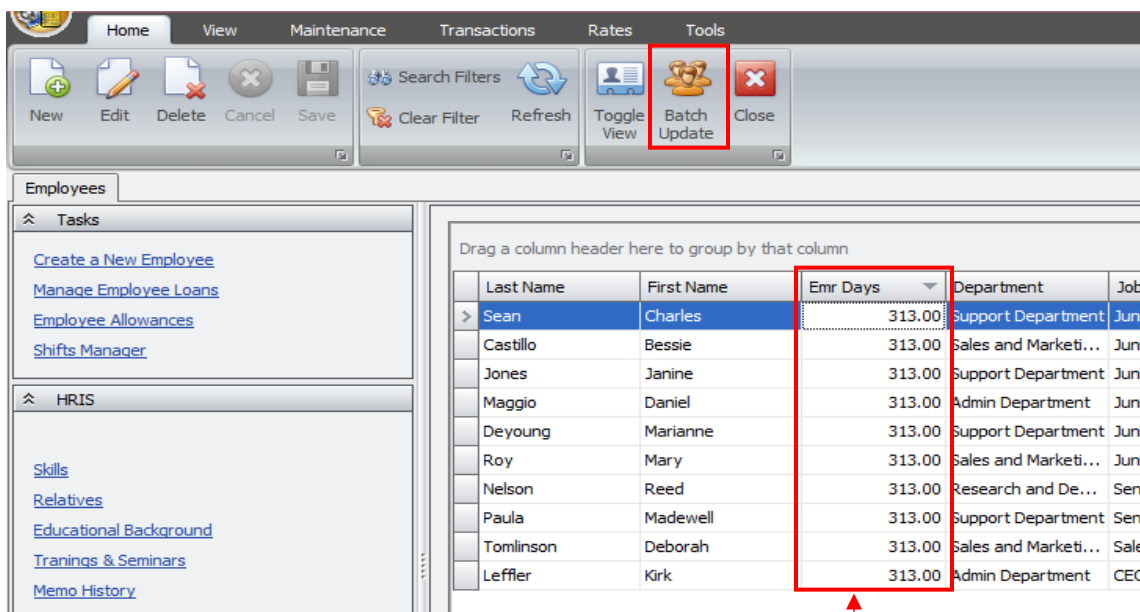


HOW TO MANUALLY ADJUST EMR DAYS BY BATCH?

Go to Payroll Menu Bar > View then click Employees.

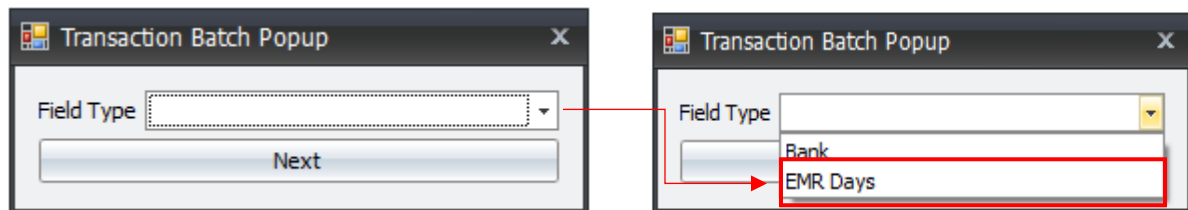


Employees window will show, click Batch Update to change the EMR of the Employees



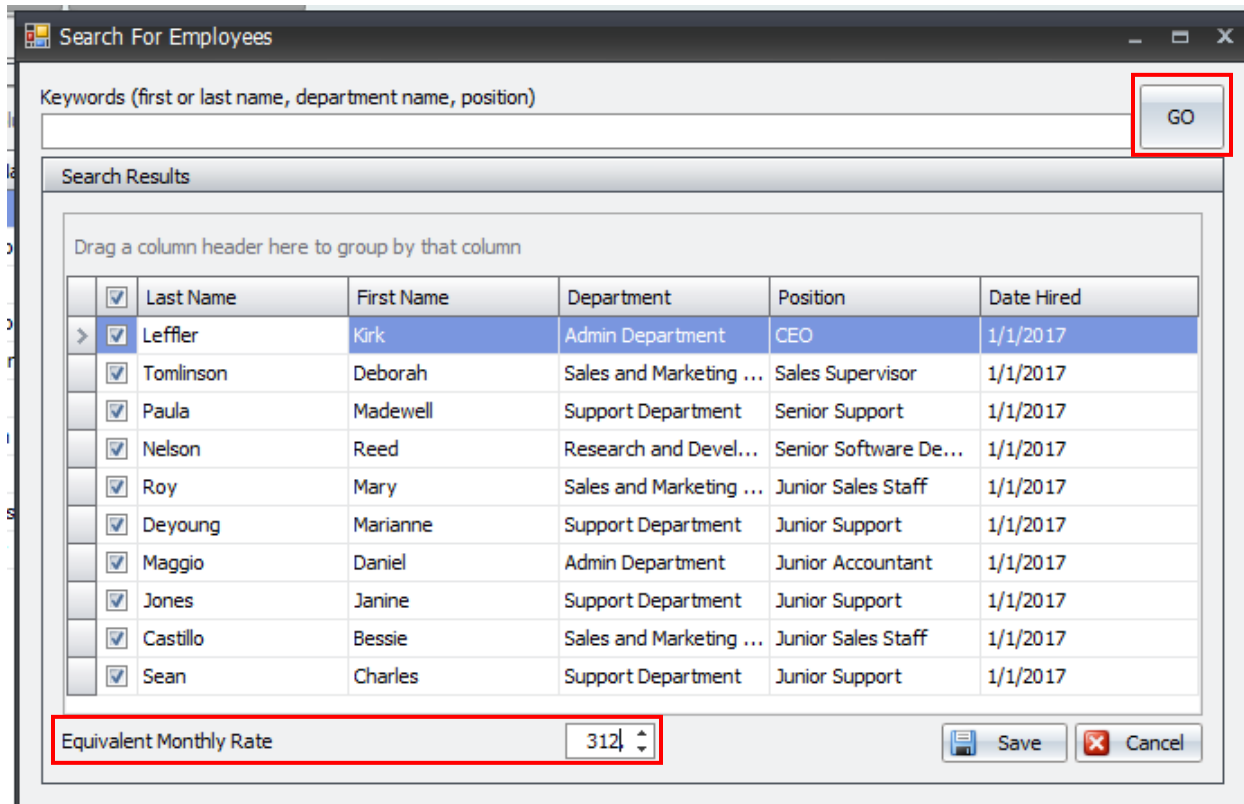
Current EMR Days is 313

Transaction Batch Popup will appear, choose EMR Days then Next.



From the Search For Employees window you will choose the Employees you want to change the EMR, then input the new EMR Days.

Once done, click Save.



As you can see, EMR Days are already updated – from 313 to 312

Drag a column header here to group by that column

Last Name	First Name	Emr Days	Department	Job Position	Tax Status
> Sean	Charles	312.00	Support Department	Junior Support	Single
Castillo	Bessie	312.00	Sales and Marketi...	Junior Sales Staff	Single
Jones	Janine	312.00	Support Department	Junior Support	Single
Maggio	Daniel	312.00	Admin Department	Junior Accountant	Single
Deyoung	Marianne	312.00	Support Department	Junior Support	Married em
Roy	Mary	312.00	Sales and Marketi...	Junior Sales Staff	Single
Nelson	Reed	312.00	Research and De...	Senior Software ...	Single
Paula	Madewell	312.00	Support Department	Senior Support	Single
Tomlinson	Deborah	312.00	Sales and Marketi...	Sales Supervisor	Single
Leffler	Kirk	312.00	Admin Department	CEO	Single