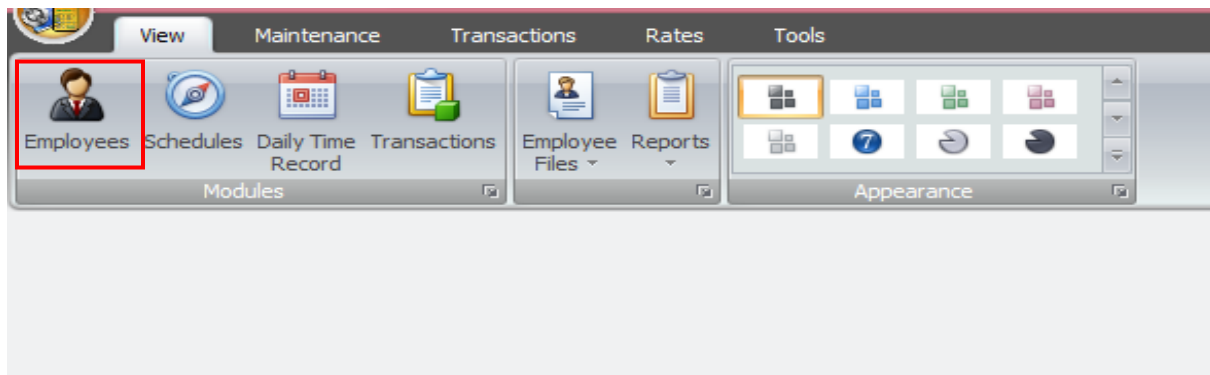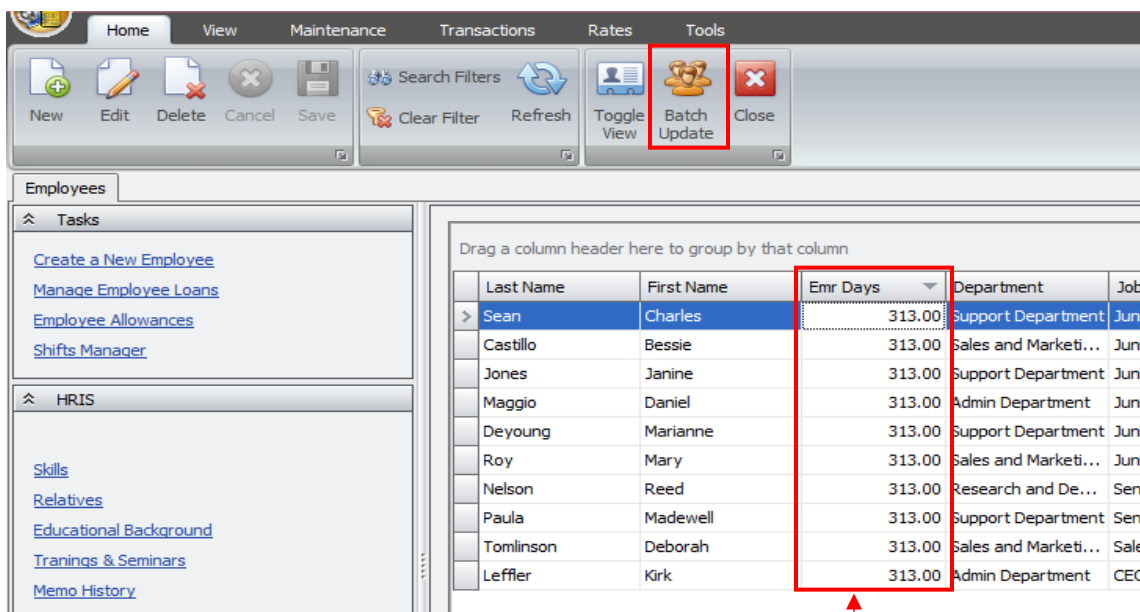# ✏️ HOW TO MANUALLY ADJUST EMR DAYS BY BATCH?

Go to Payroll Menu Bar > View then click Employees.
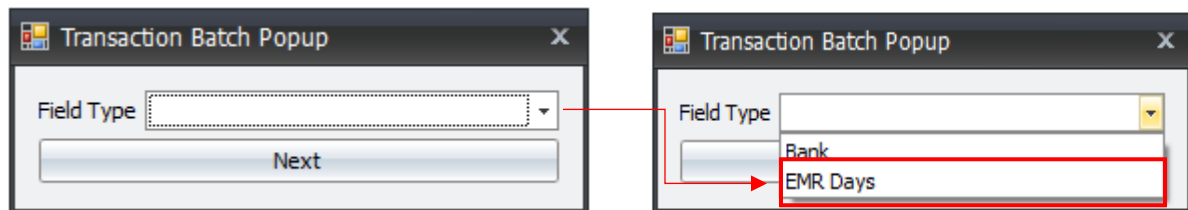

Employees window will show, click Batch Update to change the EMR of the Employees
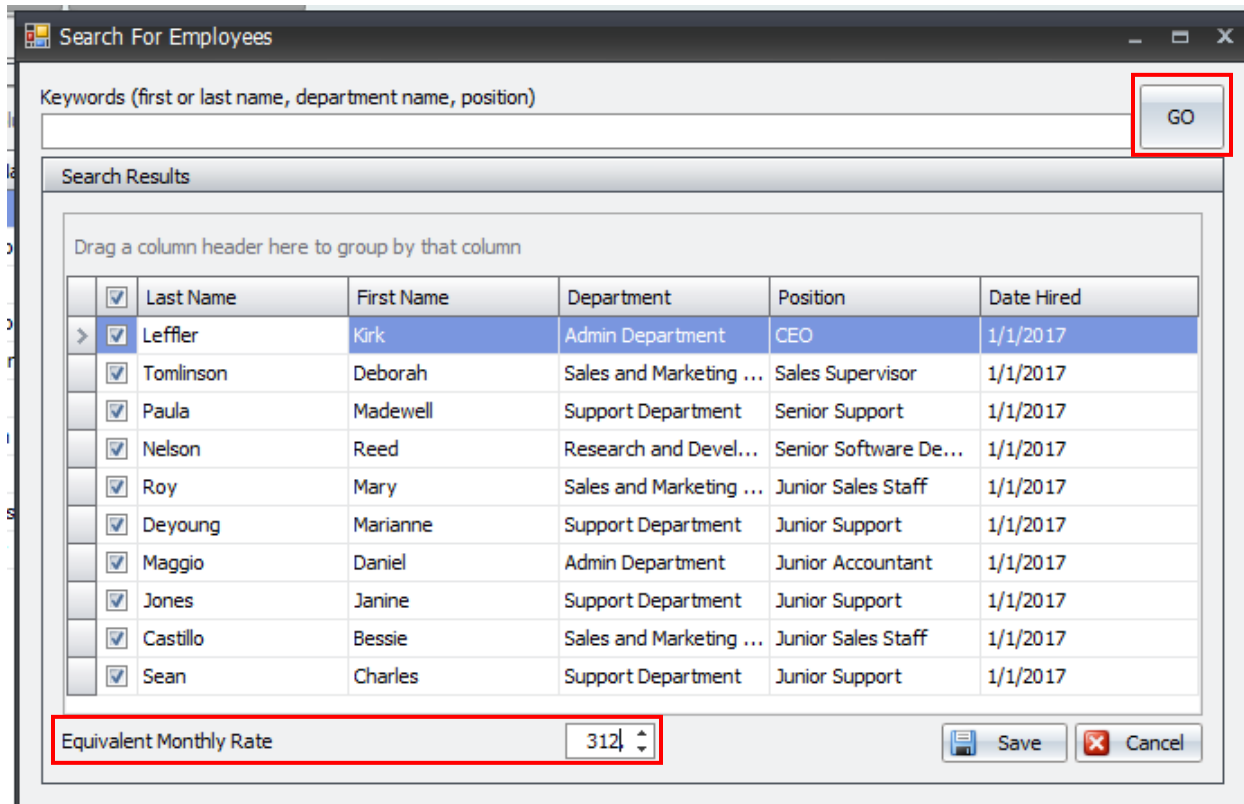

Current EMR Days is 313

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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

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Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph