

**Question: I don't see an employee on the pay grid. How do I fix that?**

Select "Add Emp to Grid" – add an employee to the pay grid.

The screenshot shows the PayChoice payroll system interface. At the top, there are navigation tabs: PAYROLL, EMPLOYEE SERVICES, FRONT ROW REPORTS, PAY VIEW, and SETTINGS. Below these is a breadcrumb trail: HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS. A status bar indicates the Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009. On the left, there is a sidebar menu with options like 'Set Pay Run Options', 'Data Entry', and 'Paygrid'. The main area displays a table with columns: Override, Emp #, Name, SALARY, REGULAR HOURS, OVERTIME HOURS, Base Rates, VACATION HOURS, SICK HOURS, OTHER \$\$\$, MILEAGE, COMMISSION, EXPENSE REIMBURSEMENT, and DEPARTMENT. A red arrow points to the 'Add Emp to Grid' button in the top toolbar of the table.

Override	Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VACATION HOURS	SICK HOURS	OTHER \$\$\$	MILEAGE	COMMISSION	EXPENSE REIMBURSEMENT	DEPARTMENT
<input type="checkbox"/>	no 1 9	CONTACT, IMA	10,000.00										ADMINIS
<input type="checkbox"/>	no 1 4	GOSPEL, JOHN											SALES
<input type="checkbox"/>	no 1 3	GOSPEL, LUKE											ADMINIS
<input type="checkbox"/>	no 1 2	GOSPEL, MARK	1,000.00										SALES
<input type="checkbox"/>	no 1 1	GOSPEL, MATTHEW	1,500.00										SALES
<input type="checkbox"/>	no 1 6	HARRISON, GEORGE	1,000.00										SALES
<input type="checkbox"/>	no 1 8	LENNON, JOHN	1,500.00										SALES
<input type="checkbox"/>	no 1 5	MCCARTNEY, PAUL											ADMINIS
<input type="checkbox"/>	no 1 10	Nardo, Leo											SALES
<input type="checkbox"/>	no 1 12	Ngelo, Michael A	7,500.00										SALES

Select the applicable employee. You will be brought back to the pay grid.

The screenshot shows the PayChoice payroll system interface with a green banner that says "DATA ENTRY HAS BEEN SAVED.". The breadcrumb trail is HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS. The status bar shows the same Check Date and Pay Period. The sidebar menu is visible. A dialog box titled "Add Employee to the Grid" is open, with a red arrow pointing to the "First Name" field. The dialog box contains a table with columns: Emp #, First Name, Middle Name, Last Name, and Status.

Emp #	First Name	Middle Name	Last Name	Status
11	Donna		Tello	Inactive