

## Entering Notes on an Employee

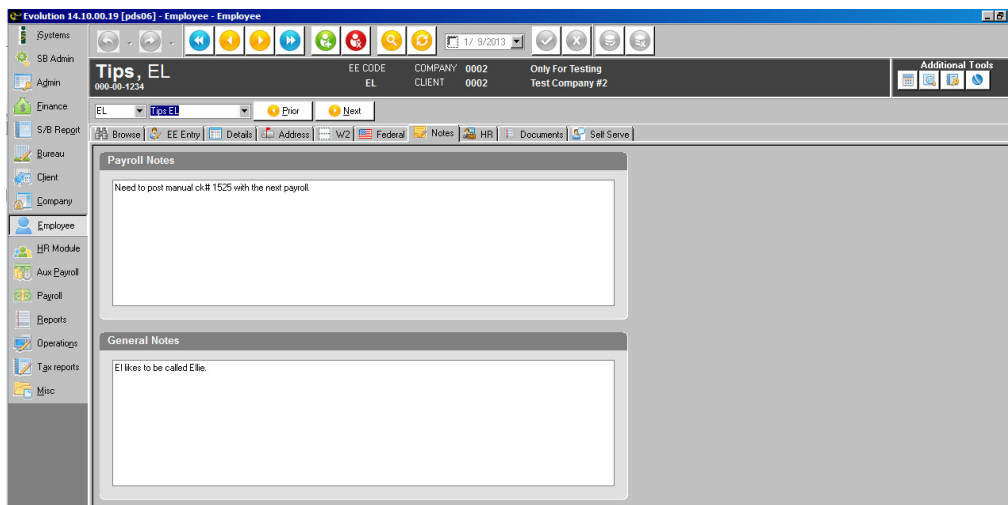
A **Payroll Note** is viewable from the Payroll – Check screens as well as the Employee – Employee screen. A **General Note** is only viewable from the Employee – Employee screen.



The **Payroll Note** field should be used for reminders of something that needs to happen in payroll entry: take a one-time deduction, pay out a retro pay, etc.

The **General Note** field is typically used to log data that the employer might want to view in the future: Notes about an employee’s termination, dates of pay increases, etc.

To enter either **Payroll Notes** or **General Notes** on an employee, go to **Employee-Employee**.

1. Select the employee to which you are adding the notes.
2. Click on the Notes tab.
3. Determine if you are entering Payroll Notes or General Notes and enter the data in the appropriate area.



4. Once you have entered all the necessary data, click the Green Check mark  to save and the Green stack of coins to commit.  These are located in the top right hand corner of your screen.