

Employee Viewing

PROGRAM NAME: PRPYVIEW

MENU OPTION TITLE: Employee Viewing

MAIN MODULE: PAYROLL

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program allows you to view the certain information for each employee, not including any actual payroll amounts.

PROGRAM OPERATION

Enter a valid employee ID, or return to either the last name or G/L Acct No field, where you can use the <IFF> functions to scroll and find the record you want. You can press the down arrow key to switch to the second screen.