Remove a Pay Item from all employees

Payments and Deductions · https://paiyroll.com/kb/remove-a-pay-item-from-all-employees/

Removing a Pay Item from every employee

To remove a Pay Item from all employees, for example an attendance bonus, delete its Pay Definition. paiyroll® then removes the Pay Item from every employee who has it.

You cannot remove Pay Items with an upload. The Pay Item upload only adds or updates Pay Items.

Deleting a Pay Definition does not change the past. Approved pay runs and their payslips keep a snapshot, so they still show the Pay Item.

Before you start

Make sure that no employee needs the Pay Item in a future pay run. If you need it again, you must add the Pay Definition again, and then add the Pay Item to each employee.

Delete the Pay Definition

1. Click **Setup > Pay Definitions**.
2. Find the Pay Definition, for example **Attendance bonus**.
3. Click **Delete**.
4. Read the warning. It shows how many Pay Items paiyroll® will delete.
5. Click **Confirm deletion**.
6. If the running pay run pays a value for the Pay Item, in **Pay runs**, click **Redo** on the running pay run. If the value is zero, you do not need to redo the pay run.

The Pay Item is removed from all employees.

Next steps

- Pay Item workbook upload/edit/download