



QUICK REFERENCE GUIDE:

Delete a Payroll

Background:

A payroll can only be deleted if it is the latest modification of that payroll and if it is in a DOT Phase of *Initial*. Modifications must be deleted in the order of newest to oldest. If there was a mistake made when entering payroll and it has not been approved, you are able to create a modification for that payroll and submit it in place of the original one.

Roles:

CONTRACTORPAYROLL

Navigation:

Vendor Payrolls

1. In the Vendor Payrolls collapsible, in the **Search** field enter the Contract ID for the payroll that needs to be deleted.
2. On the row for the DOT Contract and Vendor the payroll falls under, click the **Payrolls** number link.
3. Click on the **Row Actions Menu** for the payroll that needs to be deleted.
4. Select **Delete** under the Actions menu.
5. Click **Save**.

Next Steps:

See QRG – *Modify a Rejected Payroll*