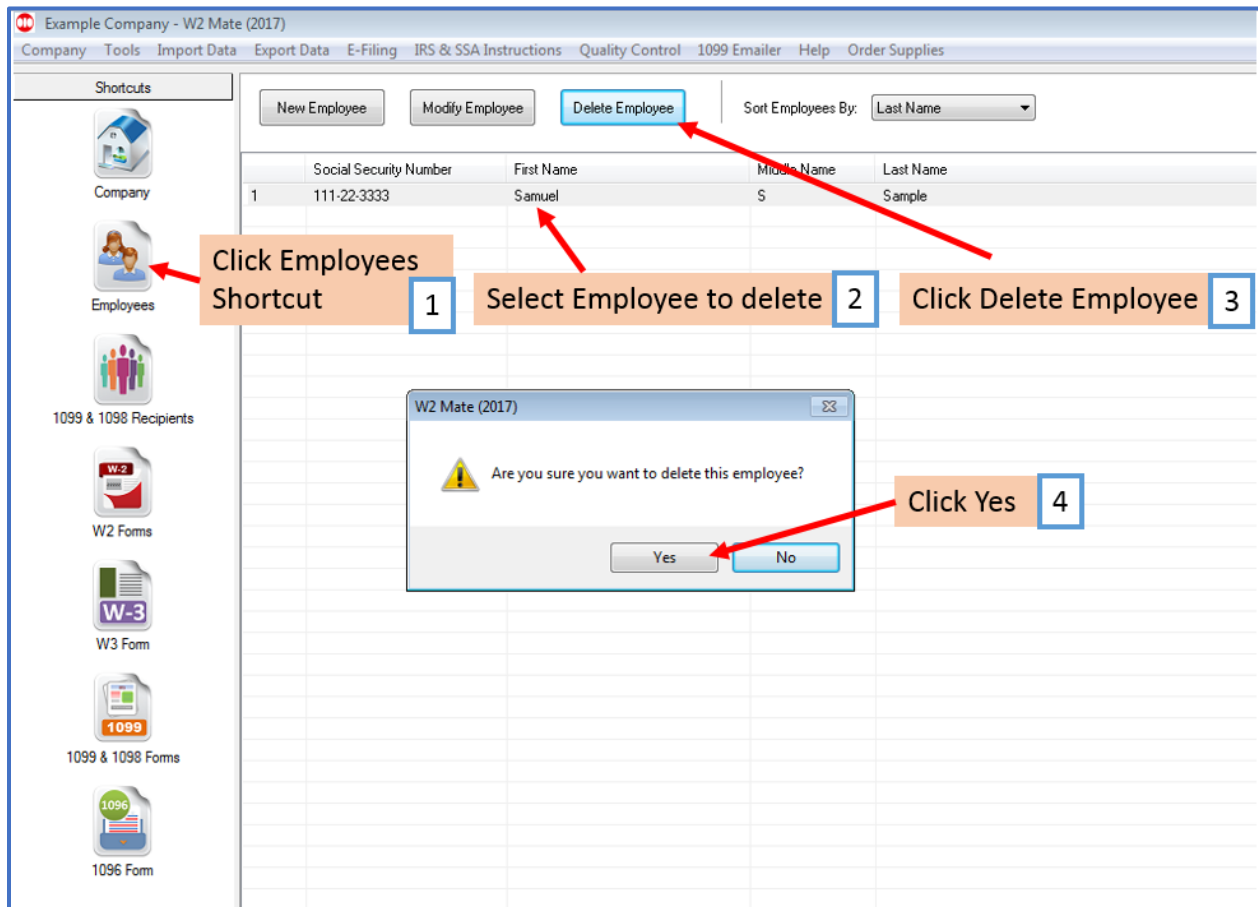


How to Delete Employees

Make sure you have the correct Company open inside W2 Mate

Single Employee

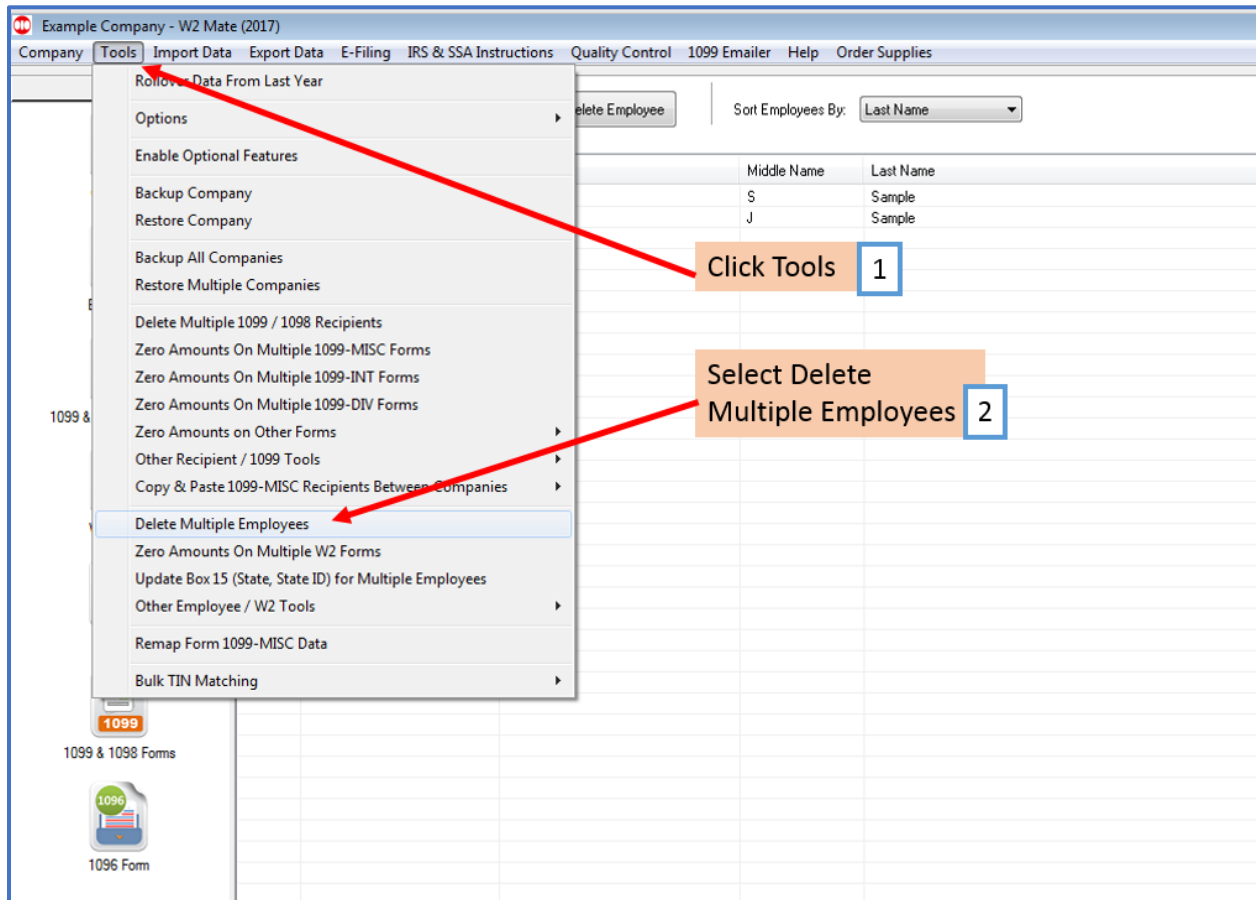
1. Click Employees from Shortcuts Menu
2. Select Employee to delete from the list
3. Click Delete Employee
4. Click Yes at the prompt



Multiple Employees

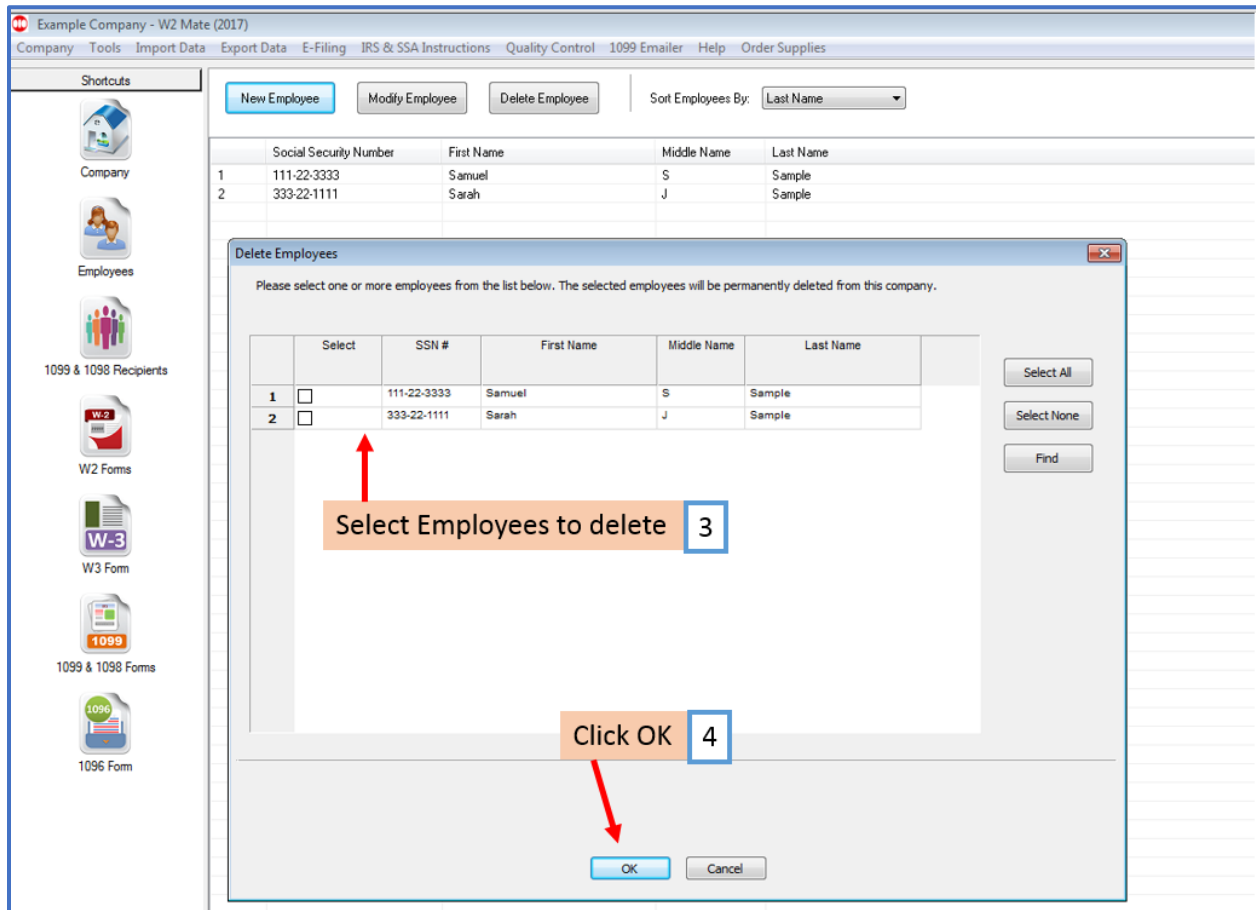
1. Click Tools

2. Select Delete Multiple Employees



3. Select Employees to be deleted (Use Select All, Select None or Find as needed)

4. Click OK



5. Click Yes at the prompt

