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addendum

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The Payroll Simulation tabs are used to create simulated payrolls for individual employees or groups of employees. This feature can show new employees what their checks will be or to show existing employees the changes to their paychecks before the changes become effective.

The Addendum tab is used to print a copy of the employee's proposed pay for review/approval.

Note: The pay step and pay schedule are not included on the report if a job's salary concept is set to midpoint.

View the payroll simulation addendum:

Include Emergency Contact Information	
Include Budget Information	Select to add budget data to the addendum printout.
Include Number of Days Employed/In Contract	Select to add the number of days employed and number of days in contract to the addendum printout.

Click the vertical scroll bar on the right side of the tab to scroll through the employee's payroll simulation data.

If data is correct, click **Print** to print the addendum.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.