

## Delete

### To Delete payroll records

1. From section menu bar **Payroll**, click **Delete**;
2. System will prompt you to enter your *authorization code*;
3. After entering your *authorization code* and if accepted, system will prompt you confirming successful deletion.

**Reminder:** in **Edit** and **Delete** actions, you will be asked to enter your [authorization code](#). Authorization code safeguards accidental or unintentional edit or deleting of data.

The screenshot displays the 'EMPLOYEES' section of the Lianga App Center. The 'Monthly Payroll June 2022' table is visible, with columns for Last Name, Employee ID, Total Days Absent, Absent Amount, Total Days Present, Present Amount, Total OT, OT Amount, Present Amount, Deduction Amount, Net Takehome Amount, and Reference No. The 'Delete' menu item is highlighted in the 'Payroll' menu bar. A 'PU Code' dialog box prompts for an authorization code. A success message dialog box states 'Successfully deleted payroll for June 2022 and its associated T-Accounts!'. Numbered callouts (1-5) identify key UI elements and steps.

Last Name	Employee ID	Total Days Absent	Absent Amount	Total Days Present	Present Amount	Total OT	OT Amount	Present Amount	Deduction Amount	Net Takehome Amount	Reference No.
MASCO	192	0	P0.00	30	P6,500.00	0.00	P0.00	P6,500.00	P0.00	P6,500.00	280922103207

1 Navigation Panel, Payroll

2 Menu bar, Payroll

3 Menu item, >Delete

4 System prompt for authorization code

5 System prompt to confirm that deletion was successful.