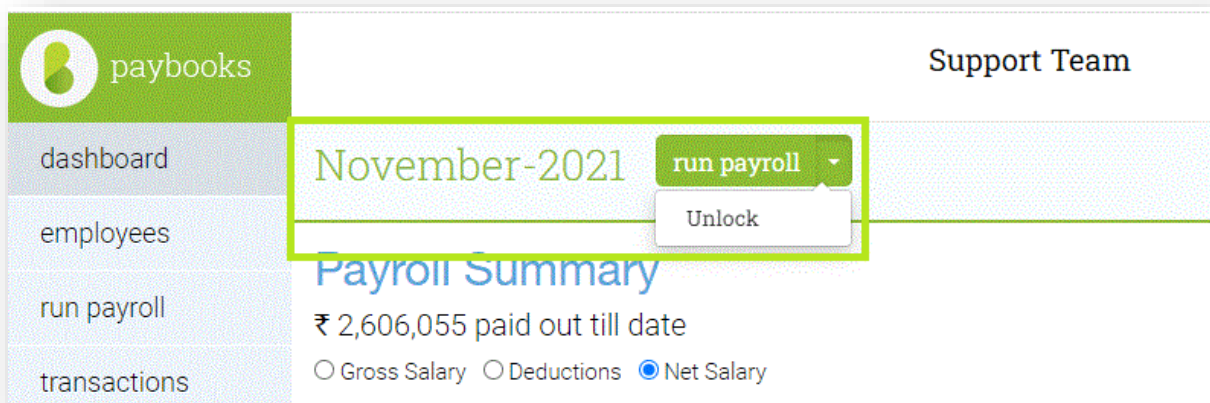


## How to delete processed payroll data?

You can delete the output of the last payroll run by following the steps mentioned below:

- Go to Dashboard >> Click on the drop down beside “run payroll” tab  
Click “Unlock”



Select the month and uncheck all the fields.  
Then click the link “click here” next to “To delete Payroll for selected month”.

A screenshot of a form titled 'Unlock/Lock Payroll to modify payroll'. It has a 'Month' dropdown menu set to 'November-2021'. Below this is a table with columns: 'LOCATION', 'LOCK ATTENDANCE', 'LOCK PAY ADJUSTMENTS', 'LOCK PAYROLL', and 'PUBLISH PAYSIP IN ESS'. The table has two rows: 'Bangalore' and 'Bangalore one'. Each row has checkboxes for the four lock options. Below the table is a green 'Save' button. At the bottom, there is a link 'To delete payroll for selected month, Click here' highlighted with a green box.

Select the location/branch for which you want to delete data (month of last payroll run would be selected by default) and click on Delete Data

### Delete payroll data

- 💡 If you want to go for employee wise delete payslips [Click here](#)
- 💡 In case of employee wise delete payslips you cannot import more than 200 employees
- 💡 You can delete payslips only for unlocked locations

Month : November-2021

Branch : -- All --

Delete data

**Note:**

You can only delete the data of the last payroll run.

For example, if you have processed Payroll till Jul-21 but want to delete the Payroll data for Jun-21, then first Jul-21 Payroll need to be deleted.