

Changing a recorded pay

AccountRight Plus and Premier, Australia only

If you've made a mistake when recording a pay, it's easy to fix.

Using Single Touch Payroll?

Only your employees' **year to date** (YTD) figures are sent to the ATO as part of Single Touch Payroll reporting. If changing a pay affects YTD figures, the updated figures will be sent to the ATO the next time you do a pay run.

Depending on your scenario, here's how to change a pay:

If you need to...	Do this...
undo a pay	Reverse or delete the pay, then re-enter it (if needed). See To reverse or delete a pay .
fix the hours or amounts in a pay	Adjust the employee's next pay, or process a separate pay for the adjustment. See To fix the hours or amounts in a pay .
fix an overpayment or underpayment	Adjust the employee's next pay, or process a separate pay for the adjustment. See Fixing a payroll overpayment or underpayment .
change any of these details in a pay: <ul style="list-style-type: none">• pay period• payment method• employee bank account details• statement text• whether a cheque or pay slip needs to be printed or emailed	Open the payroll transaction and make your changes. See To change other pay details .
change what's displayed on your pay slips	Edit your pay slip form. See Personalising pay slips .

Closed payroll years

You can't edit pays dated in a closed payroll year.

To reverse or delete a pay

If your [user role](#) allows transactions to be changed, you can reverse or delete a pay.

To reverse a pay

To delete a pay

To fix the hours or amounts in a pay

Here are a few common scenarios where a similar approach is used: include the adjustment in the employee's next pay, or record a separate pay for the adjustment. If your scenario isn't covered, you can [reverse or delete the pay](#) then re-enter it.

To fix a pay with incorrect leave or super amounts

To fix a pay with an incorrect PAYG amount

To fix an overpayment

To fix an underpayment

To change other pay details

Apart from the changes described above, there's only a limited number of other changes you can make to a recorded pay. These include:

- pay period
- memo
- payment method
- employee bank account details
- statement text
- whether a cheque or pay slip needs to be printed or emailed.

To change other pay details

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