

# Do a pay run

Before you begin

- [Set up your payroll details](#)
- [Add employees](#)
- [Set up your employees to be paid electronically](#)
- [Set up Single Touch Payroll reporting \(Australia\)](#) or [Payday filing \(New Zealand\)](#)

OK, let's step you through a pay run from start to finish. If you can't complete the process in one go, that's fine. Click **Save** at any time and resume the pay whenever you're ready.

**Made a mistake or need to change something?** Don't panic! Just [delete the pay](#) and re-enter it.

1. Start or resume pay run

2. Review payslips

3. Finish pay run

## Speed up pay day

**Use timesheets**—Get your employees to submit timesheet hours online, straight into MYOB Essentials, using YourPay. Submitted timesheets can be viewed, saved or printed by clicking **View timesheets** in the **Pay centre**. Learn more about using YourPay.

**Use PayAgent (NZ only)**—Let MYOB take care of paying wages, PAYE deductions and IRD reporting. Learn more about using MYOB PayAgent.

## FAQs

How do I delete or change a pay?

How do I email my employees' payslips?

Can I add a note to an employee's payslip?

Why am I getting the error "Please check your values"?

How do I restart a pay run (instead of resuming it)?

### Related topics

[Set up payroll](#)

[Creating pay items](#)

[Assigning pay items to employees](#)

[Adding an employee](#)

[Paying employees electronically](#)

[Paying leave](#)

[Understanding your payroll transactions](#)

[Changing or deleting a pay](#)

[Pay superannuation \(Australia\)](#)

[Processing a final pay](#)

### From the community

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[Starting payroll mid way through the financial year](#)

[Double-counting Pays](#)

[Super Payment Process confirmation](#)

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