Making Changes to an Employee Profile:

For each change processed on each tab in Web Pay, a "pending change" will occur whereby the pending change needs to be approved by the central office.

You'll receive a message:
This record has pending changes and is editable through pending changes only.

If you need to make updates or changes to any of the employee tabs that are already pending. You'll need to access this through the "Pending Changes Section" under Tools until the first change has been Approved or Declined.

Click on Pending Demographic change shown below which will bring him to the Employee's full Demographic page and then add or modify changes and Save. The updated changes will continue to Pend until approved. See below.