Evolution Payroll - Keyboard Shortcuts

The following tables provide a list of keyboard shortcuts you can use with Evolution Payroll, organized by module or location. *Keyboard shortcuts* are key combination actions you can use in lieu of mouse clicking actions. For example, in addition to being able to save an employee by clicking the Save icon, you can also press Alt + s. Using keyboard shortcuts can sometimes be faster than clicking icons or buttons, particularly when you have a repetitive task to perform.

To Do This …	Press This …	To Do This …	Press This …
In the Employee Module		**In the Payroll Module**	
Add an employee	Alt + n	Add a payroll	Alt + n
Save an employee	Alt + s	Save a payroll	Alt + s
Move to next employee *	Alt + → (Alt + right arrow)	**In the Payroll Summary Detail View only**	
Move to previous employee *	Alt + ← (Alt + left arrow)	Add a Check Line	Alt + A
		Delete a Check Line	Alt + R
		In the Payroll Detail View only	
Within a Grid		Display the Auto Labor Distribution	F6
Insert a record (row)	Alt + Insert (instead of clicking the Add button)	**Moving within a Rolodex (Employees)**	
Delete a record (row)	Alt + Delete (instead of clicking the Delete button)	Next item	Alt + → (Alt + right arrow)
		Previous item	Alt + ← (Alt + left arrow)

* = Asks you to save or cancel changes (if there were changes), then moves to next/previous employee.

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