

**This work instruction was last updated: 15<sup>th</sup> March 2010**

## **Print Pay Slips**

This Work Instruction describes the process to Set Current Tax Period

The path to the screen is Payroll / Pay Cycle Processing / Print Pay Cycle Details / Pay advice Slips.

When you are satisfied that employees' pay details are correct, use this screen to print their payslips. Payslips are printed according to the control group and employee settings.

**Note:** If required, payslips can be sent via email to the appropriate employees.

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# 1 Print Pay Slips

## 1.1 The form Pay Advice Slips

Task - Pay Advice Slips - Employee Selection - Individual & Group

Employee Other Numbers Structure Saved List Pay Group

Match ☒ Exact ☐ Partial

Employee Number

Surname  Initials

Sex  Nat. Ins. No.

Current Employee ☒ Y

As at Date

Previous Surname

Known As

Surname	Inits	Title	Emp Number	National ID Number	Start Date	For

Enter an Employee Number

## 1.2 Select the Pay Group Tab

Task - Pay Advice Slips - Employee Selection - Individual & Group

Employee Other Numbers Structure Saved List **Pay Group**

Match ☒ Exact ☐ Partial

Employee Number

Surname  Initials

Sex  Nat. Ins. No.

Current Employee ☒ Y

As at Date

Previous Surname

Known As

Surname	Inits	Title	Emp Number	National ID Number	Start Date	For

Enter an Employee Number

## 1.3 Select the required Pay group

Level	Id	Description
10	PSUB1	Staff
10	PSUB2	Pensioners
10	PSUB3	Fees/Casual
10	PSUB4	Teachers
10	PSUB5	Unpaid

- 1.4 Enter the Number of test prints you want to generate for checking the pre-printed stationary alignment this is usually **3**

- ☛ The system prints the payslips immediately after the last test print. Ensure that you specify enough test prints to obtain the correct alignment.

- 1.5 **Override Address:** Enter **H** or **D** to specify whether the payslips are sent to the employee's home address or departmental address.

- ☛ If you leave this field blank, it defaults to the employee's home address.

- 1.6 **Force Hard Copy Payslip:** Enter **Y** to print a hard copy payslip irrespective of the settings specified against the control group and employee.
- 1.7 **Force Online Payslip:** Enter **Y** to create an online payslip irrespective of the settings specified against the control group and employee.

Task - Pay Advice Slips - Payslip Selection Version III

Session Edit View Process Display Help

General

Enter Number of Test Prints

Override Address

Force Hard Copy Payslip

Force Online Payslip

From Employee Number

To Employee Number

Parameter Set ID

Sort Sequence

Control Group	<input type="checkbox"/>	Pay Group	<input type="checkbox"/>
Alpha on Surname	<input type="checkbox"/>	Employee Number	<input type="checkbox"/>
Home Address Flag	<input type="checkbox"/>	Pay Point	<input type="checkbox"/>
Pay Method	<input type="checkbox"/>	Postcode	<input type="checkbox"/>

The Number of Payslip test prints

- 1.8 **From Employee No/To Employee No:** Sometimes it may be necessary to restart printing part of the way through the print run – for example, if a printer jam occurs. Use these fields to specify the employees for whom you want to print payslips in the new run. If you are printing the payslips for the first time, skip this field.
- 1.9 Enter the employee number, or select one by clicking **WINDOW** to display Employee Search.

MD00G11D Employee Search

General

Surname

Initials

Sex ☐

Nat. Ins. No.

Current Employee ☒ (Y - Current, N - Not current, A - Any)

As at Date

Previous Surname

Exit


- 1.10 Parameter Set ID:** If required, enter or select the parameter set that applies to the payslips to be printed. Accept the **Default** set if no parameters are to be applied.

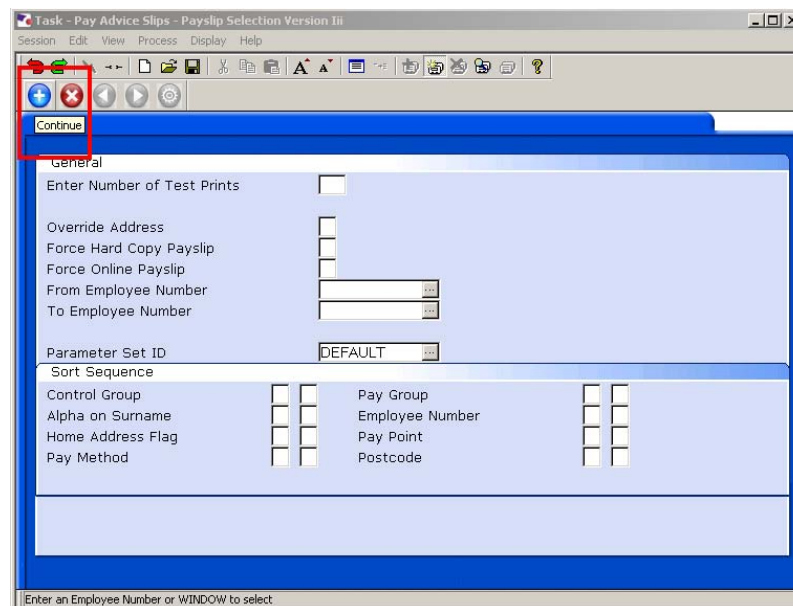
- ☛ Before you print payslips, you can set up payslip parameters, which enables you to specify parameters, such as the sorting preferences and format; so that these can be applied each time you print payslips.

- 1.11 Sort Sequence:** Control Group, Pay Group, Alpha on Surname, Employee Number, Home Address Flag, Location, Pay Method, Postcode

- 1.12** If no parameter set is to be applied (i.e. the Default set is selected), you can use these fields to specify the printing order you require by completing the appropriate boxes.

- 1.13 In the left-hand column, you enter the sort priority (1 to 7 or blank), and in the right-hand column, you enter **Y** for descending order or **N** for ascending order.
- 1.14 If you enter no preferences, payslips are printed in the order specified in the Default parameter set. If no preferences are specified in the Default parameter set, payslips are printed in employee order within pay group.
- If required, your system administrator can specify a user-defined field as an additional payslip sorting preference. For example, payslips could be sorted on data entered in a user-defined field on the Personal Detail screen. The **User-Defined Sort** field must be employee-based and be called PTPAY. If such a field has been created, its description is displayed instead of the **Location** field.

- 1.15 Click Continue to print the payslips .



### Payslips to MyView

Run the process with printer off-line for PSUB1 only to then post all payslips to MyView.

### Paper Payslips

Paper payslips for PSUB3 are printed to hard copy with the payroll printer on-line e.g. with a \* against the payroll printer. These have a sort of 1 in "Alpha on Surname" only.

Paper payslips for levels 1 to 3 in TAE/CAO are printed from a staff list run from Cognos (FR0305) with additional entries for other paper payslips as required. This is printed with 1 in Pay Group, 2 Pay point and 3 in Alpha on Surname.

**Care when all paper payslips have been printed log out of Resourcelink fully to remove the \* from the payroll printer. Otherwise any further prints will be printed on payslips stationery.**