## Sage

Add a message on your employees pay-slip

# **Pastel Payroll**

### How to add a message on your employees pay slip

As we approach the holiday season, we want to wish you a happy holiday season while also showing you how you can do the same. Please complete the following steps in Sage Business Cloud Payroll:

Step 1: Open your company on Pastel Payroll and click on Process and than click on Payroll Run



Step 2:Your payroll run assistant screen show appear and than click on Next as shown below:





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Step 3:Select the option Email Pay slips (Final calculation performed previously) and also click on Filter to select the employees that need to be included in the message you want to convey, once done the next button will be available for selection.

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Overview	Select a Payroll Run Option
	You can perform the final calculation and payslip printing functions separately or simultaneously. Once an employee's payslip has been calculated, the payslip transactions are included in the payroll reports.
	Step 1: Select the payroll run option you would like to perform.
Payroll Run	C Perform the final calculation and payslip printing simultaneously.
	Perform the final calculation without printing payslips.
	C Print payslips only (final calculation performed previously).
Confirm	F-mail payslips (final calculation performed previously);
In Progress	Self Service paysing (that calculation performed previously). Step 2: Select employees to be included. Filter
	Step 3: Select the language in which to print payslips.

Step 4:In this step you need just need to click on Process as shown below:



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### How to add a message on your employees pay slip

Step 5: This screen should appear and on the insert box please type in any message you want your employee to read. For example "Happy Festive Season".

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-mail Payslips	ок	
E-mail payslips to in	dividual employees	
C Batch e-mailing of p	Cancel	
-mail Settings		
To	Ise HIML © Use PDF © Encryption	
Cc		
Bcc		
Attach		
Document Attachment	Payslips	
Subject	Payslips	
Additional E-mail Body T	ext	
Happy Festive Season	^	
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Once done click on Ok, the pay-slips will only be mailed to your employees that you filtered in step 3 and your written message will be show on their pay-slip.



# Thank you!



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