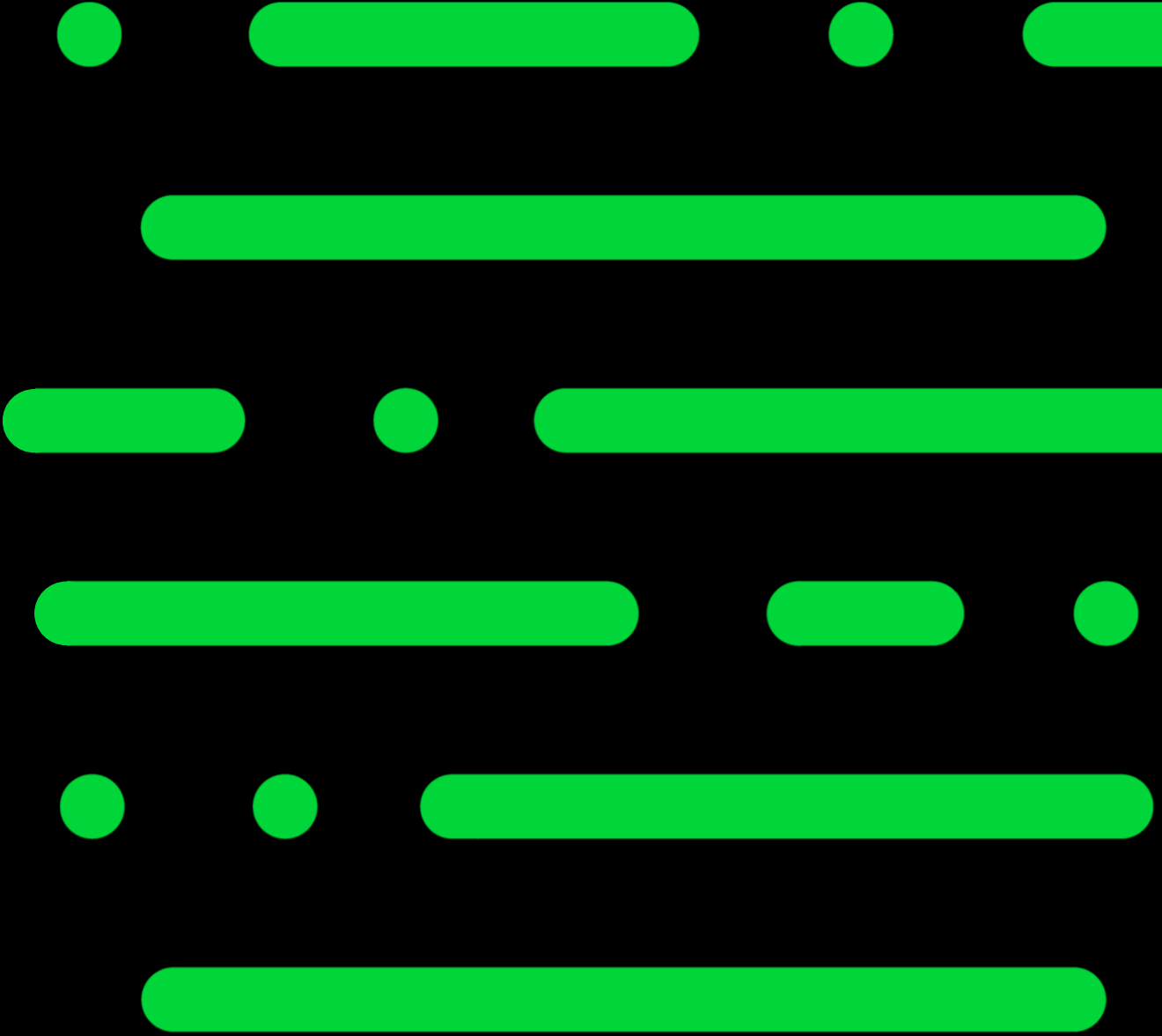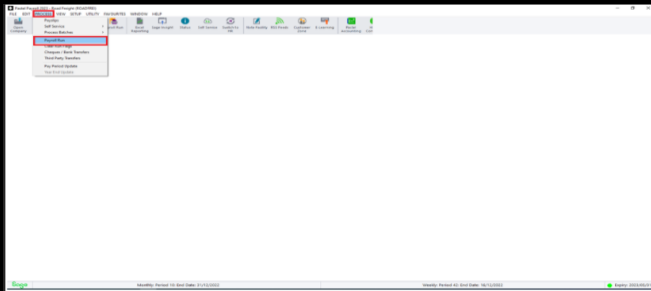# Pastel Payroll

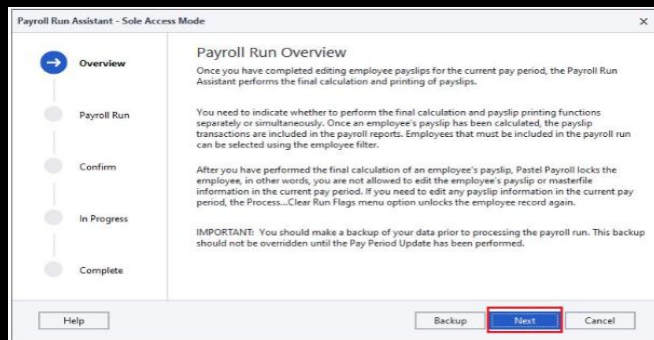**Add a message on your employees pay-slip**

Sage

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:

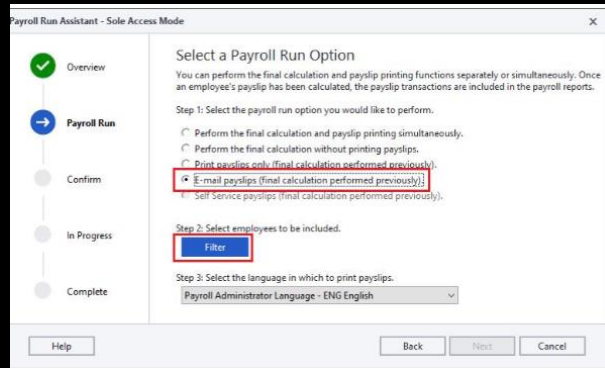Step 1: Open your company on Pastel Payroll and click on Process and than click on Payroll Run

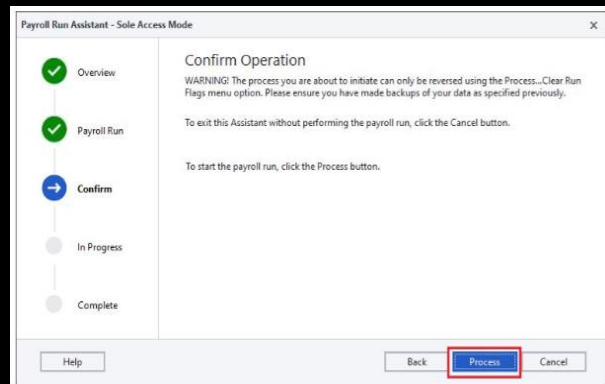Step 2:Your payroll run assistant screen show appear and than click on Next as shown below:

How to add a message on your employees pay slip

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.
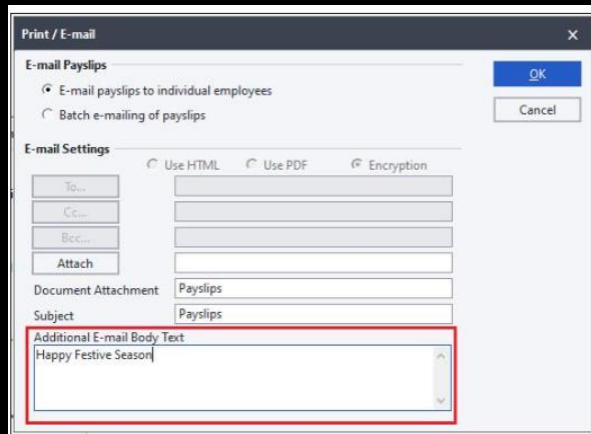

Step 4:In this step you need just need to click on Process as shown below:

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".

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!