

# Sage VIP Premier, Classic, Essential and Sage Business Cloud Payroll Professional

Adding a message on your employees pay-slip



# Description

It is the festive season, and you want to wish the employees a Merry Christmas. You want to add a message on the employee's pay slip.

# Resolution

Login to the company from the company listing screen.

From the main menu:

History

Pay slip Setup

Select the General Tab

Type the letter E under Memos, line 1, it will change to General

**Sage | Payroll Professional** Version 5.9e | Site Code Z90083 004 | Premier Leave Period Ends On 31/03/2022 | Period No 01 of 12

**Payslip Setup**  
This setup screen applies to both the History Payslips and New Payslips

Leave Hours **General** Additional Information Fixed Header Secure Header Payslip Titles Loan Module Deduction Subscreens

**Year to Date Totals**

Taxable Earnings	<input checked="" type="checkbox"/>
Taxable Perks	<input checked="" type="checkbox"/>
Medical Aid	<input checked="" type="checkbox"/>
Pension Fund	<input checked="" type="checkbox"/>
Provident Fund	<input checked="" type="checkbox"/>
Tax Paid	<input checked="" type="checkbox"/>

**Alternate Language**

Print per IS Language

**Audit Option**

Audit entry per Payslip

**Thousands Separator**

Print Comma Separator

**Currency Conversion**

Activate Currency Conversion   
Use Real-time Conversion

**Current Period Totals**

Total Perks

Total Company Contributions

Current Period Totals can only be selected if no Memos or Sundry Info have been selected

**Sundry Information**

Display Sundry Information

Sundry Information can only be selected if no Memos or Current Period Totals have been selected

**Deduction Balances**

Print Closing Balance

**Employee Currency**

Override Currency Rate

**Memos**

Sequence Selected Memo
1 E
2
3
4

Valid Options: 1-4 Memos  
5-9 Reminders  
A-C Reminders  
D Birthday Message  
E General Message

**Birthday Message**

Alternate Message

**General Message**

Wishing you Merry Christmas

Alternate Message

Type in a personalized message in the 'General Message' block.

VIP Payroll  
001 - Monthly      Payslip Setup      30/11/2022 (09 of 12)

This setup screen applies to both the History Payslips and New Payslips

Leave | Hours | General | Add Info | Fixed Header | Secure Header | Payslip Titles | Loan Module | Deduction Subscreens

**Year to Date Totals**

Taxable Earnings

Taxable Perks

Medical Aid

Pension Fund

Provident Fund

Tax Paid

**Current Period Totals**

Total Perks

Total Company Contributions

Current Period Totals can only be selected if no Memos or Sundry Info have been selected

**Sundry Information**

Display Sundry Information

Sundry Information can only be selected if no Memos or Current Period Totals have been selected

**Memos**

Sequence	Selected Memo
1	General
2	
3	
4	

Valid Options : 1 - 4 Memos  
5 - 9 Reminders  
A - C Reminders  
D Birthday Message  
E General Message

**Alternate Language**

Print per IS Language

**Deduction Balances**

Print Closing Balance

**Birthday Message**

Alternate Message

**Audit Option**

Audit entry per Payslip

**Logo/Watermark**

Print Logo

**General Message**

Wishing you and Yours a Merry Christmas

Alternate Message

**Thousands Separator**

Print Comma Separator

**Employee Currency**

Override Currency Rate

**Currency Conversion**

Activate Currency Conversion

Use Real-time Conversion

Close
 Copy Payslip Setup

Select Close on VIP and Save on SBCPP

NOTE: Take note of the fact that the 'Current Periods Totals' can only be selected if no 'Memos' or 'Sundry Information' has been selected.

<b>YEAR TO DATE TOTALS</b>			
Taxable Earnings	15 000.00		
Taxable Perks	1 125.00		
Pension Fund	1 125.00		
Tax Paid	1 271.00		
<b>SUNDRY</b>			
Wishing you Merry Christmas			
<b>Total Earnings</b>	<b>15 000.00</b>	<b>Total Deductions</b>	<b>2 544.72</b>
<b>NETT PAY</b>			<b>12 455.28</b>

**CAUTION:** The above solution is only applicable for New pay slip. Should you require assistance with the Old pay slip, we recommend that you arrange a consultation with a Business Partner.

# Thank you!

