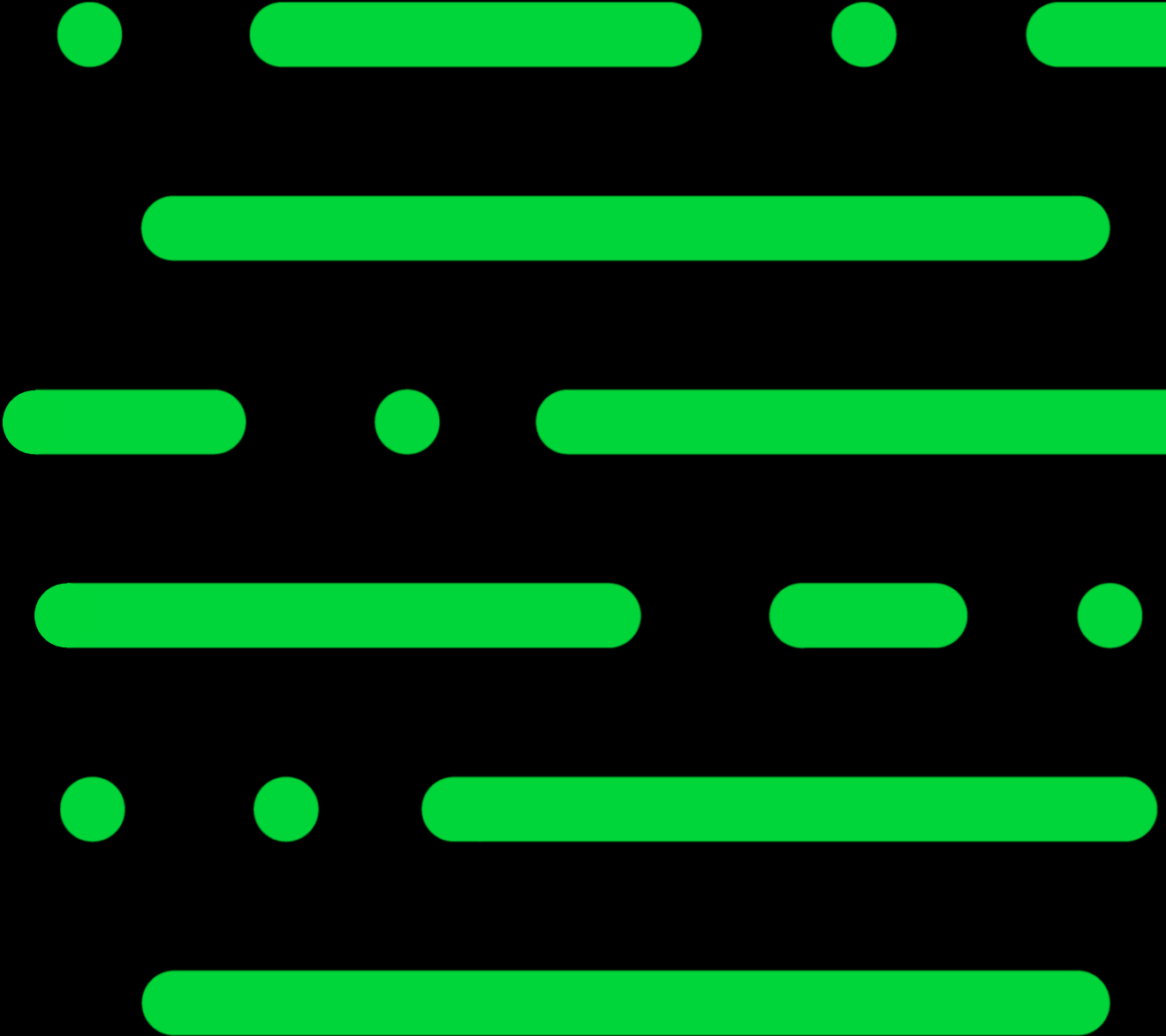# Sage Business Cloud Payroll
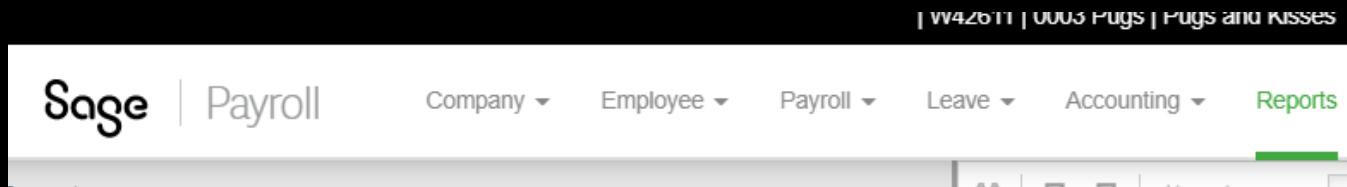
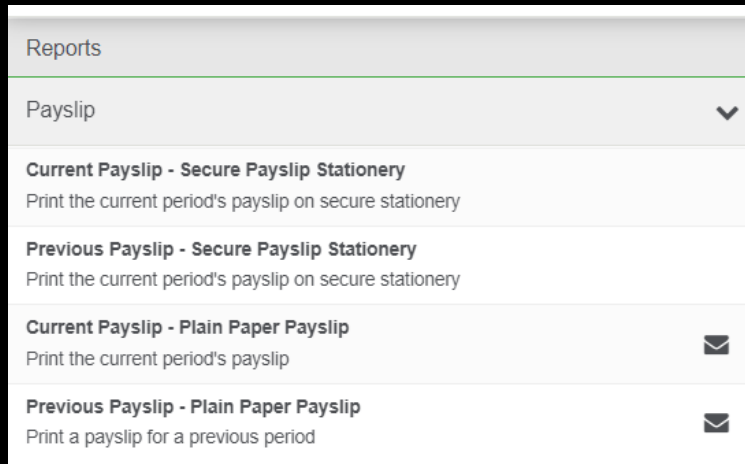**Add a message on your employees pay-slip**

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:

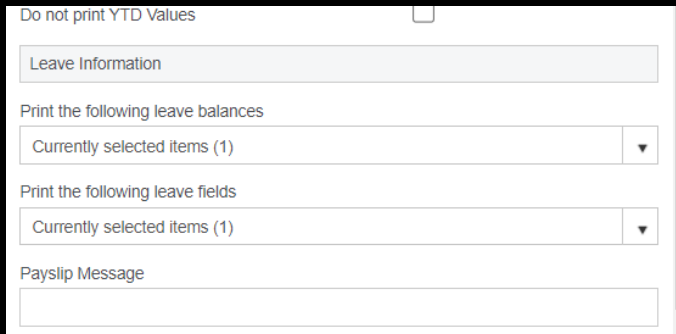Step 1: Once you have open your company on the landing page please click on Report:

Step 2: The Pay-slip tab will open and than select any of the listed current pay-slip:

How to add a message on your employees pay slip

Step 3: Scroll down till the end till you are able to see the shown below insert box that reads: Pay slip Message. Write your message in the text box and click on Ok

Step 4: Click on Preview and the message should show on screen and print on the actually pay-slip

Sage

Thank you!