

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

Adding a message on your employees pay-slip

Sage



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

The screenshot shows the 'Payslip Setup' interface for Sage Payroll Professional. The 'Memos' section is active, displaying a table with the following content:

Sequence Selected Memo
1 E
2
3
4

Below the table, the 'General Message' field contains the text: 'Wishing you Merry Christmas'. Other sections like 'Current Period Totals', 'Sundry Information', and 'Deduction Balances' are also visible but not the focus of the instruction.

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

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.

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

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!

