

Posting Pay Run & Sending Payslips

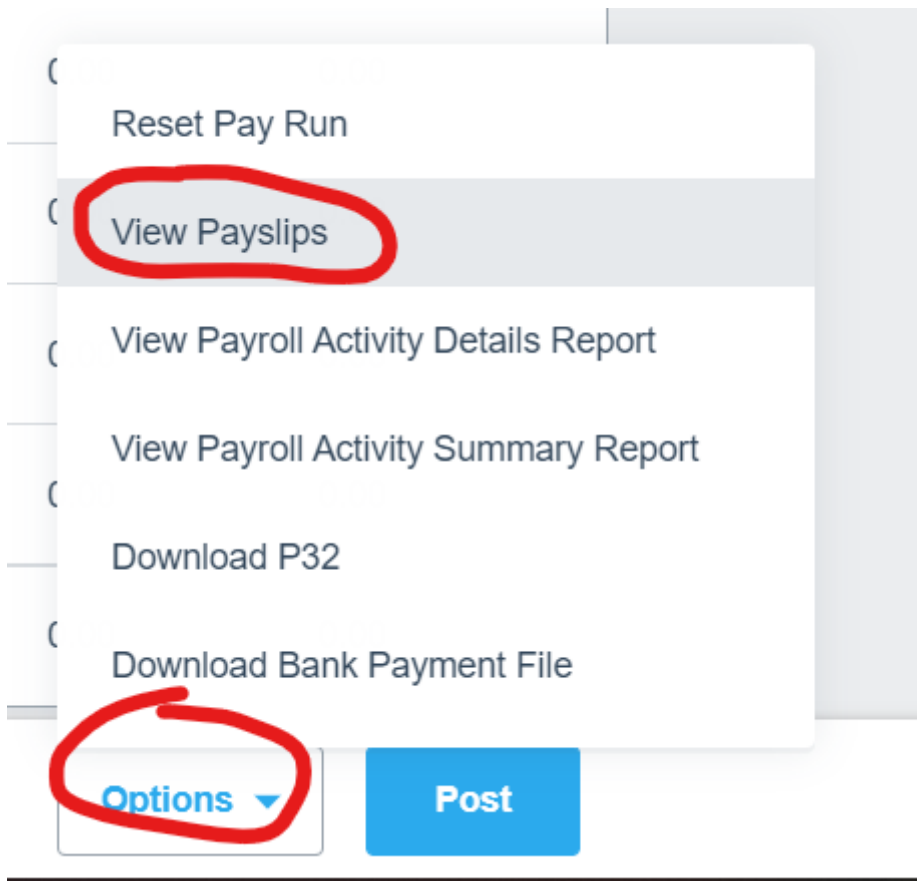
Posting the Pay Run

After making all your payslip changes you can post the pay run by clicking "**Post Run**"

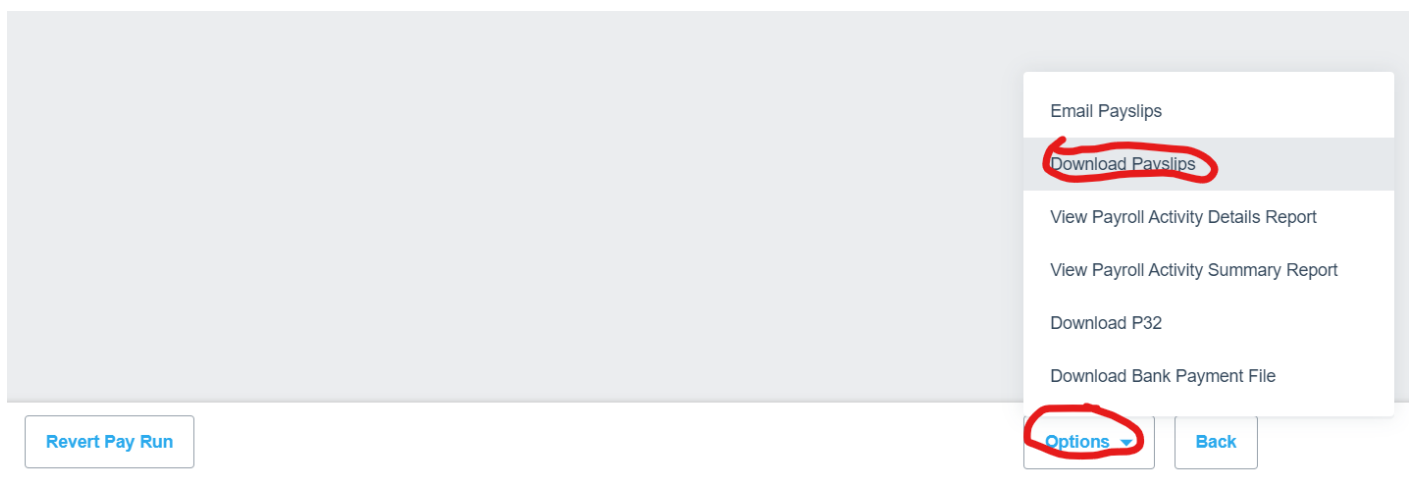


Viewing Payslips

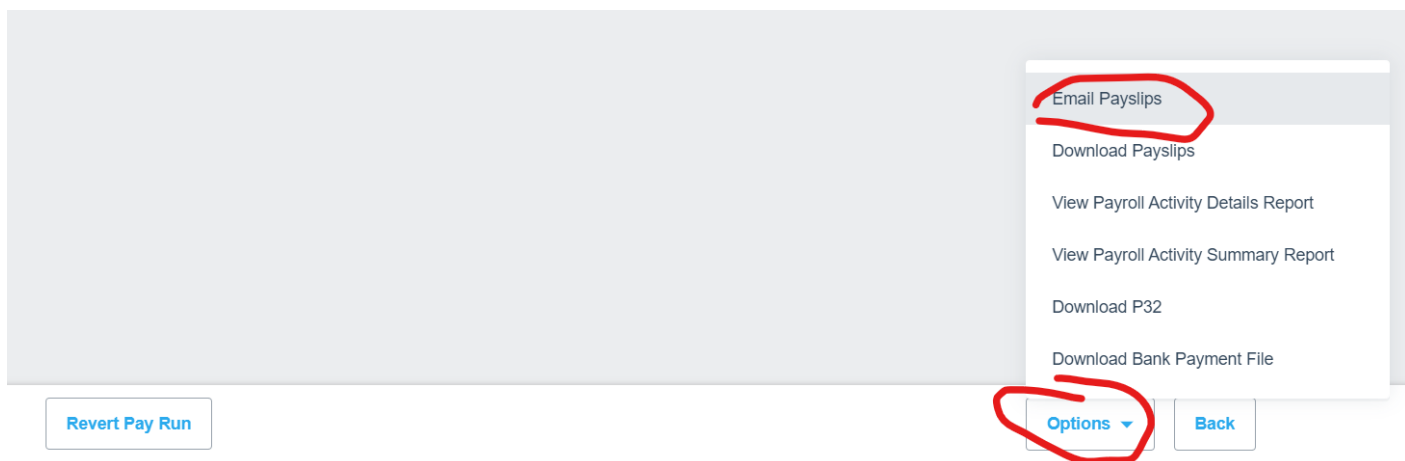
Before a pay run is posted



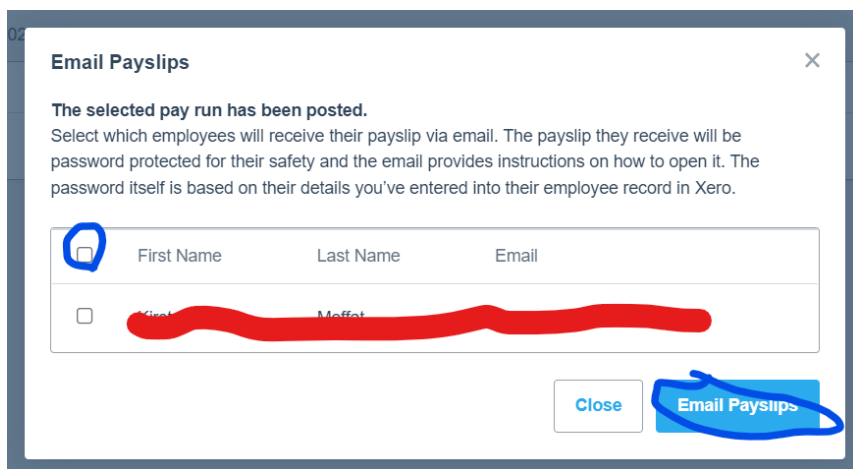
After a pay run is posted



Sending Payslips



On the next screen, select who you want to send the payslips too and click **"Email Payslips"**



Revision #3

Created 24 May 2022 12:49:03 by Admin

Updated 24 May 2022 20:48:28 by Admin