Posting Pay Run & Sending Payslips
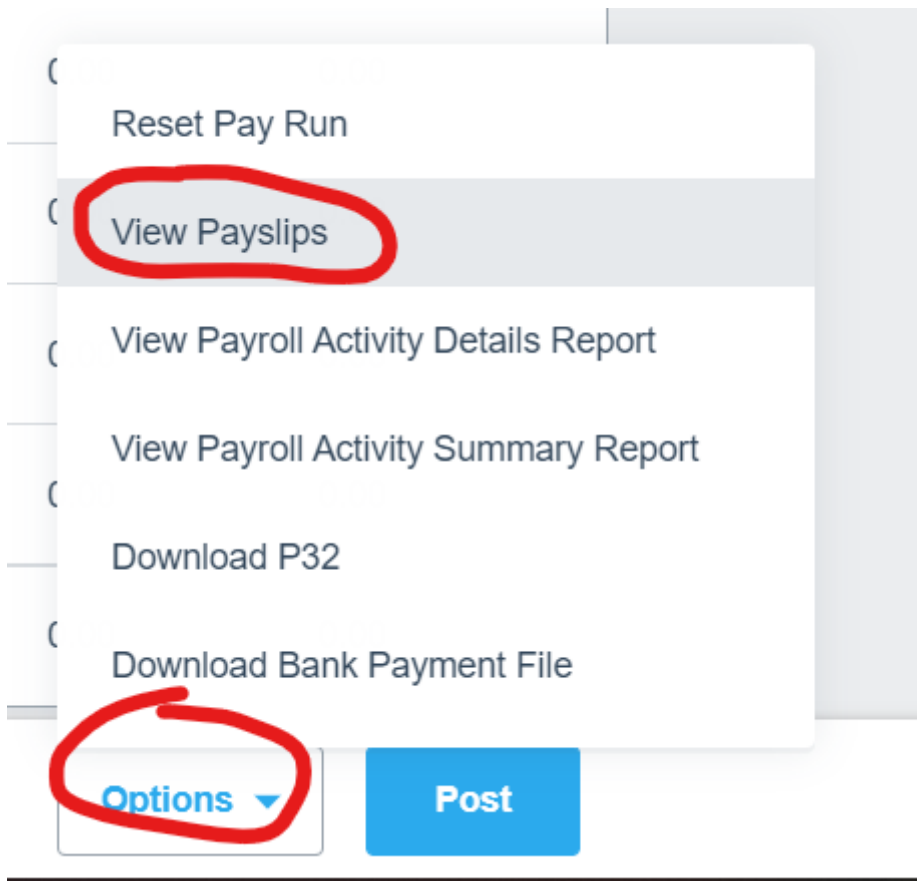
Posting the Pay Run

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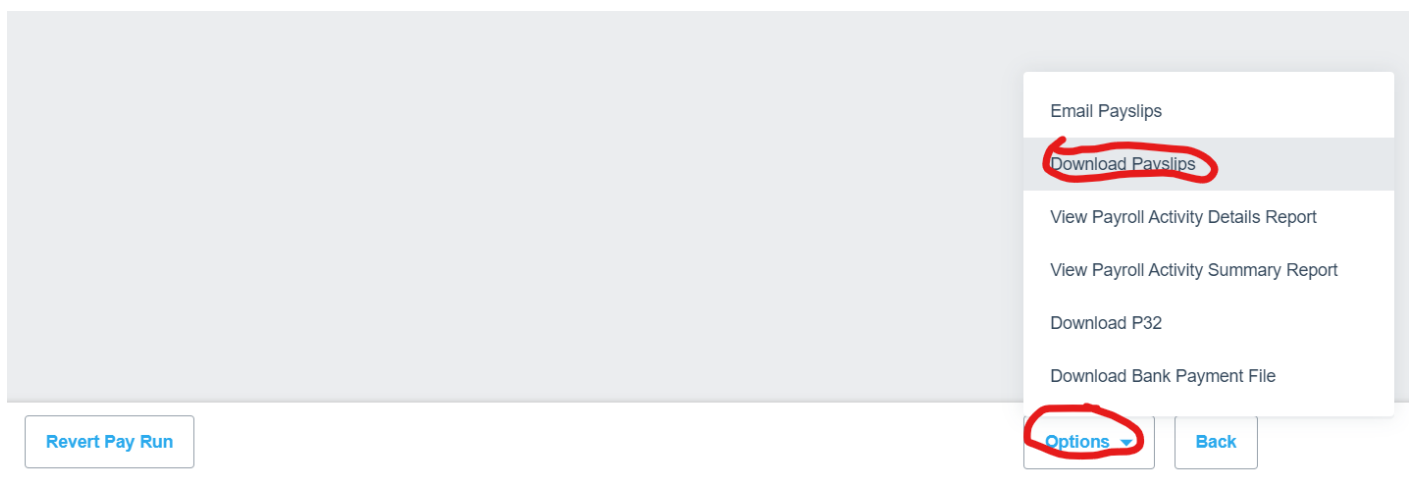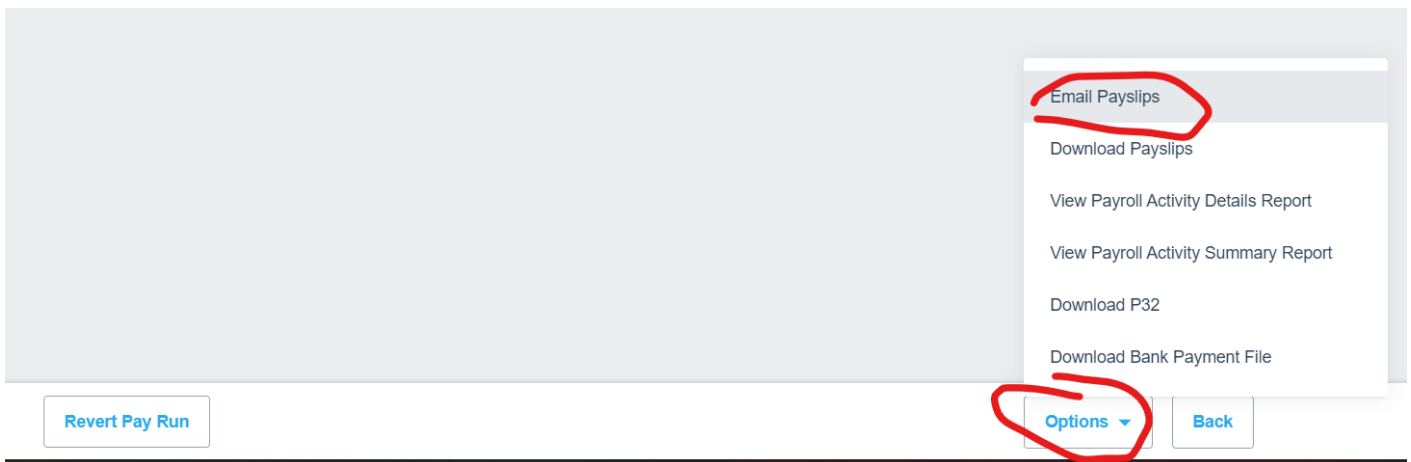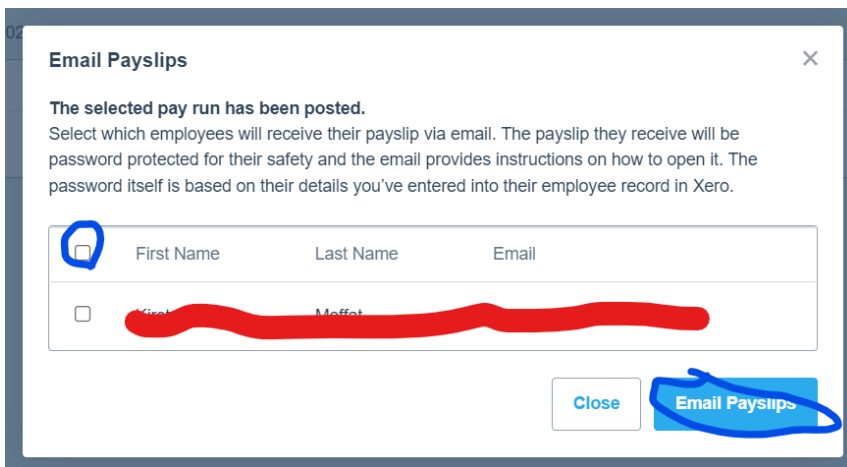

Viewing Payslips

Before a pay run is posted

Reset Pay Run

View Payslips

View Payroll Activity Details Report

View Payroll Activity Summary Report

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Options ▼   **Post**

After a pay run is posted

Email Payslips

Download Payslips

View Payroll Activity Details Report

View Payroll Activity Summary Report

Download P32

Download Bank Payment File

Revert Pay Run   Options ▼   Back

Sending Payslips

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

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