

Reports – All Reports

Printing History Payslips



Printing a History Payslip for one employee

- Expand
- Double-click
- Select
- Click
- Click
- Click

- Employee Management
- History Payslips
- History Period for the relevant Company Rule
- Search
- on the employee
- Payslip Detail

To print the payslip for the specific employe for the selected period

Click **Print Payslip** button

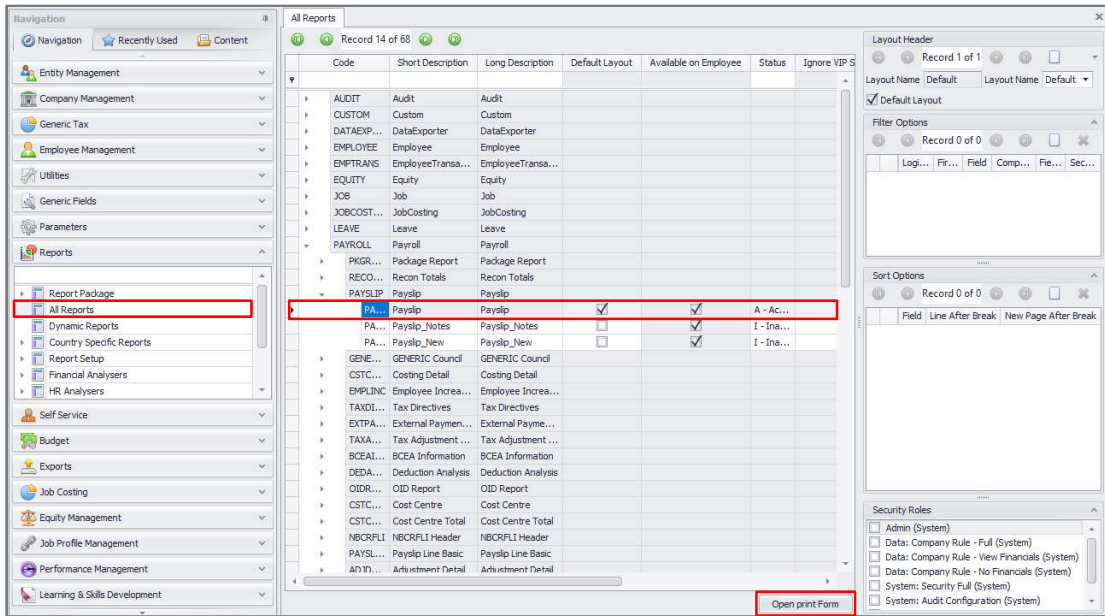
Summary		Earnings		Deductions		Company Contributions		Fringe Benefits	
Displ...	Code	Total	Di...	Code	Total	...	Code	Total	Total
2	SALARY	20 000.00	1	PAYE	5 397.85	1	SDL	300.00	
3	[GRP] - OVERTIME	0.00	2	UIF	148.72	2	UIF	148.72	
5	TRAVEL_ALLOW	0.00	3	MED_AID	0.00	3	MED_AID	0.00	
15	COMM	0.00	4	ADD_TAX	0.00	4	PENSION_FUND	0.00	
16	ANNUAL_BONUS	10 000.00	5	PENSION_FUND	0.00	5	PROV_FUND	0.00	
17	PERF_BONUS	0.00	6	PROV_FUND	0.00				
37	HOUSE_ALLOW	0.00	9	LOAN	0.00				
			29	HOUSING_OUT	0.00				
		30 000.00							448.72
					5 546.57				
									0.00

Current Period: Period Salary 20 000.00 Total Earnings 30 000.00 Total Deductions 5 546.57 Net Salary 24 453.43

Printing a History Payslip all employees

Expand
 Double-click
 Expand
 Expand
 Select
 Click

Reports
 All Reports
 Payroll
 Payslip
 Payslip
 Open Print Form



On the Report Selection screen

Click
 Add
 Add
 Click

Custom Period
 Filter on the Company Rule if needed
 Filter on Pay Period and select the relevant Pay Period for the selected Company Rule
 Preview

