## **Reports – All Reports** Printing History Payslips



## Printing a History Payslip for one employee

Expand	Employee Management
Double-click	History Payslips
Select	History Period for the relevant Company Rule
Click	Search
Click	on the employee
Click	Payslip Detail

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

## Click

Print Payslip button

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## Printing a History Payslip all employees

Expand	Reports
Double-click	All Reports
Expand	Payroll
Expand	Payslip
Select	Payslip
Click	<b>Open Print Form</b>

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On the Report Selection screen

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

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