

Sage Business Cloud Payroll Professional

Printing Separate Payslips

Title

How to Print Separate Payslips

Summary

You need assistance to print Separate Payslips

Description

When using Separate Payslips the system will print a payslip for each Separate Payslip

Cause

Separate Payslips have been activated and you need guidance on how to print the payslips

Resolution

- From the main screen of the company go to Payroll>Payslip Print
- Select the type of payslip you are printing
- Make the same selections as you would when generally printing payslips
- Under the Separate Payslip Selection, select the payslip you want to print
- The process from here is the same as when generally printing your payslips
- Should you be printing User Defined Payslips, follow the applicable process