How to release payslips to Web Self-Service



Payroll Processing

1. Release payslips to Web Self-Service

- 1.1 Release payslips for All Pay Runs (Live Period)
- 1.2 Release payslips for specific Pay Runs
- 1.2.1 Live Pay Period
- 1.2.2 History Pay Period
- 2. Withdraw Payslips from Web Self-Service

1. Release payslips to Web Self-Service

To release payslips to Web Self-Service from the Navigation pane:

Expand	Company Management
Double click	Company Rule

1.1. Release payslips for all pay runs (live period)

To release live period payslips for all pay runs highlight the live period and click on **Release Payslips to ESS**.

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The following message will be displayed.

People	
?	Are you sure you want to release payslips for all Pay Runs to ESS?
	No No

Click on **Yes** to release payslips for all pay runs to Web Self-Service.

The following message will be displayed.

People	X
1	Please recalculate all employees in the effected company rule(s)
	ОК

Click on **OK**.

Kindly note all active pay runs payslips will release to Web Self-Service for the live period.

			Period Status	Processing	g Status	Capture Status	Calendar Year	Calendar Month	Pay Period Number In Mont	h Pay Period In Tax Year	Start Date	End Date	Business Days In Pay	Period	Work Days In Pay
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Click on **Re Calc All** to release the the payslips to Web Self-Service.

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Click on Save.

1.2. Release payslips for a specific pay run

The 'Release To ESS' checkbox allows the user to select the payslips per pay run that must be available to employees when they log into Web Self-Service.

When the field is checked, the payslip will be available in Web Self-Service. When the field is unchecked the payslip will not be available to the employees anymore. This functionality may also be used for history pay periods.

1.2.1. Release live pay period payslips to Web Self-Service

To release live period payslips for a specific pay run highlight the live period and tick the applicable pay run you want to release payslips to Web Self-Service.

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Click on **Re Calc All** to release the the payslips to Web Self-Service.

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1.2.2. Release history payslips to Web Self-Service

To release history period payslips, highlight the live period and un-tick the live period pay runs which you do not want to release to Web Self-Service now.

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Highlight the history period and tick the applicable pay runs for which you want to release payslips to Web Self-Service.

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Click on **Re Calc All** to release the the payslips to Web Self-Service.

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Click on Save.

2. Withdraw payslips from Web Self-Service

Payslips can be withdrawn from Web Self-Service for history periods and the live period, from the Navigation pane:

Expand	Company Management
Double click	Company Rule

To withdraw payslips from Web Self-Service highlight the applicable pay period and untick the 'Release to ESS' tick box next to the applicable pay run.

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Company	001 - Purpl	e Pro	oducti	Jons				 Company R 	Rule Code	P_MONTH							
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Comments								▼ Rule Defau	Rule Default Indicator								
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Click on **Re Calc All** to withdraw the payslips to Web Self-Service.

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