

# 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**

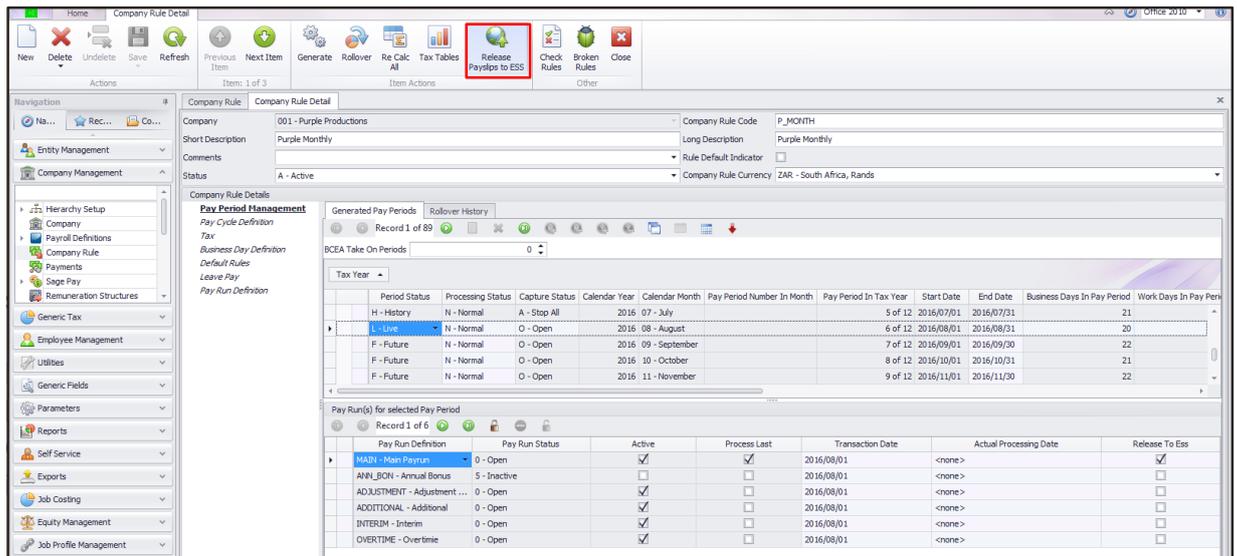
## 1. Release payslips to Web Self-Service

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

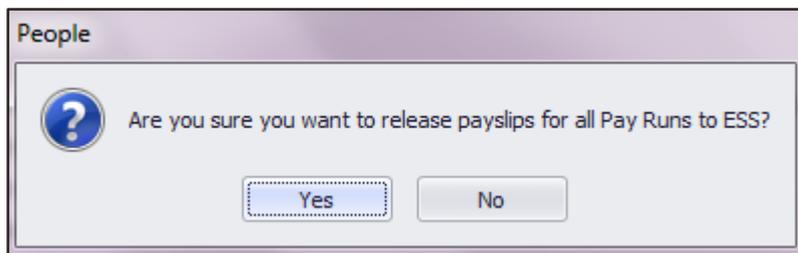
Expand **Company Management**  
Double click **Company Rule**

### 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**.

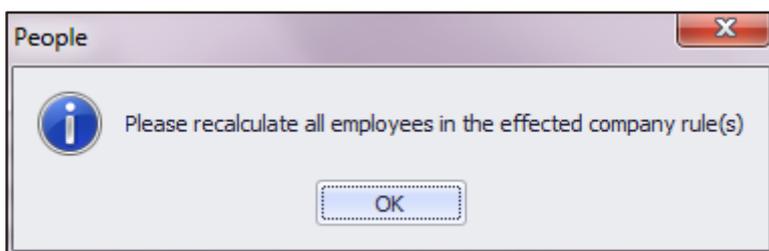


The following message will be displayed.



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

The following message will be displayed.



Click on **OK**.

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

	Period Status	Processing Status	Capture Status	Calendar Year	Calendar Month	Pay Period Number In Month	Pay Period In Tax Year	Start Date	End Date	Business Days In Pay Period	Work Days In Pay
H - History	N - Normal	A - Stop All		2016	07 - July		5 of 12	2016/07/01	2016/07/31		21
L - Live	N - Normal	O - Open		2016	08 - August		6 of 12	2016/08/01	2016/08/31		20
F - Future	N - Normal	O - Open		2016	09 - September		7 of 12	2016/09/01	2016/09/30		22
F - Future	N - Normal	O - Open		2016	10 - October		8 of 12	2016/10/01	2016/10/31		21

Pay Run(s) for selected Pay Period							
Pay Run Definition	Pay Run Status	Active	Process Last	Transaction Date	Actual Processing Date	Release To Ess	
MAIN - Main Payrun	0 - Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>	
ANN_BON - Annual Bonus	5 - Inactive	<input type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>	
ADJUSTMENT - Adjustment ...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>	
ADDITIONAL - Additional	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>	
INTERIM - Interim	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>	
OVERTIME - Overtime	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>	

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

The screenshot shows the Sage HR software interface. In the top toolbar, the 'Re Calc All' button is highlighted with a red box. Below the toolbar, the 'Company Rule' details for '001 - Purple Productions' are visible. The 'Pay Period Management' section shows 'Generated Pay Periods' with 'Record 66 of 89' selected. The 'Pay Run(s) for selected Pay Period' table is also visible, showing the 'Release To Ess' checkbox checked for the 'MAIN - Main Payrun'.

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.

Company Rule Details

**Pay Period Management**

Pay Cycle Definition  
Tax  
Business Day Definition  
Default Rules  
Leave Pay  
Pay Run Definition

Generated Pay Periods Rollover History

Record 1 of 89

BCEA Take On Periods 0

Tax Year

	Period Status	Processing Status	Capture Status	Calendar Year	Calendar Month	Pay Period Number In Month	Pay Period In Tax Year	Start Date	End Date	Business Days In Pay Period	Work
	H - History	N - Normal	A - Stop All	2016	07 - July		5 of 12	2016/07/01	2016/07/31		21
	L - Live	N - Normal	O - Open	2016	08 - August		6 of 12	2016/08/01	2016/08/31		21
	F - Future	N - Normal	O - Open	2016	09 - September		7 of 12	2016/09/01	2016/09/30		22
	F - Future	N - Normal	O - Open	2016	10 - October		8 of 12	2016/10/01	2016/10/31		21

Pay Run(s) for selected Pay Period

Record 1 of 6

	Pay Run Definition	Pay Run Status	Active	Process Last	Transaction Date	Actual Processing Date	Release To Ess
	MAIN - Main Payrun	0 - Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>
	ANN_BON - Annual Bonus	5 - Inactive	<input type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	ADJUSTMENT - Adjustmen...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	ADDITIONAL - Additional	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	INTERIM - Interim	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	OVERTIME - Overtime	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>

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

Previous Item Next Item Generate Rollover **Re Calc All** Tax Tables Release Payslips to ESS Check Rules Broken Rules Close

Item: 1 of 3 Item Actions Other

Company Rule Company Rule Detail

Company 001 - Purple Productions Company Rule Code P\_MONTH

Short Description Purple Monthly Long Description Purple Monthly

Comments Rule Default Indicator

Status A - Active Company Rule Currency ZAR - South Africa, Rands

Company Rule Details

**Pay Period Management**

Pay Cycle Definition  
Tax  
Business Day Definition  
Default Rules  
Leave Pay  
Pay Run Definition

Generated Pay Periods Rollover History

Record 1 of 89

BCEA Take On Periods 0

Tax Year

	Period Status	Processing Status	Capture Status	Calendar Year	Calendar Month	Pay
	H - History	N - Normal	A - Stop All	2016	07 - July	

Pay Run(s) for selected Pay Period

Record 1 of 6

	Pay Run ...	Pay Run ...	Active	Process...	Transactio...	Actual Proc...	Release To Ess
	MAIN - M...	0 - Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/08/01	<none>	<input checked="" type="checkbox"/>
	ANN_BO...	5 - Inactive	<input type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	ADJUSTM...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	ADDITIO...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	INTERIM ...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
	OVERTIM...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>

### 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.

Company Rule Details  
**Pay Period Management**  
 Pay Cycle Definition  
 Tax  
 Business Day Definition  
 Default Rules  
 Leave Pay  
 Pay Run Definition

Generated Pay Periods | Rollover History  
 Record 1 of 89  
 BCEA Take On Periods: 0

Period Status	Processing Status	Capture Status	Calendar Year	Calendar Month	Pay Period Number In Month	Pay Period In Tax Year	Start Date	End Date	Business Days In Pay Period	Work
H - History	N - Normal	A - Stop All	2016	07 - July	5 of 12	2016/07/01	2016/07/31	21		
L - Live	N - Normal	O - Open	2016	08 - August	6 of 12	2016/08/01	2016/08/31	20		
F - Future	N - Normal	O - Open	2016	09 - September	7 of 12	2016/09/01	2016/09/30	22		
F - Future	N - Normal	O - Open	2016	10 - October	8 of 12	2016/10/01	2016/10/31	21		

Pay Run(s) for selected Pay Period  
 Record 1 of 6

Pay Run Definition	Pay Run Status	Active	Process Last	Transaction Date	Actual Processing Date	Release To Ess
MAIN - Main Payrun	0 - Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
ANN_BON - Annual Bonus	5 - Inactive	<input type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
ADJUSTMENT - Adjustmen...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
ADDITIONAL - Additional	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
INTERIM - Interim	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>
OVERTIME - Overtime	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/08/01	<none>	<input type="checkbox"/>

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

Company Rule Details  
**Pay Period Management**  
 Pay Cycle Definition  
 Tax  
 Business Day Definition  
 Default Rules  
 Leave Pay  
 Pay Run Definition

Generated Pay Periods | Rollover History  
 Record 65 of 89  
 BCEA Take On Periods: 0

Period Status	Processing Status	Capture Status	Calendar Year	Calendar Month	Pay Period Number In Month	Pay Period In Tax Year	Start Date	End Date	Business Days In Pay Period	Work Days
H - History	N - Normal	A - Stop All	2016	07 - July	5 of 12	2016/07/01	2016/07/31	21		
L - Live	N - Normal	O - Open	2016	08 - August	6 of 12	2016/08/01	2016/08/31	20		
F - Future	N - Normal	O - Open	2016	09 - September	7 of 12	2016/09/01	2016/09/30	22		
F - Future	N - Normal	O - Open	2016	10 - October	8 of 12	2016/10/01	2016/10/31	21		

Pay Run(s) for selected Pay Period  
 Record 1 of 5

Pay Run Definition	Pay Run Status	Active	Process Last	Transaction Date	Actual Processing Date	Release To Ess
MAIN - Main Payrun	2 - Processed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/07/01	2016/08/15	<input checked="" type="checkbox"/>
ANN_BON - Annual Bonus	5 - Inactive	<input type="checkbox"/>	<input type="checkbox"/>	2016/07/01	<none>	<input type="checkbox"/>
ADJUSTMENT - Adjustmen...	2 - Processed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/07/01	2016/08/15	<input type="checkbox"/>
ADDITIONAL - Additional	2 - Processed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/07/01	2016/08/15	<input type="checkbox"/>
INTERIM - Interim	2 - Processed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/07/01	2016/08/15	<input type="checkbox"/>

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

Previous Item | Next Item | Generate | Rollover | **Re Calc All** | Tax Tables | Release Payslips to ESS | Check Rules | Broken Rules | Close

Item: 1 of 3 | Item Actions | Other

Company Rule: 001 - Purple Productions | Company Rule Code: P\_MONTH  
 Short Description: Purple Monthly | Long Description: Purple Monthly  
 Status: A - Active | Rule Default Indicator:   
 Company Rule Currency: ZAR - South Africa, Rands

Company Rule Details  
**Pay Period Management**  
 Pay Cycle Definition  
 Tax  
 Business Day Definition  
 Default Rules  
 Leave Pay  
 Pay Run Definition

Generated Pay Periods | Rollover History  
 Record 65 of 89  
 BCEA Take On Periods: 0

Period Status	Processing Status	Capture Status	Calendar Year	Calendar Month	Pay Period Number In Month	Pay Period In Tax Year	Start Date	End Date	Business Days In Pay Period	Work
H - History	N - Normal	A - Stop All	2016	07 - July	5 of 12	2016/07/01	2016/07/31	21		
L - Live	N - Normal	O - Open	2016	08 - August	6 of 12	2016/08/01	2016/08/31	20		
F - Future	N - Normal	O - Open	2016	09 - September	7 of 12	2016/09/01	2016/09/30	22		
F - Future	N - Normal	O - Open	2016	10 - October	8 of 12	2016/10/01	2016/10/31	21		

Pay Run(s) for selected Pay Period  
 Record 1 of 5

Pay Run Definition	Pay Run Status	Active	Process Last	Transaction Date	Actual Processing Date	Release To Ess
MAIN - Main Payrun	2 - Processed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/07/01	2016/08/15	<input checked="" type="checkbox"/>
ANN_BON - Annual Bonus	5 - Inactive	<input type="checkbox"/>	<input type="checkbox"/>	2016/07/01	<none>	<input type="checkbox"/>
ADJUSTMENT - Adjustmen...	2 - Processed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/07/01	2016/08/15	<input type="checkbox"/>
ADDITIONAL - Additional	2 - Processed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/07/01	2016/08/15	<input type="checkbox"/>
INTERIM - Interim	2 - Processed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/07/01	2016/08/15	<input type="checkbox"/>

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.

The screenshot shows the 'Company Rule Detail' window for '001 - Purple Productions' with Company Rule Code 'P\_MONTH'. The 'Pay Period Management' section shows a table of generated pay periods. The 'L - Live' period for October 2016 is selected. Below, the 'Pay Run(s) for selected Pay Period' table shows several pay runs, with the 'Release To Ess' column highlighted in red.

Period Status	Processing Status	Capture Status	Calendar Year	Calendar Month	Pay Period Number In Month	Pay Period In Tax Year	Start Date	End Date	Business Days In Pay Period
H - History	N - Normal	O - Open	2016	08 - August		6 of 12	2016/08/01	2016/08/31	
H - History	N - Normal	O - Open	2016	09 - September		7 of 12	2016/09/01	2016/09/30	
L - Live	N - Normal	O - Open	2016	10 - October		8 of 12	2016/10/01	2016/10/31	
F - Future	N - Normal	O - Open	2016	11 - November		9 of 12	2016/11/01	2016/11/30	
F - Future	N - Normal	O - Open	2016	12 - December		10 of 12	2016/12/01	2016/12/31	

Pay Run Definition	Pay Run Status	Active	Process Last	Transaction Date	Actual Processing Date	Release To Ess
MAIN - Main Payrun	0 - Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/10/01	<none>	<input type="checkbox"/>
ANN_BON - Annual Bonus	5 - Inactive	<input type="checkbox"/>	<input type="checkbox"/>	2016/10/01	<none>	<input type="checkbox"/>
ADJUSTMENT - Adjustmen...	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/10/01	<none>	<input type="checkbox"/>
ADDITIONAL - Additional	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/10/01	<none>	<input type="checkbox"/>
INTERIM - Interim	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/10/01	<none>	<input type="checkbox"/>
OVERTIME - Overtime	0 - Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/10/01	<none>	<input type="checkbox"/>

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

The screenshot shows the same 'Company Rule Detail' window as above, but with the 'Re Calc All' button in the top navigation bar highlighted with a red box. The 'Pay Run(s) for selected Pay Period' table is also visible, showing the 'Release To Ess' column.

Click on **Save**.