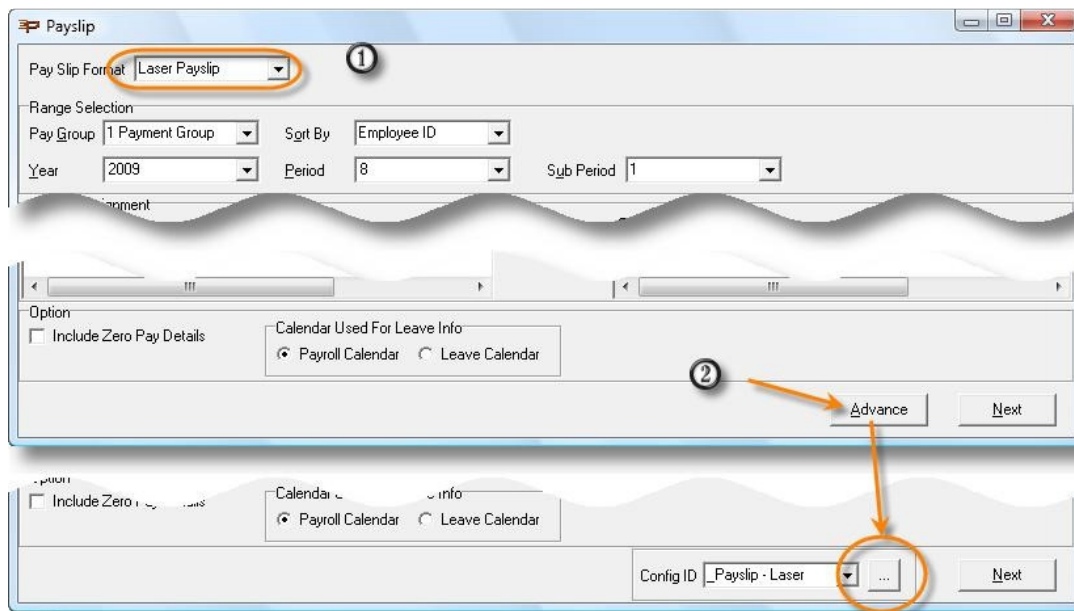


## Setting up e-individual Reports

- Click on **Payroll: Reports > Payslip Generation**. The Payslip window will appear.
- At the top, change the format to CS Format 1, CS Format 2 or Laser Payslip. An **Advance** button will appear in the lower right corner.
- Click on the **Advance** button. A Config ID box will appear. Click on the three-dots (...) button. The *Report Configuration* window will appear.
- Set **Output To** to Email
- Click on the Save button.



**Report Configuration**

Report ID: Payslip - Laser

Report Config ID: \_Payslip - Laser  Default configuration

Advance Query ID: [Dropdown]

Description: Payslip for the month of Dec

File Type: PDF

Summary Level: Employee  Individual Report

Output To: Email

Delete Report Before Insert

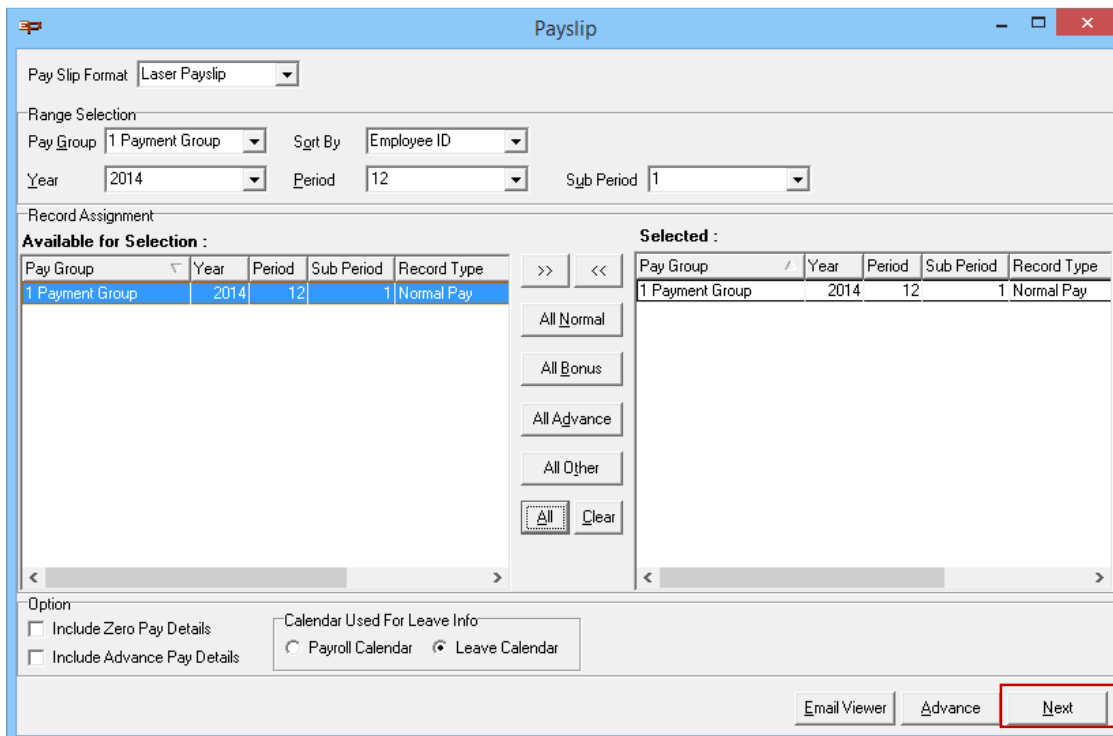
[New] [Delete] [Save] [Cancel] [Apply]

Drag a column header here to group by that column

Report Config ID	Description
_Payslip - Laser	Payslip for the month of Dec

## Sending ePayslip to employees

1. Click on **Payroll: Reports > Payslip Generation**. The Payslip window will appear. Under Pay Slip Format > Select Laser Payslip. Check on the Year and Period. Transfer PayGroup from left to right to process > Click on **Next** button



Pay Slip Format: Laser Payslip

Range Selection  
 Pay Group: 1 Payment Group    Sgrt By: Employee ID  
 Year: 2014    Period: 12    Sub Period: 1

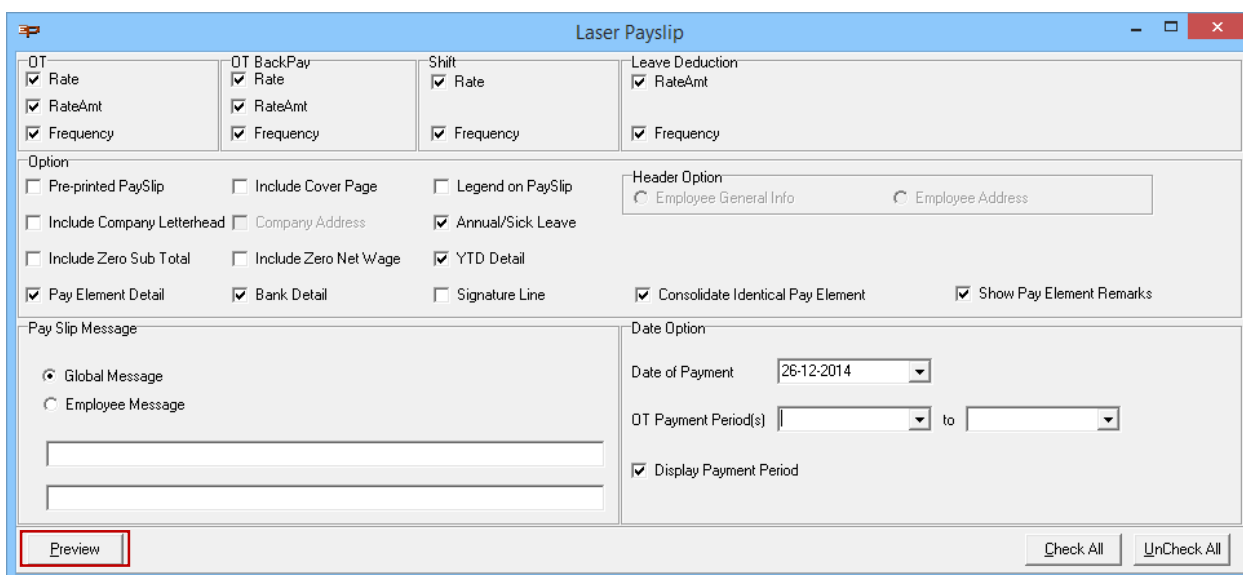
Record Assignment

Available for Selection :					Selected :				
Pay Group	Year	Period	Sub Period	Record Type	Pay Group	Year	Period	Sub Period	Record Type
1 Payment Group	2014	12	1	Normal Pay	1 Payment Group	2014	12	1	Normal Pay

Option  
 Include Zero Pay Details     Calendar Used For Leave Info  
 Include Advance Pay Details     Payroll Calendar     Leave Calendar

Email Viewer    Advance    **Next**

2. Click on **Preview** button



OT  
 Rate  
 RateAmt  
 Frequency

OT BackPay  
 Rate  
 RateAmt  
 Frequency

Shift  
 Rate  
 Frequency

Leave Deduction  
 RateAmt  
 Frequency

Option  
 Pre-printed PaySlip     Include Cover Page     Legend on PaySlip  
 Include Company Letterhead     Company Address     Annual/Sick Leave  
 Include Zero Sub Total     Include Zero Net Wage     YTD Detail  
 Pay Element Detail     Bank Detail     Signature Line  
 Consolidate Identical Pay Element     Show Pay Element Remarks

Header Option  
 Employee General Info     Employee Address

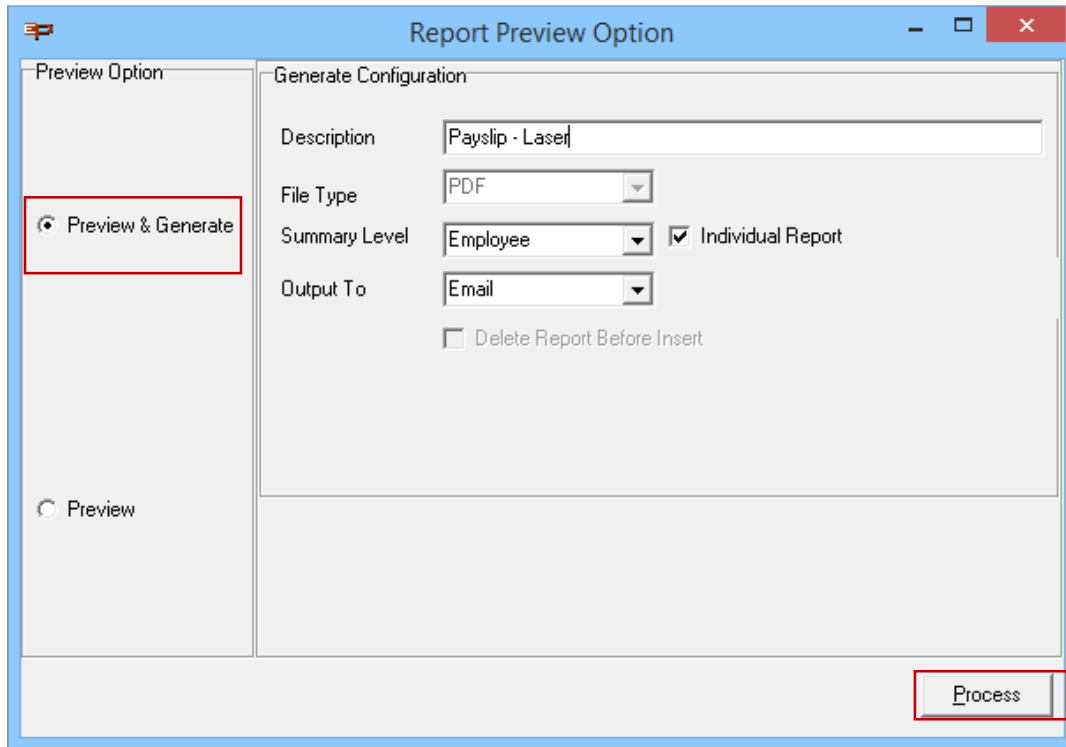
Pay Slip Message  
 Global Message  
 Employee Message

Date Option  
 Date of Payment: 26-12-2014  
 OT Payment Period(s): [ ] to [ ]  
 Display Payment Period

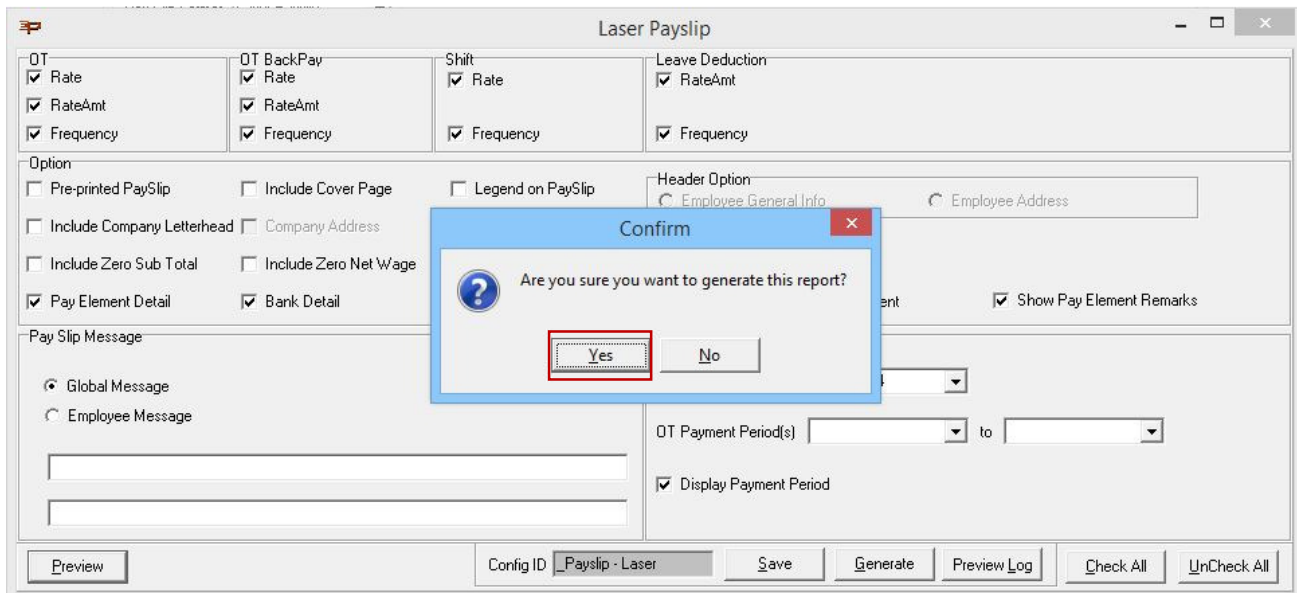
**Preview**    Check All    Uncheck All

No part of this document or any related files may be modified, adapted, reproduced, distributed and/or converted in any form and by any means (electronic, photocopying or otherwise) without express written consent of Sage Software Asia Pte Ltd.

3. Click on the **Preview & Generate** button and click on **Process** to start sending out the payslip

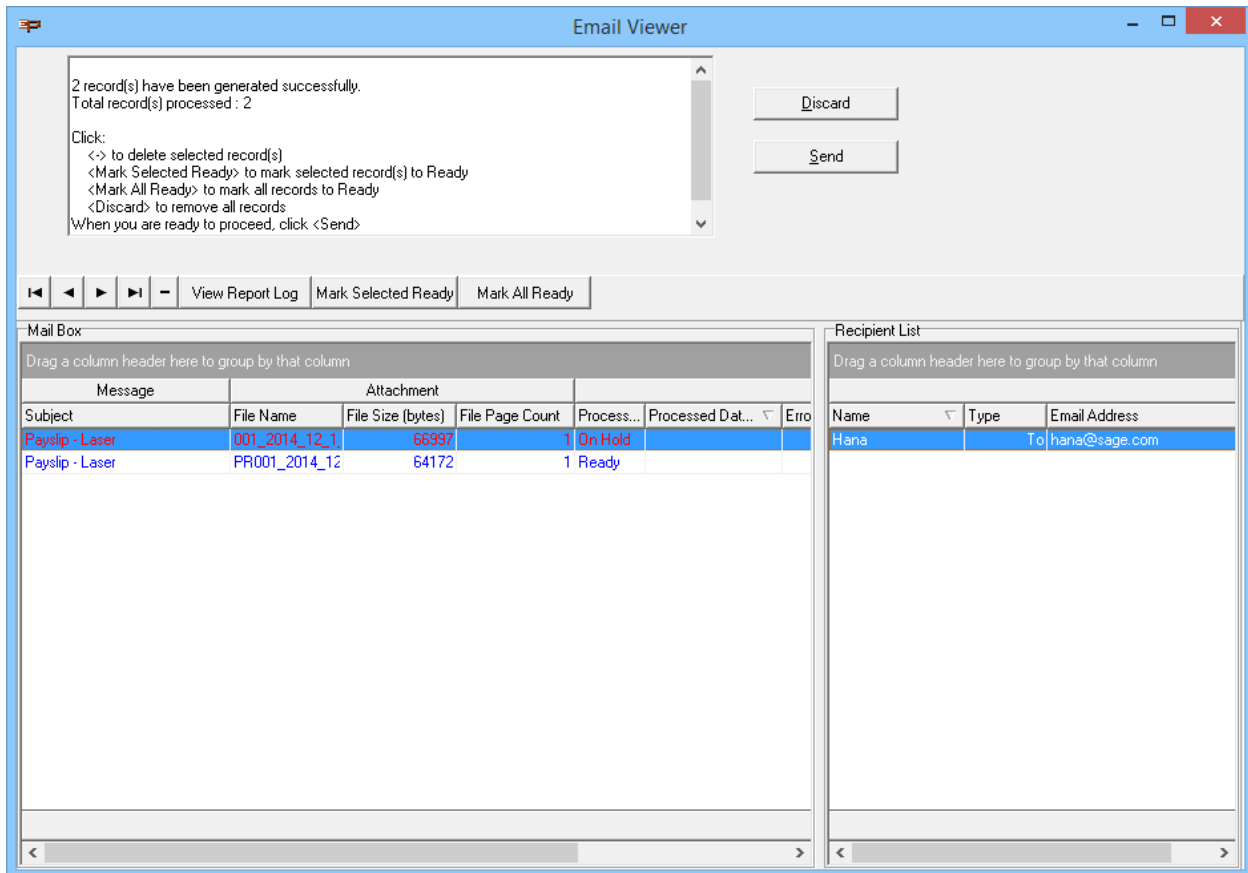


4. Click on **Yes**



No part of this document or any related files may be modified, adapted, reproduced, distributed and/or converted in any form and by any means (electronic, photocopying or otherwise) without express written consent of Sage Software Asia Pte Ltd.

- The following Email Viewer window will appear to allow the user to validate the records before confirming that the email can be sent.



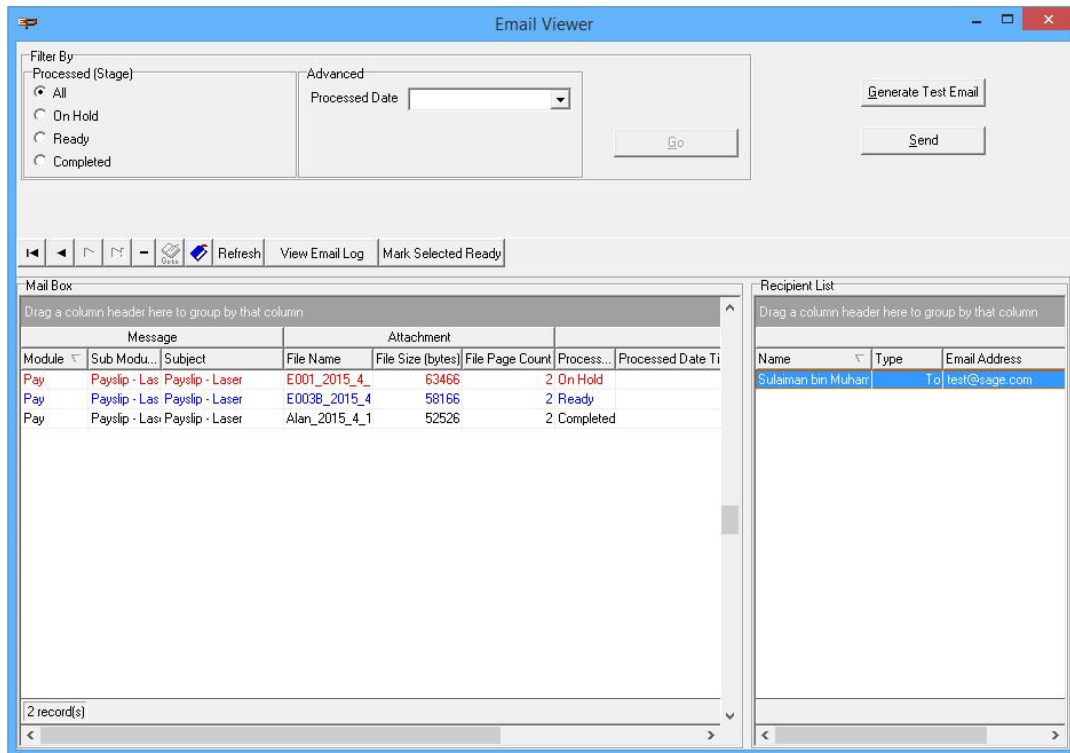
- The Message Box on the top left will display a log of the generated records. Any warning / error message that needs to be looked at will also be shown there.
- View Report Log** - A more detailed log file if there is any warning / error message in the top left Message Box.
- Mark Selected Ready** - Allow the user to select messages to be in the Ready stage. This allows the Mailer to process the record when it is activated.

Note: The mailer will be activated when the Email Viewer is closed.

- Mark All Ready** - Set all messages to the Ready stage.
- Discard** - Discard all records and close the Email Viewer
- Send** - This will only be enabled if there is at least 1 record that is Ready.

## Monitoring The Sent Status

1. Click on **EPE Control: Module > Email > Email Server Settings**. The login window will appear. Another place to access the Email Viewer is **Payroll: Reports > Payslip Generation > CS Format 1, CS Format 2, Laser Payslip**.
  - a. Sign in with a MAG-level user ID and Password. On successful login, the Email Viewer window will appear.



- Filter By
  - Processed (Stage) - These options filter out the processed or yet to be processed outgoing messages.

**On Hold** - Records created to the Outbox will be set to this On Hold stage, it will not be picked up by the Mailer immediately. Users can then validate this message from the Email Viewer. Once it is confirmed that all information in the Mail Box is correct, select the message(s) then click on **Mark Selected Ready** to change the status of the message.

Note: Check the *File Size (bytes)* and *File Page Count* column before marking the selected messages as ready. Ensure that there are no significant differences (at least double the amount) with the other records.

**Ready** - When the message is set to Ready, the Mailer is then ready to be processed. Click on **Send** to proceed to send this mail.

No part of this document or any related files may be modified, adapted, reproduced, distributed and/or converted in any form and by any means (electronic, photocopying or otherwise) without express written consent of Sage Software Asia Pte Ltd.



**Completed** - This indicates that the Mailer has processed the record and is being sent out to the employee.

- Advanced — Another filter to reduce the list of messages displayed
  - Refresh — Refresh the Mail Box / Recipient List.
  - View Email Log - A log file of the Email that has been sent out.
2. If you have marked a selected employee as Ready but his message is not ready to be sent, the only way is to delete his message from the mail box.
- a. Select the record in the mail box. Click on the - button. His message will not be sent out.