

How do I Print Pay Advices

When you print Pay Advices, this updates the pay records to produce the required advices.

Pay Advices can be printed as

- Laser A4, or
- Security.

Transactions cannot be modified once Pay Advices have been printed or previewed.

Pay Advices should only be generated after all transactions have been entered for current pay run and the details of the transactions have been confirmed through a Payroll Report.

Pay advices can subsequently be reprinted, however, by selecting the Reprint Pay Advices checkbox on the **Report** tab.

There are a number of caveats in the production of Pay Advices:

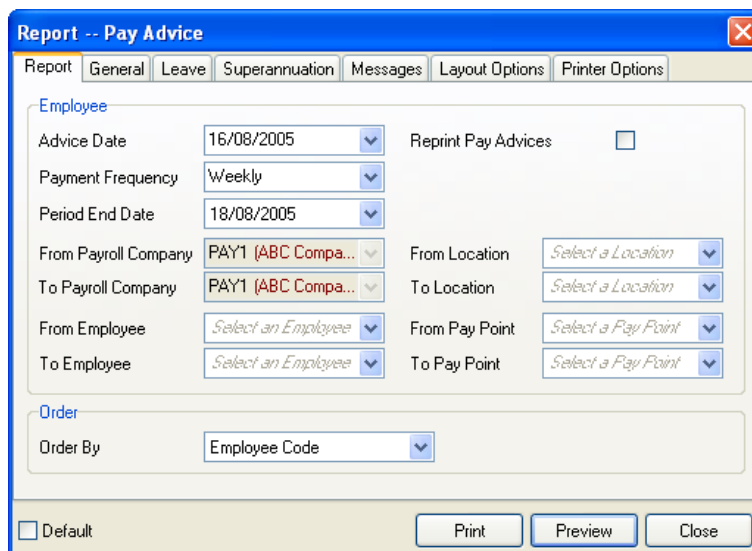
Pay components and bank accounts cannot be modified after the pay advices have been previewed or printed.

Previewing the pay advices have the same affect on SagePay as performing a physical print run.

Laser pay advices need to be printed with the Printer Orientation set to Portrait.

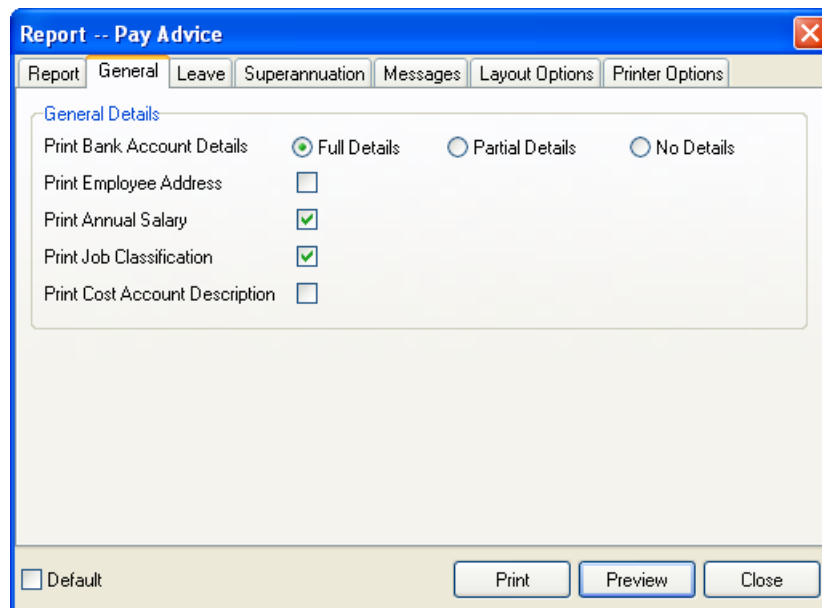
Printing Pay Advices

1. To access Pay Advices from the menu, select [Reports](#) > [Transactions](#) > [Pay Advices](#).



On the Report tab:

2. Enter the **Advice Date** for the pay advices. The **Pay Advice Date** indicates the issue date for the pay advice; not necessarily the period end date. Dates are selected using the calendar.
3. Select the **Payment Frequency**. The **Payment Frequency** field enables you to choose which of the available pay frequencies will be used. Select **All** for all pay frequencies, or select pay frequencies individually from the dropdown list.
4. Select the **Period End Date** from the list.
5. Select the **Reprint Pay Advices** checkbox if you need to reprint. The **Reprint Pay Advices** checkbox is used when you need to reprint pay advices, eg. for an interruption to production or the loss or destruction of the original advices.
6. The **From Payroll Company** and **To Payroll Company** fields in SagePay are read-only. SagePay supports only one payroll company per company database. The **From Payroll Company** and **To Payroll Company** fields are auto-populated with the name of the payroll company from the current database. To report on an alternate payroll company, you must login in to company database containing that payroll company.
7. Select the **From Employee**. The **From Employee** field identifies the first employee in a range. Use it to select the employee with which you want to start the range.
8. Select the **To Employee**. The **To Employee** field identifies the final employee to complete the range for the report.
9. Select the **From Location**. The **From Location** field is used to select a location in the field which commences the location range for the report.
10. Select the **To Location**. The **To Location** field identifies the location that completes the location range for the report.
11. Select the **From Pay Point**. The **From Pay Point** field identifies the first Pay Point in a range. Use it to select the Pay Point with which you want to start the range.
12. Select the **To Pay Point**. The **To Pay Point** field identifies the pay point that completes the range for this report.
13. Select **Order By**. The **Order By** field enables you to sort the contents of a report.
14. Click on the **General** tab.



On the General tab:

15. Select the **Print Bank Account Details** radio button. The **Print Bank Account Details** radio buttons control which bank account details appear on pay advices. The options are:
 - Full Details: Branches, Account Numbers, Account Names and amounts are displayed.
 - Partial Details: Branches & amounts are displayed
 - No Details: No banking information is printed.
16. Select **Print Employee Address**. The **Print Employee Address** checkbox includes employee addresses on the advices.
17. Select **Print Annual Salary**. The **Print Annual Salary** checkbox is selected if the Annual Salary entered in the Employee Record is to be printed as part of the pay advice summary.
18. Select **Print Job Classification**. Use this checkbox if the Pay Class Description is to be shown as the Normal Hours Description when printing Rate details as part of the pay advice.
19. Select **Print Cost Account Description**. The **Print Cost Account Description** checkbox is used if the Cost Account Description is to be shown when printing Hours by Rate details as part of the pay advice.
20. Click on the **Leave** tab.

Report -- Pay Advice

Report | General | **Leave** | Superannuation | Messages | Layout Options | Printer Options

Leave Balances

Display: Hours Days

Leave Dates:

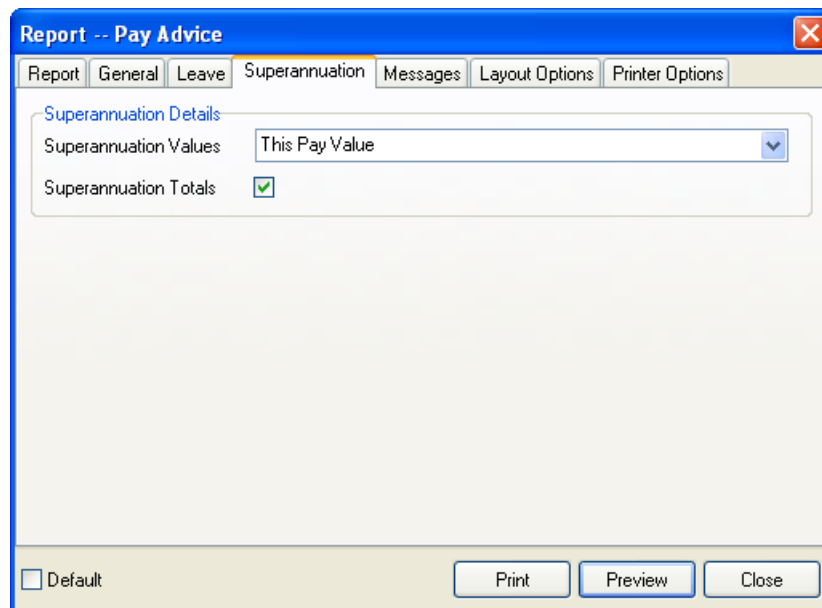
Print Leave Amounts

	Pro Rata	Entitlement	Taken	Total
Annual Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long Service Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Default

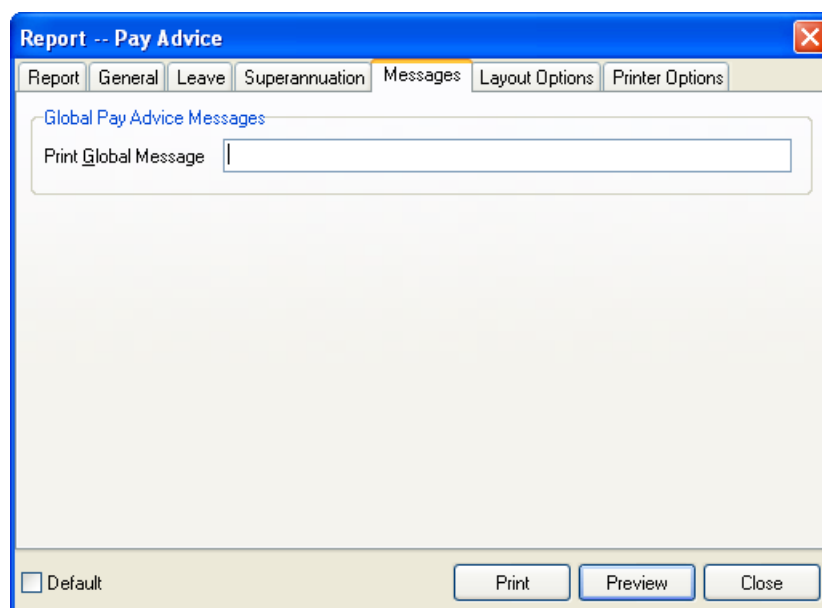
On the Leave tab:

21. Select the **Display** radio button. Use the **Display** radio buttons to select whether the entitlement is displayed in **Hours** or **Days** on the pay advices.
22. Select the **Leave Dates** checkbox. The **Leave Dates** checkbox is used if From and To dates for leave taken are to be printed as part of the pay advice detail.
23. Select the **Print Leave Amounts** checkboxes that are required. The Print Leave Amounts checkbox matrix enables you to determine what combination of records for ProRata, Entitlement, Taken and Total leave are displayed on pay advices for the following leave types:
 - Annual Leave
 - Sick Leave
 - Long Service Leave.
24. Click on the **Superannuation** tab.



On the Superannuation tab:

25. Select the **Superannuation Values**. The **Superannuation Values** field lets you choose how superannuation contributions are displayed on pay advices. The options include displaying data for the current period only, as well as the options of showing accumulated values on a Periodic or Year to Date basis.
26. Go to the **Superannuation Totals** checkbox. The **Superannuation Totals** checkbox displays the employee's total superannuation contributions at the bottom of the pay advices, along with total salary.
27. Click on the **Messages** tab.

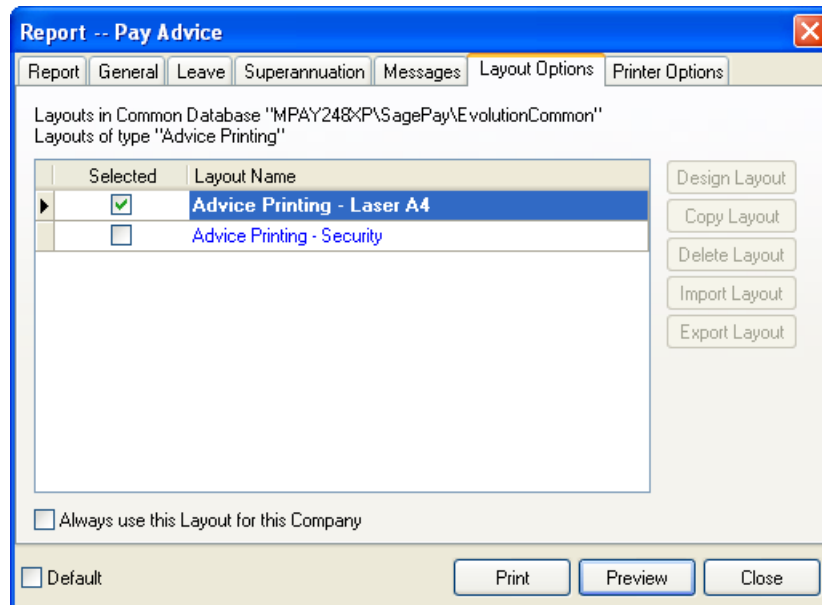


On the Messages tab:

28. Enter the **Print Global Message**. The Global Message field is used to enter messages that will be displayed on all pay advices.

NOTE: If specific messages have been created for particular employees, these messages will override the global message.

29. Click on the **Layout Options** tab.



On the Layout Options tab:

30. On the **Layout Options** tab, select Laser A4 advices or Security advices.

To Print or Preview the Pay Advices:

31. Select either the **Print** or **Preview** button to produce the report.