

# Micropay Professional

## Emailing Payslips

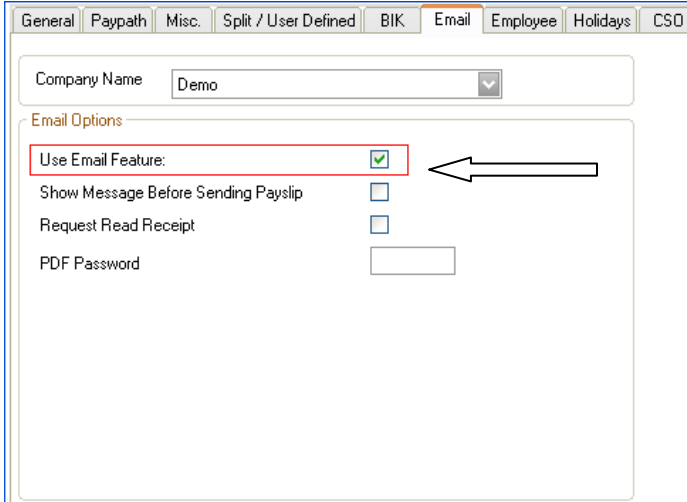
Micropay Professional allows emailing payslips to employees, rather than distributing them manually.

**Note:** The emailing of payslips is only available through MAPI compliant web clients. These include (amongst others) Microsoft Outlook, Outlook Express, Lotus Notes, Eudora and Netscape Communicator. This facility does not work with Web based email clients such as Yahoo Mail, Gmail and Hotmail.

Payslips can be sent to and viewed from Web based email clients, but Micropay Professional will not use them to send payslips.

### Enable Email Payslips Function

1. Select **Company/Payroll / Company/Payroll Details**.
2. Select the **Email** tab.
3. Select the **Use Email Feature**.



The screenshot shows the 'Email' tab in the Micropay Professional software. The 'Company Name' is set to 'Demo'. Under the 'Email Options' section, the 'Use Email Feature' checkbox is checked and highlighted with a red box, with an arrow pointing to it. Other options include 'Show Message Before Sending Payslip', 'Request Read Receipt', and 'PDF Password'.

- **Show Message Before Sending Payslip(s)** allows the payroll operator to preview the email before sending it to the employee. This will allow the body of the email to be edited to send individual payroll messages to the employees.

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- **Read Request Receipt** allows Payroll Operator wants to confirm when a payslip email has been read. This facility may not work with emails viewed from some web based email clients.
- **PDF Password** field is used to prevent users with PDF writing software from amending any reports created in the PDF format. If there is a password saved in this field, any user with PDF writing software will need to enter this password before they are allowed to edit the information on the reports (this also includes PDF payslip information).

## Set up Email Payslips for Employees

1. Select **Edit Employees**.
2. Select the **Personnel** tab.
3. Enter an email address in the **Email** field.

Contact Details

Email

4. Select **Pay/YTD** tab.
5. Tick **Use Email Payslips**.

When this option is selected, a random PIN number is generated in the **Payslip PIN** field below. This number can be edited as necessary. The employee will require this PIN number to view any payslip that is emailed to them.

To ensure that the employee has the current PIN number, there is the **Email PIN** option. This option will send an email to the employee's address, with their current PIN number.

Use Email Payslips

Payslip PIN

## Using Email Payslips

When the email option has been enabled at the payroll and employee level, the payroll operator should save timesheets for the employees as normal.

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After all the timesheets have been saved:

1. Go to the **Reports / Payroll reports**.
2. Select the **Payroll** tab.
3. Select **Payslips**.
4. Select **Email Payslip** from the list.

**Selection**

Sequence: Employee Code

From: Employee Code

To: Department

List: Laser Payslip, Security Laser Payslip, Continuous Print Payslip, **Email Payslip**

5. Select **Email**.

**Payroll Reports**

Payroll Employee Payments Company

**Report**

- Payslips
- Record Cards
- Earnings Tax & PRSI
- Employee Audit
- P45 Details / P46
- USC Cessation Cert.
- PRD45
- Labels
- Absence Report
- Holidays
- Timesheet Forms
- Timesheet Audit
- Employee Details
- JLC Report

Chq. Batch Pause Dept.

Summ. TP Only

Break Fixed

**Selection**

Sequence: Employee Code

From: [ ]

To: [ ]

List: Laser Payslip, Security Laser Payslip, Continuous Print Payslip, **Email Payslip**

**File Exports**

P45 to RDS

P45 (Part 3) to RDS

P46 to RDS

Test Print

Preview

Print

Print Batch

Save Batch

Setup..

**eMail**

**PDF**

Excel

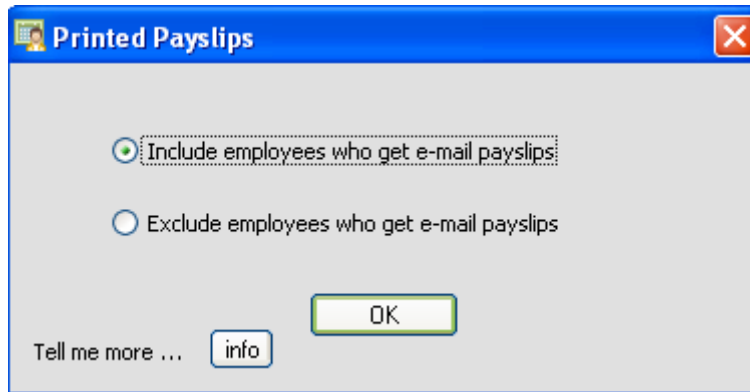
Batched Reports

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There are 2 options when Email Payslips option is selected from the list. You can email or save to PDF.

When saving to PDF the default location is C:\My Documents\Micropay Reports\  
(Company I.D. e.g WEEKLY)

If you Preview the payslips you will get a query box with 2 options available:



## Emailing Historic Payslips.

To email the Historical Payslips:

1. Select **Processing / Employee Details**
2. Select **Payslip**.

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Gender

Male

Female

Director

Director

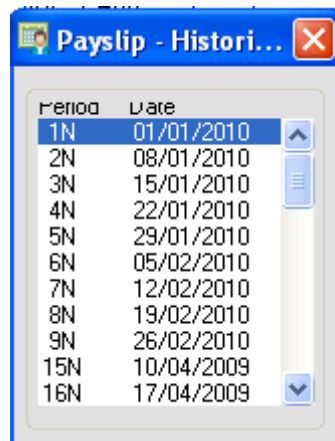
New

Search

Payslip..

NotePad..

3. Select the Payslip for the appropriate period.
- 4.



Period	Date
1N	01/01/2010
2N	08/01/2010
3N	15/01/2010
4N	22/01/2010
5N	29/01/2010
6N	05/02/2010
7N	12/02/2010
8N	19/02/2010
9N	26/02/2010
15N	10/04/2009
16N	17/04/2009

5. Select **File menu / Email Slip**.
6. Select **Send**.

