Enterprise - How to Email Pay Stubs

Last Modified on 05/05/2021 10:39 am CDT

Emailing Pay Stubs

If you want to give your employees an electronic version of their paycheck stub, Enterprise allows you the option to send paycheck stubs during the payroll process or anytime after.

Note In order to send emails in Enterprise you will need to set up your email. See Enterprise Email Overview for more information. For emailing en mass you will need to set up a mass email account.

This Article Covers:

- 1. Before Emailing Pay Stubs
- 2. Emailing from Payroll Runs
- 3. Emailing Individually
- 4. Reemail Pay Stubs

Before Emailing Pay Stubs

Step 1: Email Template Setup

Users can setup a myriad of pay stub email templates by navigating to all options \rightarrow email \rightarrow template manager. Why would you need more than one? Well, for example, perhaps employees working for different branches should be given different phone numbers/reference information for any questions. The possibilities are endless!

Email		► tasks appointments so	ocial email	
template manager	Template Name pay			+ / ×
	Drag a column header here to gro	bup by that column.		A
	Name	Description	System	Active
	Email Paycheck Stub #1	Email Paycheck Stub #1		×
	Invoice Pay me now	Invoice TempWorks	×	×
	Invoices - PrompPay	Invoices - PrompPat	×	×
	Pay Stub Emailing	Used for Emailing Pay Stubs		×

Step 2: Employee Record Setup

If you intend on emailing pay stubs to your employees on a regular basis it is crucial that their employee record is setup accordingly. To do this, navigate to their employee record and expand the (1.) pay setup section. Once there, select the (2.) email pay stub check box.

	Laurie S 743 Roselawn A Eagan, MN 5512	ve. ID: 4295016284	I.	Scheduled for: 11/30/2015 ◀		
	🥏 🛱 📼 E 😻	+ •	₲★ピQ★↓	▶ tasks a	appointments social	email
1.	visifile • details documents • integrations • evaluations messages • pay history • pay setup accruals	general informatic Pay Setup Complete Employee ID required tax inform Federal Exemptions State Exemptions Federal Add. Withholding	mation 0 50.00	2	payment options Electronic Pay Setup Comple Mail Check and/or Stub Email Pay Stub Paycard Requested Paycheck Delivery Code Default Pay Rate Note to Payroll	te
	adjustments arrears electronic pay rate sheet taxes tasks search	Dependents Marital Tax Status Tax State State Juris Tax By Employee State Qualifies for HIRE Act	0 Single MN	* * *	automatic delivery Use these options to automa activation date. Activation Date New Delivery Code Mail to Permanent Address	tically change check delivery on the specified

Note An email address must be on file in order to send pay stubs via email. If the employee does not have an email address on file and you attempt to click this checkbox you will receive the following error message:

Electronic Pay Setup Complete		
Mail Check and/or Stub	×	
Email Pay Stub	×	
Paycard Requested	A valid Email Address is required to send pa	systubs to an employee.
Paycheck Delivery Code		
Default Pay Rate		
Note to Payroll		

Emailing Pay Stubs En Masse from Payroll Runs

Users can identify what employees are setup to have pay stubs emailed to them during a payroll run. Once users have reached the "view checks" step within a payroll run, an "email ready" column will be visible. If the checkbox is selected, the employee *is* setup to receive an emailed pay stub.

Following our example, the image below shows that Susie Catalano and Charles Cameron *have* been setup to receive pay stub emails, but Lloyd Christmas *has not*. The check box is strictly shown for reference and is not interactive. So, at this point if we'd like to sign Lloyd Christmas up to receive paycheck stub emails we would navigate to his employee record and complete Step 2 of this document.

🖻 payroll -	view check	5					@ _	×
Start Setup Existing Runs Transactions	Checks These checks will be p	rinted in this run.	1		Ch	eck Date:	11/30/2015 Run: 1340	
Verify Transactions Calculate	Payee	Ernail Ready	Gross	Tax	Adj	Net		^
View Checks Payroll Summary	Catalano, Susie		\$480.00	\$72.59	\$407.41		\$0.00	
Print Checks	Cameron, Charles		\$500.00	\$65.74	\$25.00		\$409.26	
	Christmas, Lloyd		\$420.00	\$99.73	\$0.00		\$320.27	

Once users have reached the payroll summary step of a check run they can simply select the email pay stubs check box and specify what account the email should be sent from.

											?) _ X
	🗉 payroll -	- [oayroll s	umm	ar	у						
	Start Setup Existing Runs Transactions		payroll sur Please verify the numbering	informati	ion b	elow.			Check Da	te: 11/30/20	15 Run:	13399 G
	Verify Transactions Calculate		Starting Check	Number		37554	Print all checks					*
_	View Checks Payroll Summary		Starting EPay C	heck Num	ber	20	Use EPay check	numbers only				
3.	Print Checks					4.	🗶 Email Pay Stubs					
							Number and ma		rinted (No c	hecks will be p	rinted)	
			Check Sort				Mark all checks	live				
			Check Sort			Highest Branch,	Employee Name					*
			email									
		5.	Send from Acco	ount	1							•
			Email Template		1		Email	Account		Description		
			summary			AR@PPP.com				lices		
			Bank Account	CG Bank	of A		osted@iphouse.com		Mer	nphis SE Office	2	
			Check Date Checks	11/30/2	015	dalyce@temp	oworks.com osted@iphouse.com		love	ice Email		
			EPays	1 0		tempworksne	sted@ipnouse.com		invo	ice citian		
			2. 0,5	0								
									Cancel	< Back	N	lext >

Note The accounts listed within the dropdown correspond with the accounts established in the E button → Options → Mass Mailer section of Enterprise options:



Lastly, select which (6.) email template should be used when emailing pay stubs.

🖼 payroll -	payroll su	ımmary	ý			⑦ _ ×
Start Setup Existing Runs Transactions Verify Transactions	payroll sum Please verify the i numbering Starting Check Ni	nformation b		Print all checks	Check Date: 11/30 ,	/2015 Run: 13399 G
Verify Transactions Calculate View Checks • Payroll Summary Print Checks	Starting EPay Che	eck Number		Use EPay check numbers only Email Pay Stubs Number and mark checks as printed (No checks will be printed) Mark all checks live		
	email Send from Accou	L		Employee Name		
e	Check Date Checks	! CG Bank of A 11/30/2015 1 0	Check Stub W Checks Dated	Friday tubs Thank You :k Stub #1	Description Check Stub Weekly Email to use for checks dated Friday Email Check Stubs Thank You Email Paycheck Stub #1 Used for Emailing Pay Stubs	^

Below is a review of what the payroll summary page should resemble if you are emailing pay stubs:

🗉 payroll -	payroll summar	у					() _ ×
Start Setup Existing Runs Transactions Verify Transactions Calculate View Checks • Payroll Summary Print Checks	payroll summary Please verify the information b numbering Starting Check Number Starting EPay Check Number Starting EPay Check Number Check Sort email Send from Account Email Template Summary Bank Account Check Date 11/30/2015 Checks 1 EPays 0	37554 20 Highest Branch tempworkshos Check Stub We	Mark all chec , Employee Name ted@iphouse.com	bs mark checks as p ks live	,	e: 11/30/2015	v
					Cancel	< Back	Next >

You're done! The paycheck stub email is automatically sent when the payroll run is complete. Below is an example

of a received pay stub email:

	Reply All G Forward @ IM Mon 11/16/2015 2:12 PM QA_MassEmail@iphouse.com Pay stub for the week of Sunday, November 15, 2015	
To Shawna I	yraot by Paystub for 11-16-2015.pdf (5 KB)	
	check stub for the week of Sunday, November 15, 2015 as dated Monday, November 16, 2015 is attached to this email. Please review it for accuracy. I for all your work.	

Emailing Pay Stubs

If an employee calls in and is requesting a pay stub (from last week or last year!) you can email a pay stub from the check summary.

To accomplish this, locate the check (either from their employee record \rightarrow check register, or from the pay/bill \rightarrow check register section in Enterprise) and view the individuals (10.) check summary.

Once there, select the (11.) email pay stub option. This will open the "select mass emailer and template" window (shown above).

🥏 🛱 🚾 🖬 E 😻	+ + 4 4 🛧	Ľ Q 1	• + •	tasks	appointme	ents social	email		E-Mail Paystub
documents integrations evaluations messages pay history	Pace, Charlie Charlie Pace 1235 Summit Ave Maplewood, MN 55108		Tax Marita Tax Exemp Minne Federa	l Status tions sota Single I-Single	Single 1 /ithholding 1	Check Number 3	7496 295015974 ica	11. X = 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5)15
accrual history ach history adjustment history check register	Wages Reg: Regular Hours	rate \$13.00	units 40.00	this period \$520.00	year to date \$520.00	001100111001 Accruals	this period		
10. check summary staged check summary paycard history	Reg: Overtime Hours	\$19.50 Gross Wage	0.75 es	\$14.63 \$534.63	\$14.63 \$1,734.63	Other Benefits	<u>.</u>	year to date	
taxes to date transaction history > pay setup tasks search	Taxes Minnesota Single Federal-Single Employee Portion Social Security tax Employee Portion Medicare tax			\$27.12 \$53.15 \$33.15 \$7.75	\$99.98 \$241.97 \$107.55 \$25.15				
employee	Adjustments AdvanceBnk EringeBene			\$26.40 (\$50.00)	\$56.40				

You can also right click on a check in the check register to email a paystub.

Reemail Check Stubs

If you want to re-email check stubs, you can do so en mass from the Pay/Bill Actions Menu

- 1. Navigate to Pay/Bill section
- 2. Select the Actions menu > Reemail Check Stubs

	Payroll / Invoi	cing
	Current Weekend Bill 6	 1374 Unused Timesheets 1 Timesheets Not Paid
Close week		 Export Import Upload Documents Reprint Payroll Run Reemail Check Stubs Reemail Invoices Available Paycards Assign Paycard Numbers Modify Worker Comp Export Assignment info to PeopleNet
- De	cord Astions	Import PeopleNet Time File
Re	cord Actions	Form Actions

- 3. Select the mass mailer email you want to send the email from
- 4. Pick the email template (check out How to Set up and Utilize Email Templates in Enterprise for more information)
- 5. Pick the weekend date you want to re email paycheck stubs for

🗢 email c	hecks - start			(?) _ X
• Start Select PayStubs View Emails Send Emails	sender email options Select and email address to send from			
Finish	Send from Account	AR@PPP.com		-
	Email Template	Check Stub Weekly		~
	Email Check Stubs Begining for Week Ending on	4/26/2020		v
	Email Check Stubs Ending for Week Ending on	5/3/2020		*
	Send test email			
			Cancel	Next >

- 6. Select Next
- 7. Review the payroll runs available based on the weekend date range you selected

·			⑦ _ ×
email ch	iecks - sei	ect paystubs	
Start ▶ Select PayStubs	select pays Choose the Check	t ubs Stubs to include in this email run.	
View Emails Send Emails	Groups	RunID Date BankID Check count	+ Select All
Finish	PayRoll Run	🕱 22323 4/26/2020 12:00:00 AM 491 4	Î.
		22360 5/3/2020 12:00:00 AM 491 1	
		22359 5/3/2020 12:00:00 AM 491 0	
		22356 5/3/2020 12:00:00 AM 491 4	
		22321 4/26/2020 12:00:00 AM 491 5	
		22322 4/26/2020 12:00:00 AM 491 2	
		22361 5/3/2020 12:00:00 AM 491 6	
		22362 5/3/2020 12:00:00 AM 491 4	
		22366 5/3/2020 12:00:00 AM 491 1	
		22364 5/3/2020 12:00:00 AM 491 18	~
		Cancel < Back	Next

- You can select some or all of the payroll runs here
- 8. Review the email list before clicking next
- 9. Your emails will then load and send

Related Articles