

Enterprise - How to Email Pay Stubs

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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.

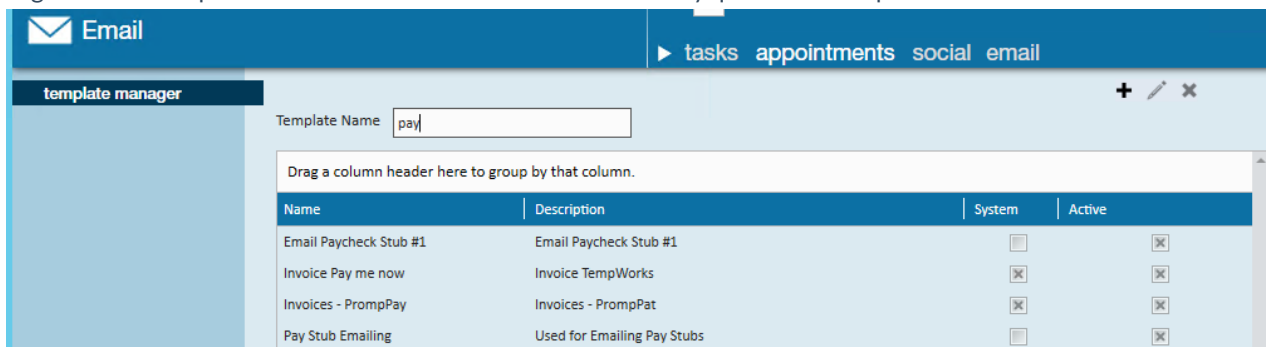
This Article Covers:

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 → email → 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!



Name	Description	System	Active
Email Paycheck Stub #1	Email Paycheck Stub #1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice Pay me now	Invoice TempWorks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoices - PrompPay	Invoices - PrompPat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pay Stub Emailing	Used for Emailing Pay Stubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 Snell
 743 Roselawn Ave.
 Eagan, MN 55121
 ID: 4295016284
 SSN: xxx-xx-4351

Scheduled for:
 11/30/2015

tasks appointments social email

1. **pay setup**

general information
 Pay Setup Complete
 Employee ID

required tax information
 Federal Exemptions
 State Exemptions
 Federal Add. Withholding
 Dependents
 Marital Tax Status
 Tax State
 State Juris
 Tax By Employee State
 Qualifies for HIRE Act

payment options
 Electronic Pay Setup Complete
 Mail Check and/or Stub
 2. **Email Pay Stub**
 Paycard Requested
 Paycheck Delivery Code
 Default Pay Rate
 Note to Payroll

automatic delivery method change
 Use these options to automatically change check delivery on the specified activation date.
 Activation Date
 New Delivery Code
 Mail to Permanent Address

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:

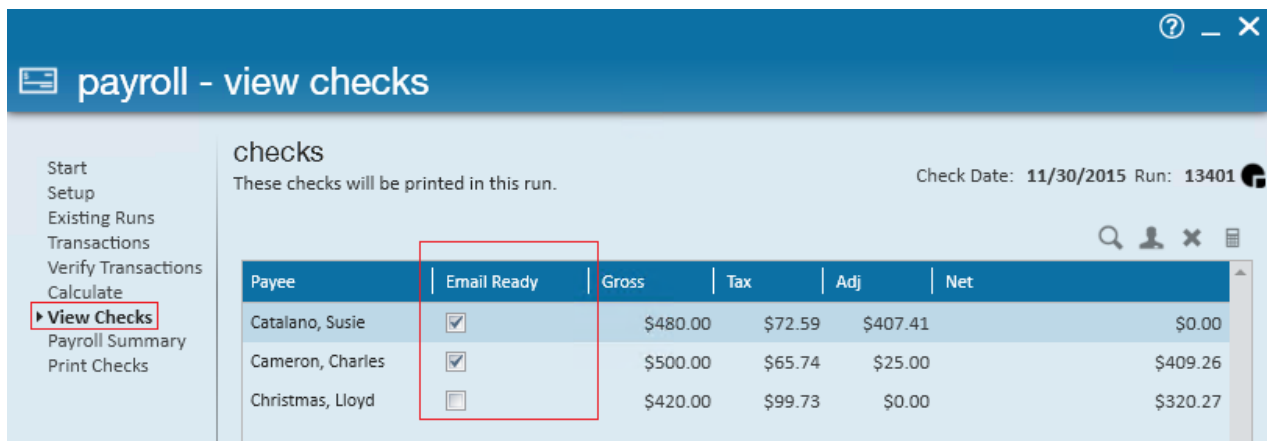
payment options
 Electronic Pay Setup Complete
 Mail Check and/or Stub
Email Pay Stub **!**
 Paycard Requested
 Paycheck Delivery Code
 Default Pay Rate
 Note to Payroll

A valid Email Address is required to send paystubs to an employee.

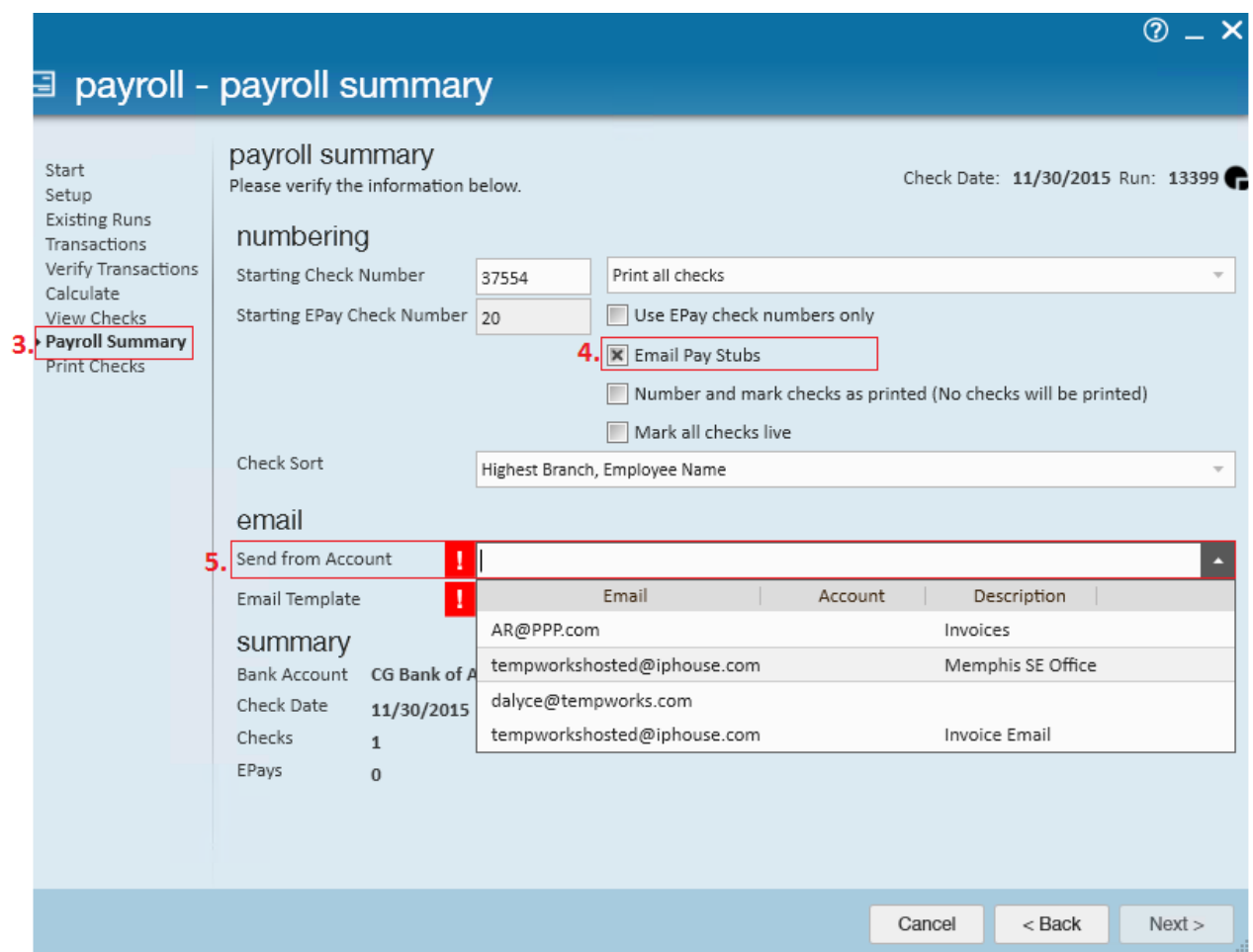
Emailing Pay Stubs En Masse from Payroll Runs

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.

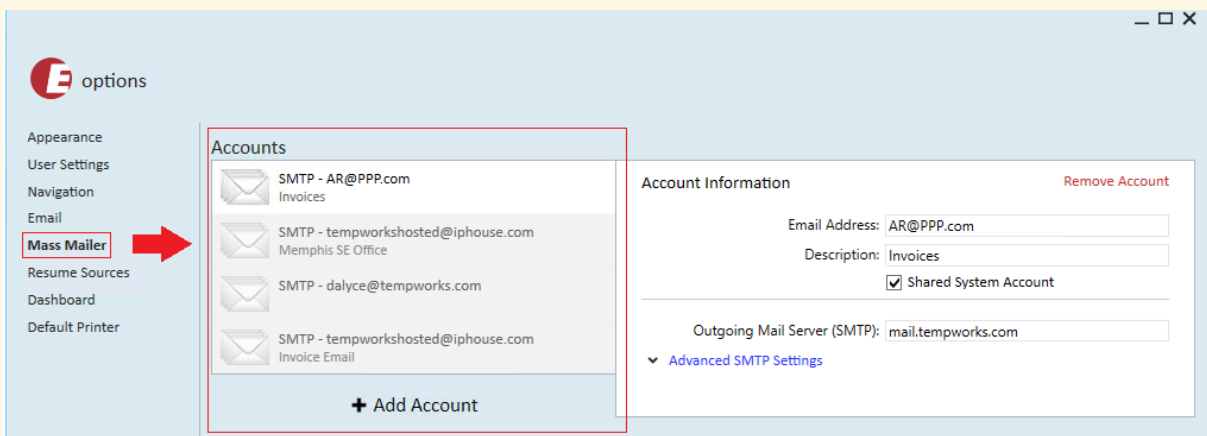
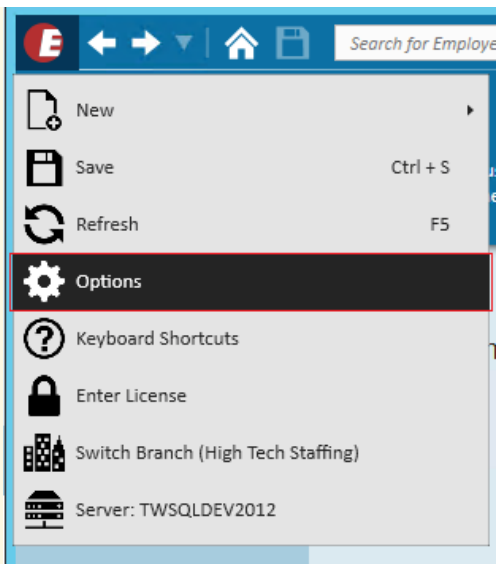
Following our example, the image below shows that Susie Catalano and Charles Cameron *have* been setup to receive pay stub emails, but Lloyd Christmas *has not*. The check box is strictly shown for reference and is not interactive. So, at this point if we'd like to sign Lloyd Christmas up to receive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



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.



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 summary

payroll summary
Please verify the information below. Check Date: 11/30/2015 Run: 13399

numbering

Starting Check Number: 37554 Print all checks

Starting EPay Check Number: 20

Use EPay check numbers only

Email Pay Stubs

Number and mark checks as printed (No checks will be printed)

Mark all checks live

Check Sort: Highest Branch, Employee Name

email

Send from Account: tempworkshosted@iphouse.com

6. Email Template: [Red box with exclamation mark]

summary

	Name	Description
Bank Account	CG Bank of A	Check Stub Weekly
Check Date	11/30/2015	Checks Dated Friday
Checks	1	Email Check Stubs Thank You
EPays	0	Email Paycheck Stub #1
	Pay Stub Emailing	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 summary

payroll summary
Please verify the information below. Check Date: 11/30/2015 Run: 13399

numbering

Starting Check Number: 37554 Print all checks

Starting EPay Check Number: 20

Use EPay check numbers only

Email Pay Stubs

Number and mark checks as printed (No checks will be printed)

Mark all checks live

Check Sort: Highest Branch, Employee Name

email

Send from Account: tempworkshosted@iphouse.com

Email Template: Check Stub Weekly

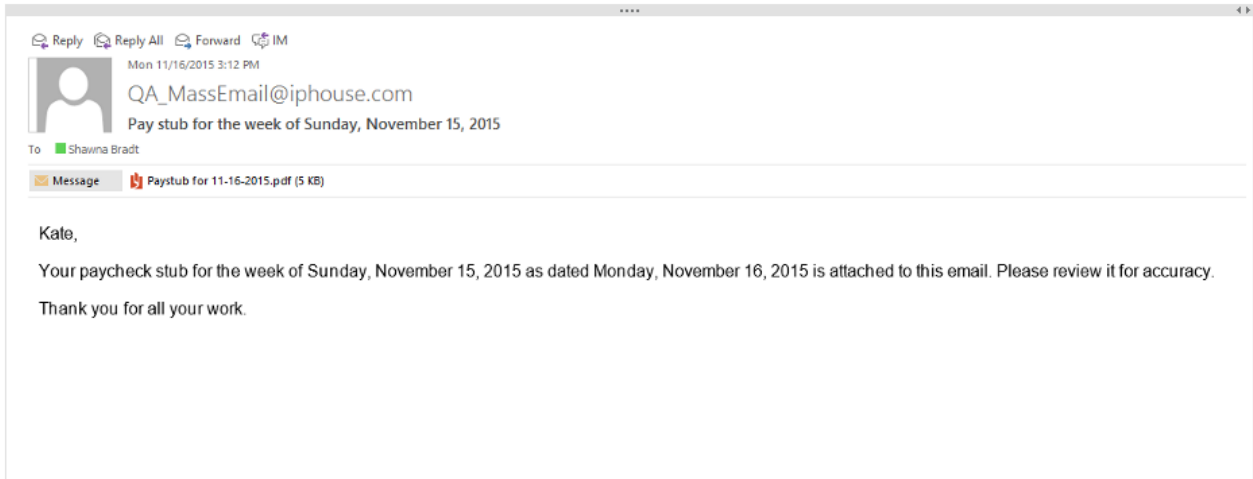
summary

	Payroll Run Type	CheckRun
Bank Account	CG Bank of America	Weekend Date
Check Date	11/30/2015	11/29/2015
Checks	1	Payroll Run ID
EPays	0	13399

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:

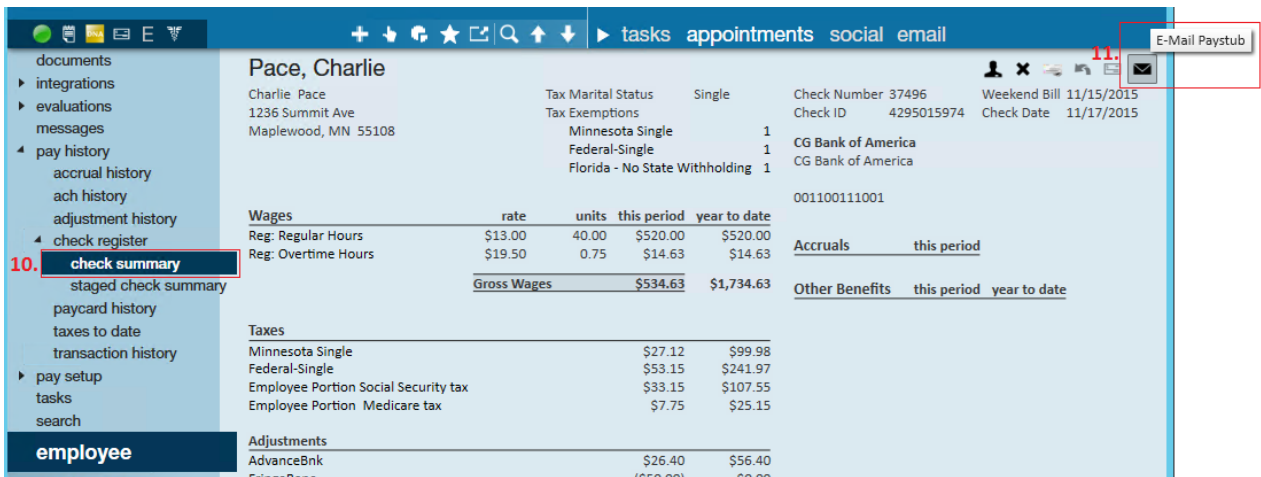


Emailing Pay Stubs

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 → check register, or from the pay/bill → 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).

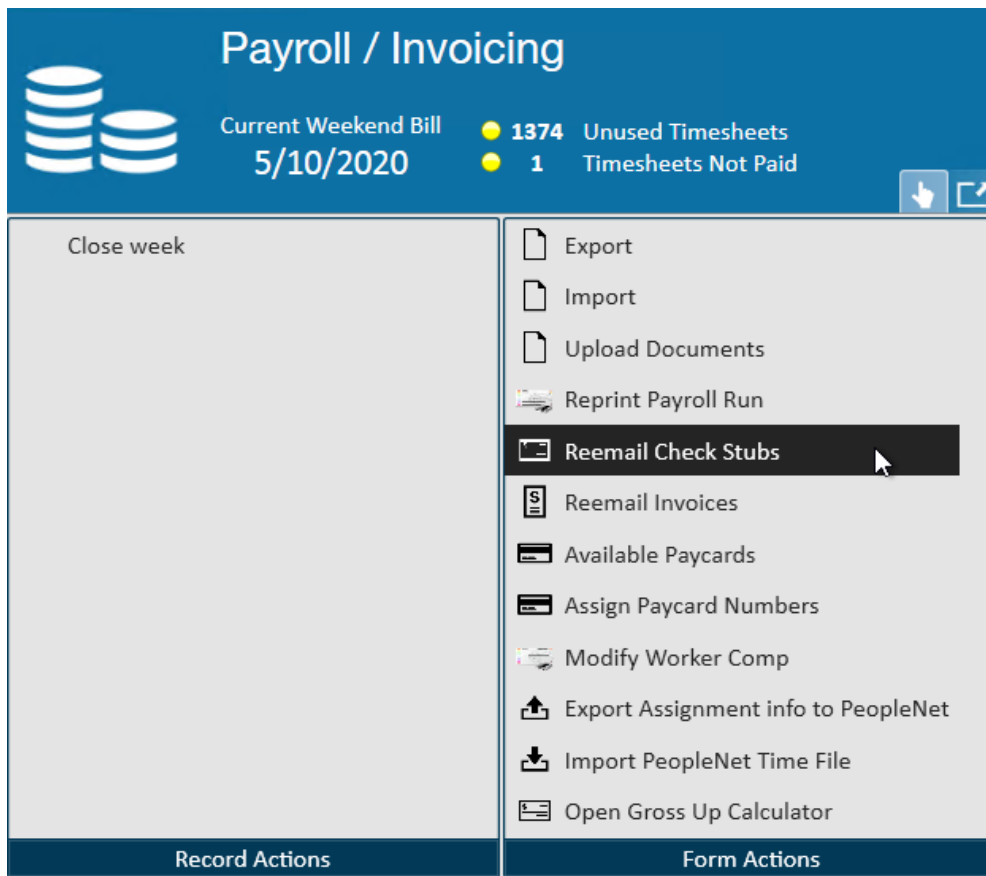


You can also right click on a check in the check register to email a paystub.

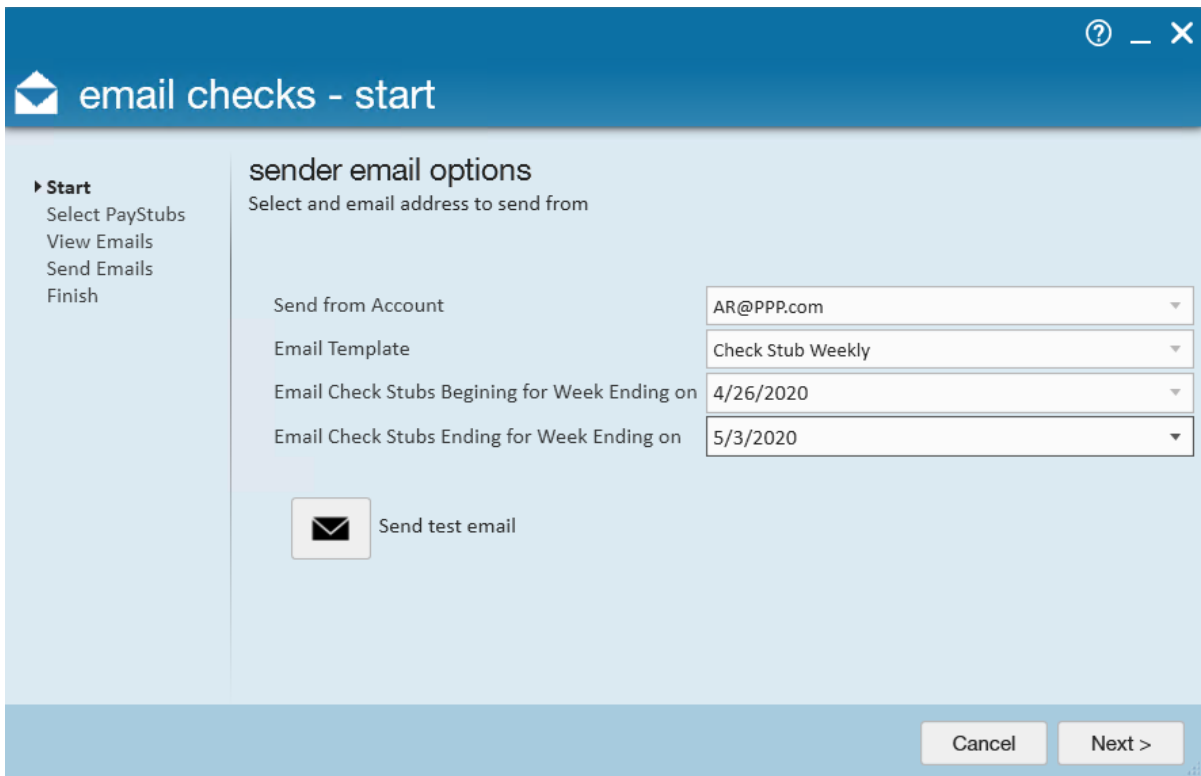
Reemail Check Stubs

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 > Remail Check Stubs

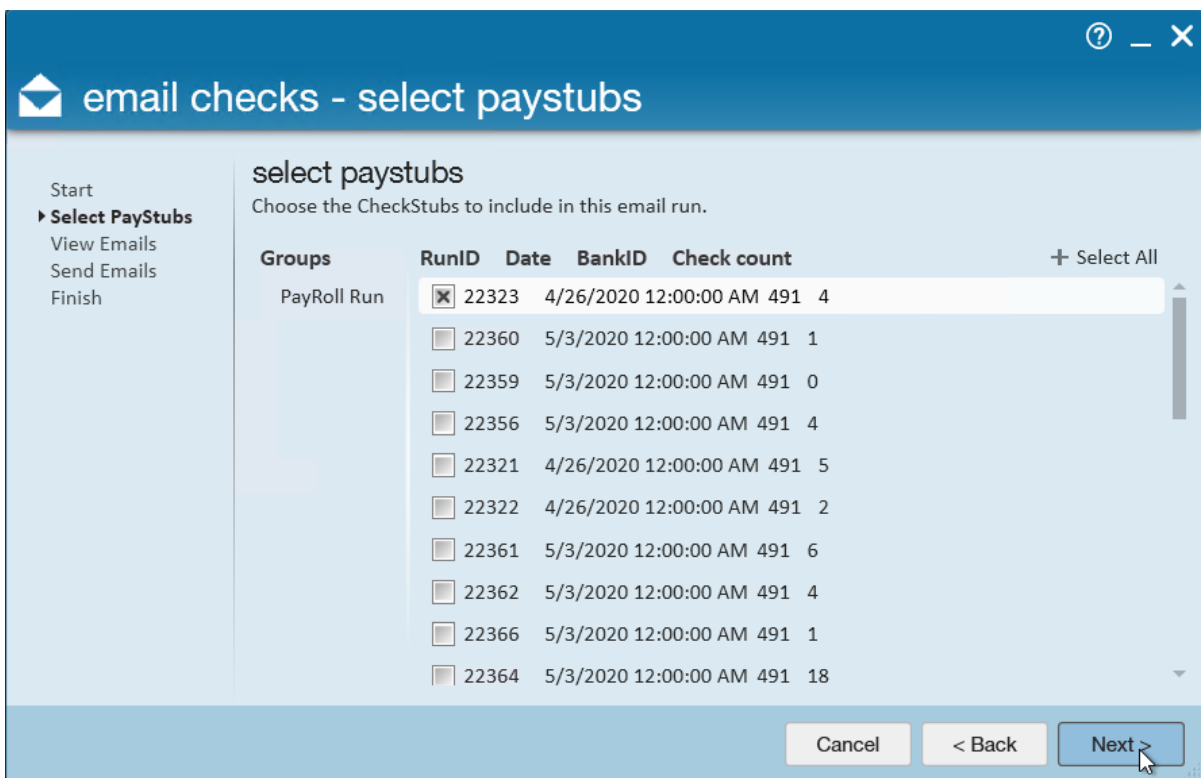


3. Select the mass mailer email you want to send the email from
4. Pick the email template (check out [How to Set up and Utilize Email Templates in Enterprise](#) for more information)
5. Pick the weekend date you want to re email paycheck stubs for



6. Select Next

7. Review the payroll runs available based on the weekend date range you selected



o 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

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