

Email Paycheck Stubs

How to read this Document:

*Terms listed in **BOLD** are names of main records or sections (ie: Employee or Visifile).

*Terms listed in *ITALICS* are field names or buttons (ie: PayRate or Save).

*Terms listed in ***BOLD ITALICS*** are sub-sections of a record (ie: Messages or Contact Methods).


*Terms listed in "QUOTATION MARKS" are inputs for the fields or drop down menus (ie: "Available").

*Information listed in **RED** are "best practices" or information about required fields.

*Information listed in **BLUE** are reports which pertain to that particular section.

Employees can receive their Paycheck Stubs via various methods including receiving them by email.

To be able to email Paycheck Stubs you must have email address(es) set up in the **Mass Mailer** area from which to send them and **Email Template(s)** with the verbiage you would like to use in the emails.

Mass Mailer Email Addresses: Within the  area click on **Options/Mass Mailer**.

Click **Add Account** to add an email address which can be used for Mass Emailing:

Account Information Remove Account

Email Address: tempworkshosted@iphouse.com

Description: Invoice Emailer II

Shared System Account

Outgoing Mail Server (SMTP): Smtp.iphouse.com

[Advanced SMTP Settings](#)

Use default ports (25, 465, 587)

Use custom port: 25

Use Secure Sockets Layer (SSL)

Authentication: Auth Plain

User Name: tempworkshosted@iphouse.com

Password:

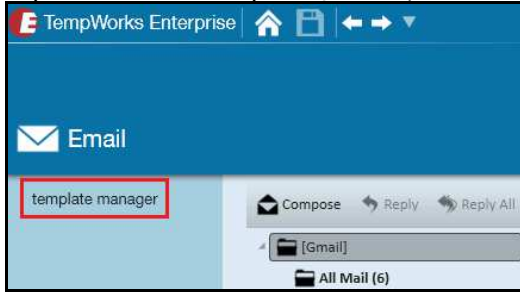
Enter necessary information such as the Email Address, SMTP address, select ports, enter user name and password.


***Note – Mass Mailer accounts allow you to mass mail items such as Invoices and Paychecks using a "system" email address.**

It is recommended *Shared System Account* be checked. This will allow anyone who is delivering invoices or paychecks to be able to access this email address.

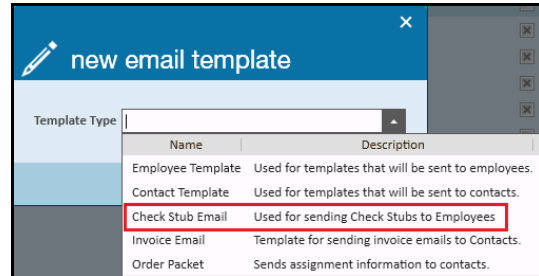
***Note – your email provider will be able to supply information regarding the server, port and authentication information.**

Email Templates: From *All Options/Email*, click on **Template Manager**.



Click the  button to create a new Email Template.

Select *Template Type* of Check Stub Email.



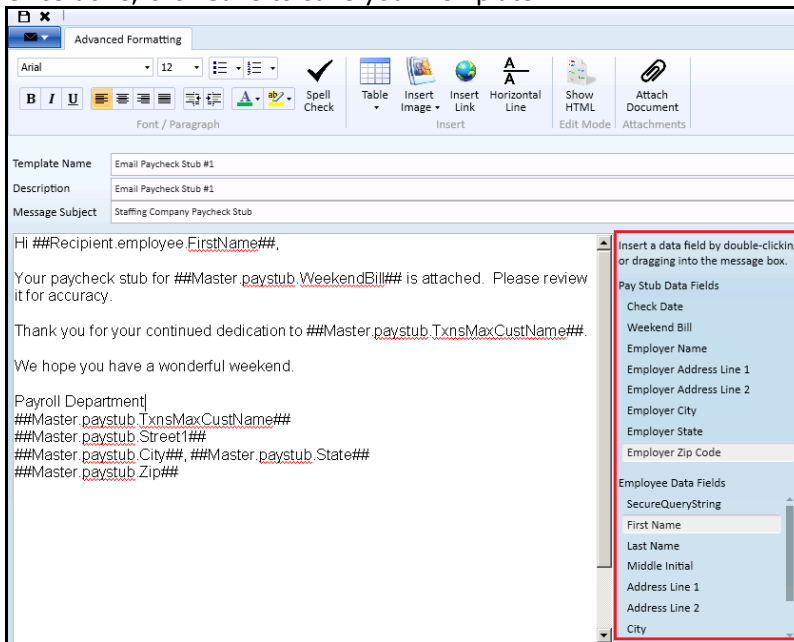
Enter a *Template Name* and *Description*.

Enter what you would like to be the *Message Subject* each time this Template is used.

Enter the body of the Message you would like sent each time this Template is used.

Merge fields from the Employee record, Paycheck information and your Staffing Company information by double-clicking on or dragging the fields to insert into the message.

Once done, click Save to save your Template.



To indicate the Employee wants their Paycheck delivered via Email:
Navigate to the **Employee/PaySetup** form:

The screenshot shows the 'pay setup' form for James Anderson. The 'Email Pay Check' checkbox is checked and highlighted with a red box. Other options include 'Electronic Pay Setup Complete', 'Mail Check and/or Stub', and 'Paycard Requested'.

Click to check the *Email Pay Check* box.

Processing a Paycheck:

Enter time, proof and process your paychecks like usual. After the Payroll Run Calculation you will be able to see that a check is *Email Ready*:

The screenshot shows the 'payroll - view checks' form. A table lists checks with columns for Payee, Email Ready, Gross, Tax, Adj, and Net. The 'Email Ready' checkbox for James Anderson is checked and highlighted with a red box.

Payee	Email Ready	Gross	Tax	Adj	Net
Anderson, James	<input checked="" type="checkbox"/>	\$180.00	\$23.39	\$30.00	\$126.61

In the **Payroll Summary** form, of the Payroll Run, to Email Paycheck Stubs click to check *Email Pay Stubs*.

Within the **Email** section select the *Email address* from which the Paycheck Stub should be sent and the *Email Template* you'd like to use.

All Email Paycheck Stubs will be delivered to your Employees.

The screenshot shows the 'payroll - payroll summary' form. The 'Email Pay Stubs' checkbox is checked and highlighted with a red box. The 'email' section, including 'Send from Account' and 'Email Template', is also highlighted with a red box.

***Note – as long as a Payroll Run has not been marked as "completed" you can email Paycheck Stubs.**

Still Have Questions?

For more information about the Emailing Paycheck Stubs, to schedule training on the Emailing Paycheck Stubs, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact our Training Department at trainers@TempWorks.com.