

Harmony P - Managing Paystub History

Description

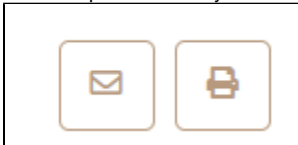
You would like to manage your paystub history, including deleting old paystubs, or printing/emailing past paystubs.

Prerequisites

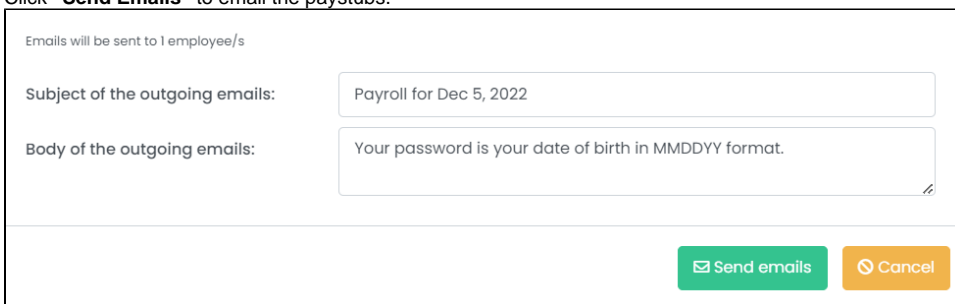
- Have already processed and posted a payroll for at least one employee
- **Have created a backup**

Emailing or Printing Past Paystubs

1. Navigate to Payroll Employees > Paystub History.
2. Select the appropriate "Payroll Group" filter then click the 'refresh' button to load a list of employees in the selected payroll group.
3. Select the employee and pay date by checking the checkbox next to their name.
4. Click the 'print' button if you want to print a previous paystub, or the 'email' button if you want to email a past paystub.



5. A pop-up window will appear. If you're emailing, you will be prompted to enter a "Subject" and "Body" for the email. If you're printing, you can print to PDF or select a printer to print the paystub.
6. Click "**Send Emails**" to email the paystubs.

A screenshot of a web-based pop-up window for sending emails. At the top, it says "Emails will be sent to 1 employee/s". Below this, there are two text input fields. The first is labeled "Subject of the outgoing emails:" and contains the text "Payroll for Dec 5, 2022". The second is labeled "Body of the outgoing emails:" and contains the text "Your password is your date of birth in MMDDYY format.". At the bottom right of the window, there are two buttons: a green button with an envelope icon and the text "Send emails", and an orange button with a circle and slash icon and the text "Cancel".

Deleting Past Paystubs

1. Navigate to Payroll Employees > Paystub History.
2. Select the appropriate "Payroll Group" filter and click the 'refresh' button to load a list of employees in the selected payroll group.
3. Click "**Manage Data**".
4. A pop-up window will appear. Select the correct "Period" of which you want to delete.
Note: This period is based on the payment date of the paystubs.

5. Click **Delete**.

Manage Existing Data

Delete

Delete

Period

Anything older than 3 months

Delete