

Clarity - How To Setup E-mailing of Pay Stubs in Clarity

E-mailing of pay stubs is done in three steps. These steps have to be followed in order to e-mail the pay stubs.

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Step 1 – Employee Setup

Before processing the payroll do the following.

Steps:

1. Go to Employees > General information > Payroll.
2. Check off the Flag 'Receive pay stubs by e-mail'.
3. Assign a password (this password would be required by the Employee to open the pay slip).
4. On the Employees > General Information > Organization Tab enter the e-mail address for the employee.
5. Repeat the above process for each employee for which you want to e-mail the pay slip

Step 2 – Creation of zip file

Process the payroll from the Payroll> Process Paycard menu.

Steps:

1. Go to Payroll > Email cheques and pay stubs.
2. From the Parameter tab select all the employee for which you want to E-mail pay stub.
3. From the Paystub option tab check off the items you want to display on pay stub.
4. Choose the layout for your pay slip from the Preference tab and also the file name and file destination for the zip file.
5. Click on create to create the zip file.

Note: You have to create this file before you post the payroll. It cannot be create once the payroll data is posted.

Step 3 – E-Delivery

In the previous step you have create the zip file which has the pay slips of each employee but it has not been sent out yet. You can choose to send this right away or you can do it after posting the payroll or whenever you want.

Steps:

1. Go to Utilities > eDelivery and choose the delivery method.
2. Click next.
3. If you have chosen Direct method provide all the connection parameters which should be available from your network administrator.
4. If you have selected Microsoft Outlook provide the subject and body of the e-mail.
5. Click Next.
6. From the Deliver File choose the ZIP file which you created in step 1.
7. Click next.
8. Click on Send E-mail to send the e-mail.
9. Click the **"Save settings"** button to save your changes.

Definitions:

Host name / Server Address:	The host or IP address of your SMTP server (e.g. smtp.mycompany.com)
Server Port:	Depending on your company security, this number can be different.
Sender's Name:	The name of the person who will be sending your emails. This can be a real person in your company, but can also be something generic, such as your company name.

Sender's Email address	The email of which will be sending the emails on behalf of. Similar to the sender's name, this can be the email address of one particular person (e.g. johndoe@paymatesoftware.com), or something more generic (e.g. info@paymatesoftware.com). Ensure that the email address is a valid email address using your identified server address and port above.
Mail server's username:	The email of which will be sending the emails on behalf of. Similar to the sender's name, this can be the email address of one particular person (e.g. johndoe@paymatesoftware.com), or something more generic (e.g. info@paymatesoftware.com). Ensure that the email address is a valid email address using your identified server address and port above.
Mail server's password:	This field is required if "Use TLS" is unchecked. This will be the password to your email address.
Use TLS:	Transport Layer Security; cryptographic protocols designed to provide communications security over a computer network. Ask your IT department if this should be checked.

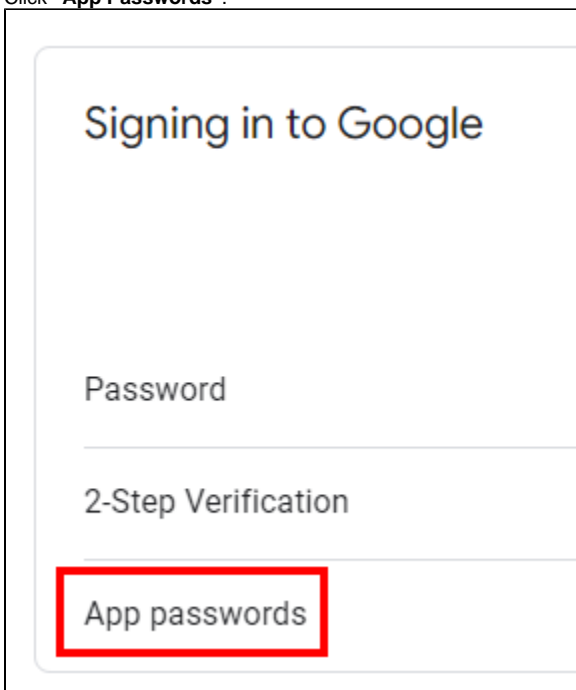
NOTE: We recommend you click the "Send Test Email" button prior to sending real emails to ensure that your connection and email settings are set up properly. After sending a test email, ensure that you received the test email before going live with your email setup.

Gmail: How can I create an app password that lets me set up my emails?

If you are using Gmail, Google considers most applications as non-trusted apps. You can create and set up an app password that lets you bypass Google's security settings to allow Clarity to send emails on your behalf. **Note: You will need to have enabled two-step verification first.**

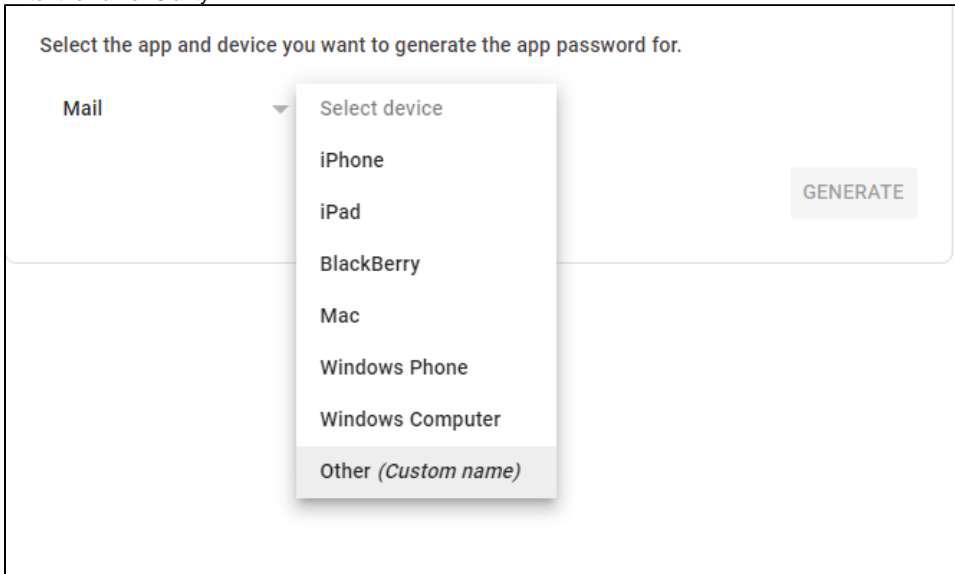
Steps:

1. Go to your Google account settings.
2. Navigate to Security.
3. Scroll down until you see the *Signing into Google* section.
4. Click "**App Passwords**".



5. In "*Select App*", select '**Mail**'.
6. In "*Select Device*", select '**Other (Custom Name)**'.

7. Enter the name "Clarity".



Select the app and device you want to generate the app password for.

Mail ▼

Select device

- iPhone
- iPad
- BlackBerry
- Mac
- Windows Phone
- Windows Computer
- Other (Custom name)

GENERATE

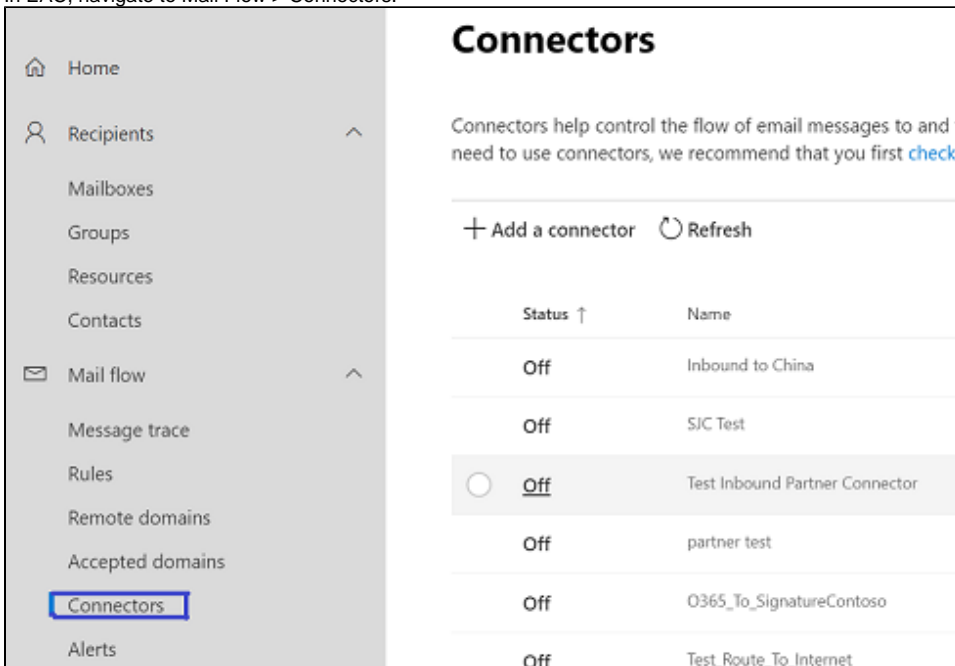
8. Click on "Generate". An app password will be generated for you. Use this password in Clarity the "Password".

Microsoft Office 365: How can I set up my emails if I use multi-factor authentication?

If you are using Microsoft Office 365, it is possible that you have multi-factor authentication enabled. If so, below are additional steps that you will need to take to allow access to your email address in order to send emails out. If you're not sure, please verify with your IT person or whomever is in charge of your emails.

Steps:

1. Sign into the Microsoft 365 Admin Center. If you do not have access to the Admin Center, navigate to <https://admin.protection.outlook.com/ecp/> and skip to step 4.
2. In Microsoft 365, select "Admin".
3. Click "Exchange" to go to the Exchange Admin Center (EAC).
4. In EAC, navigate to Mail Flow > Connectors.



Connectors

Connectors help control the flow of email messages to and from your organization. If you need to use connectors, we recommend that you first [check the prerequisites](#).

+ Add a connector Refresh

Status ↑	Name
Off	Inbound to China
Off	SJC Test
<input type="radio"/> Off	Test Inbound Partner Connector
Off	partner test
Off	O365_To_SignatureContoso
Off	Test_Route_To_Internet

5. Click **"Add a Connector"**. A wizard to add a connector will open.

New connector

Specify your mail flow scenario, and we'll let you know

Connection from

☐ Office 365

☒ Your organization's email server

☐ Partner organization

Connection to

☒ Office 365

6. For **"Connection From"**, select **"Your organization's email server"**.
7. Click **"Next"**.
8. Enter a **"Connector Name"** for this connection.
9. Click **"Next"**.
10. Select **"By verifying that the subject name on the certificate that the sending server uses to authenticate with Office 365 matches the domain entered in the text box below (recommended)"**.
11. Enter your email provider's domain name in the text box. For example, Paymate uses "info@paymatesoftware.com", so Paymate's domain name will be "paymatesoftware.com". If you use Eastlink or Sasktel, your domain name will be Eastlink or Sasktel respectively.

Add a connector

Authenticating sent email

How should Office 365 identify email from your email server?

Choose how Office 365 will authenticate and accept email sent from your email server.

☒ By verifying that the subject name on the certificate that the sending server uses to authenticate with Office 365 matches the domain entered in the text box below (recommended)

☐ By verifying that the IP address of the sending server matches one of the following IP addresses, which belong exclusively to your organization

youremaildomain.com

12. Click **"Create Connector"**.

Helpful Tips

Refer to your email service provider's forums or support for helpful articles.

- Microsoft Outlook: <https://support.office.com/en-us/article/pop-and-imap-email-settings-for-outlook-8361e398-8af4-4e97-b147-6c6c4ac95353>
- Gmail: <https://support.google.com/mail/answer/7104828?hl=en>