Customising payslips

Branding & Customisation · https://paiyroll.com/kb/customising-payslips/

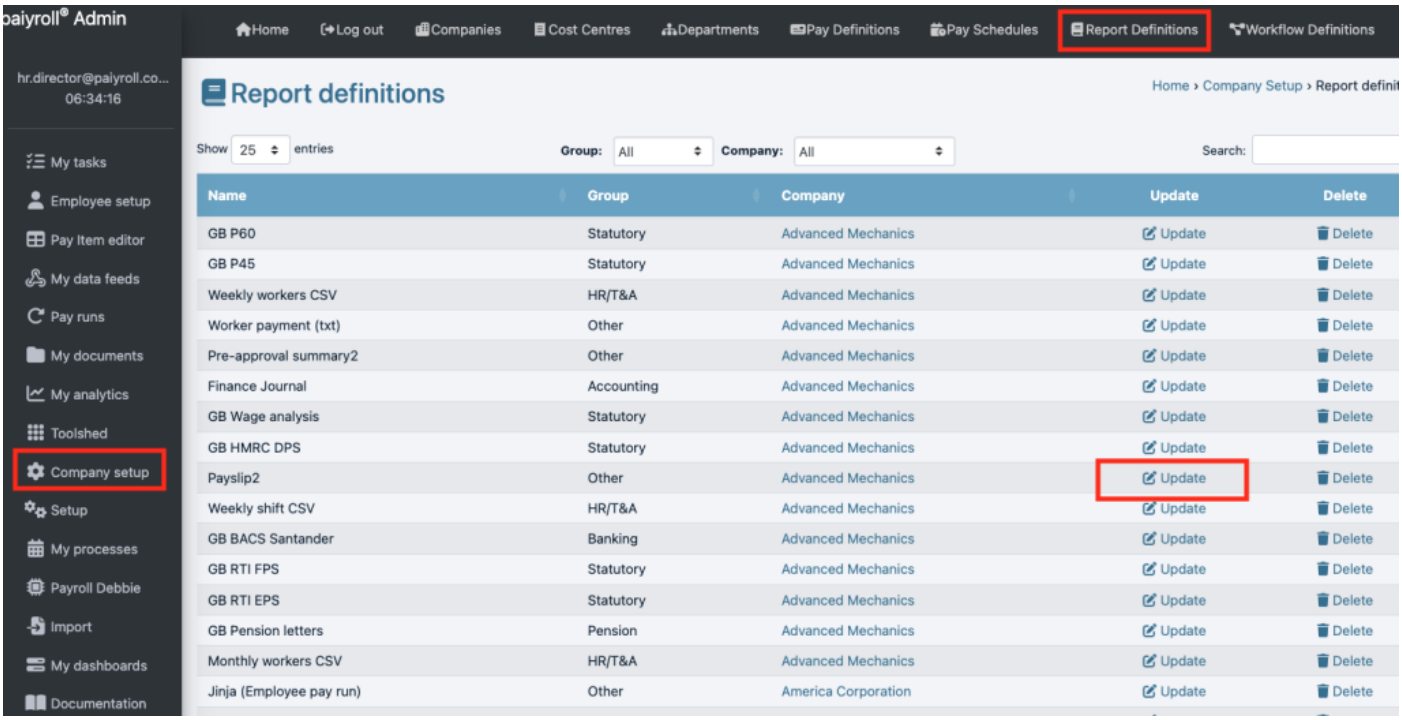
Follow this guide to customise the payslips in **My documents.**

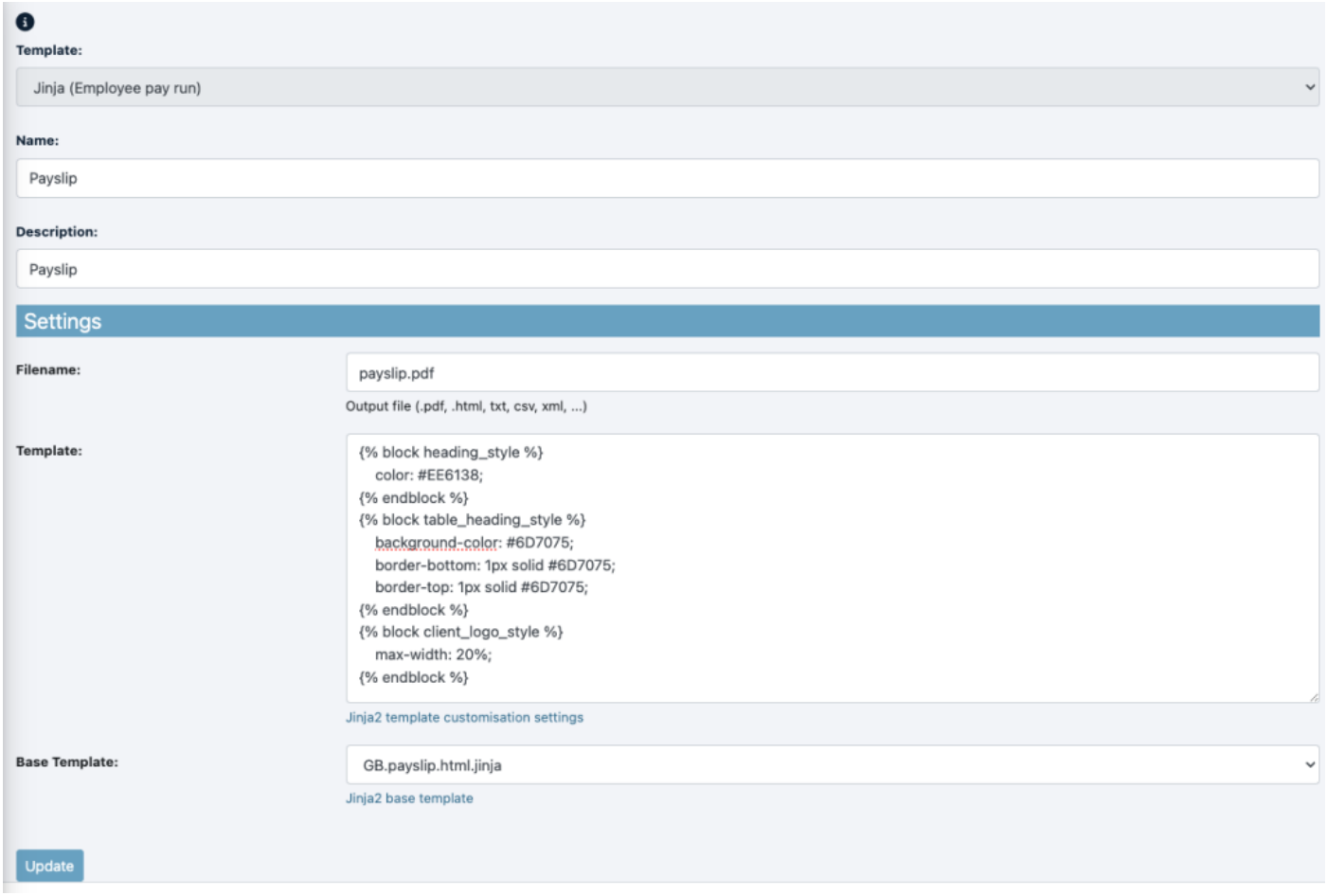
Company Logo

First, ensure you have set the company logo.

Payslip Report Definition

Company Setup > **Report Definitions** and **Update** the Payslip2 report





Styles

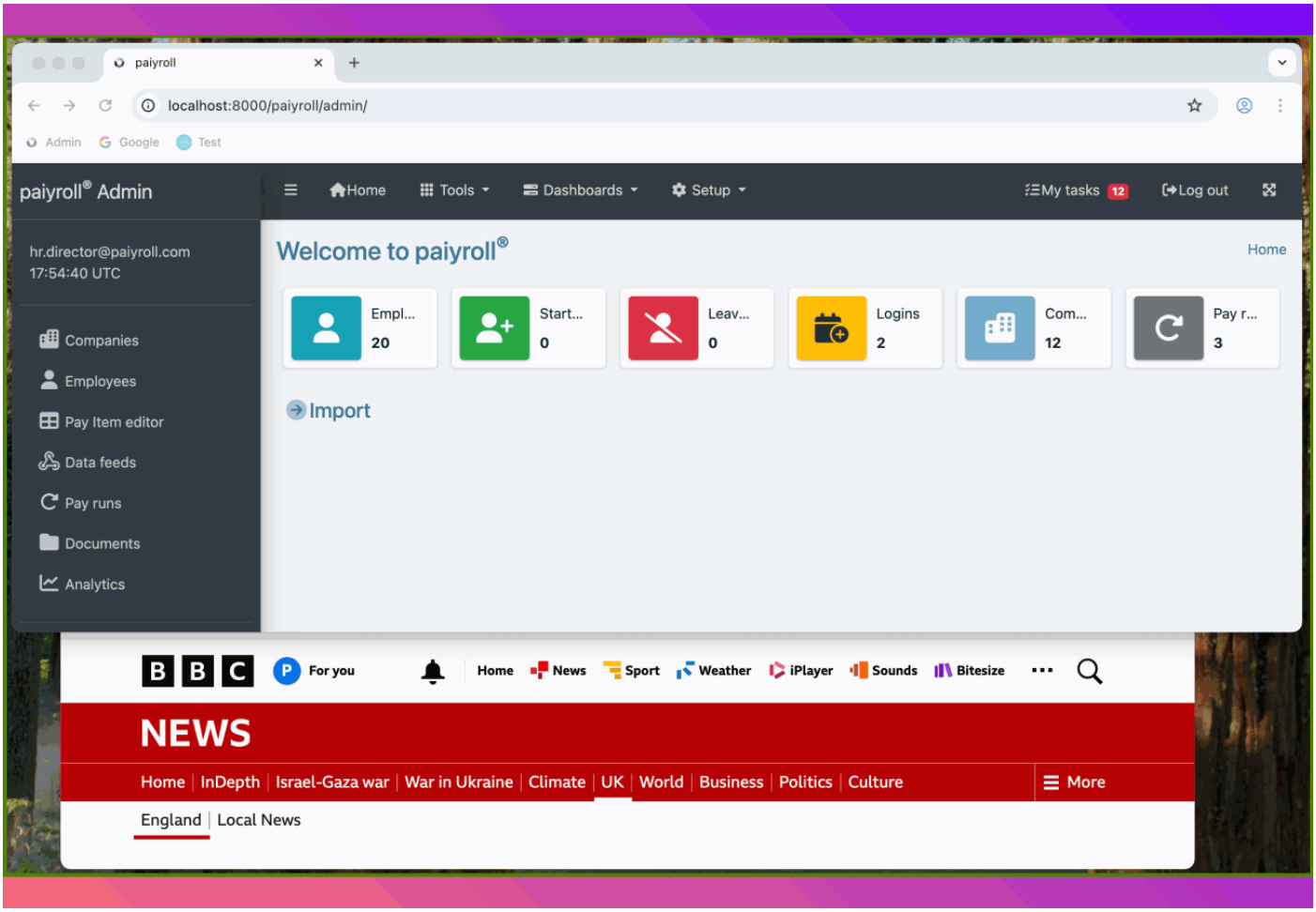
See the example payslip below for typical styling changes you can make:



Colour Picker

You must identify the colours in your theme in HEX format, e.g. **#000000** is back and **#FFFFFF** is white.

You can use the company branding colour picker in paiyroll® to choose the colour you want from a website of pictures. The example below shows how to select the red from the BBC website, **#B80001.** When you finish, just be sure you don't update the company.



Payslip Title

To change the Payslip **Title** at the top of the payslip, use the **heading_style**:

```
{% block heading_style %}
    color: #EE6138;
    font-size: 24px;
{% endblock %}
```

UPPERCASE Payslip Title

Use text transform: uppercase

```
{% block heading_style %}
    color: #DE3E10;
    text-transform: uppercase;
    font-size: 24px;
{% endblock %}
```

Tables

To style each of the tables in a payslip, use the **table_heading_style**

```
{% block table_heading_style %}
    background-color: #6D7075;
    border-bottom: 1px solid #6D7075;
    border-top: 1px solid #6D7075;
{% endblock %}
```

Logo

if you need to scale your logo, perhaps because it is too large, use the **client_logo_style**:

```
{% block client_logo_style %}
    max-width: 20%;
{% endblock %}
```

Hiding the logo

To hide the logo altogether:

```
{% block client_logo_style %}
    display:none;
{% endblock %}
```

User overrideable options

You can control the content of the payslips using some options in the **option_overrides**:

```
{% block option_overrides %}
    #
    # Department names to exclude.
    #
    {% set options.excluded_departments = [] %}
    #
    # Add any needed shift subtotal name keys below.
    #
    {% set options.shiftsubkeys = [] %}
    #
    # Emit "empty" payslips.
    #
```

```
    {% set options.emit_empty_payslips = True %}
{% endblock %}
```

Include zero payslips

```
{% block option_overrides %}
{% set options.emit_empty_payslips = True %}
{% endblock %}
```

Excluding Departments

Setup > Pay Defintions > Add.. to add additional Payslip Report Defintions each named differently e.g. **Payslip Metro West**.

Then exclude the unwanted departments from each Report Definition:

```
{% block option_overrides %}
    {% set options.excluded_departments = ['Metro North,  ‘Metro South'’] %}
{% endblock %}
```

Adding Plain Text Messages

""Christmas pay dates:

Work WC 03.12.23 Paid 15.12.23

Work WC 10.12.23 Paid 22.12.23

Work WC 17.12.23 Paid 02.01.24

Work WC 24.12.23 Paid 05.01.24

Base Template

There are a number of different base templates, but most will want to use the default.

Save

Click **Update** to save your changes.