Payslip Messages (Notes)

Branding & Customisation · https://paiyroll.com/kb/payslip-messages-notes/

Follow this guide to add *custom* messages to employee payslips.

Message Pay Definition

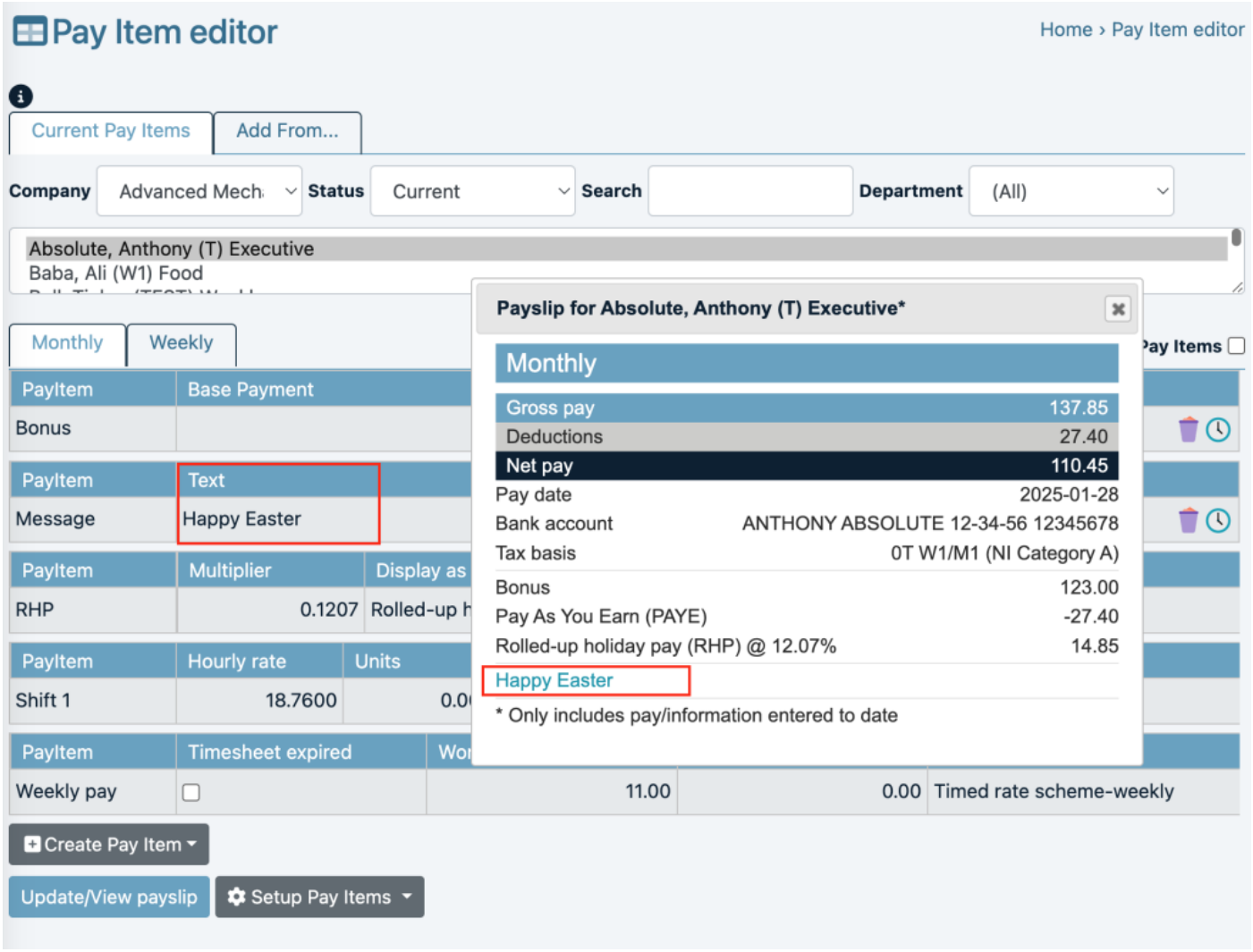
Add the message pay definition

- **Setup** > **Pay Definitions** > **+ Add...**
- Select the Company
- Select the **Message** Pay Template
- Decide how you want the message to behave in the **Reuse** policy
  - **Use indefinitely**: will leave the message displayed on every pay run (until you change it)
  - **Use once, then unset:** will display the message in the pay run and will clear the message after the pay run
  - **Use once, then set to zero:** should not be used
  - **Never prompt even if unset**: will do nothing
- Click **Add**

Message Pay Item

Create the message pay item to an employee and enter a message:

- Pay Item Editor > Search or select the employee
- **+Create Pay Item** > **Message**
- Enter the message on the **Text** field
- Click **Update/View payslips**



Advanced

The message Pay Definition and Pay item are like any other pay item. Therefore, they can be downloaded/ uploaded to multiple employees if necessary.

The dash - character on its own is treated as a blank message.