

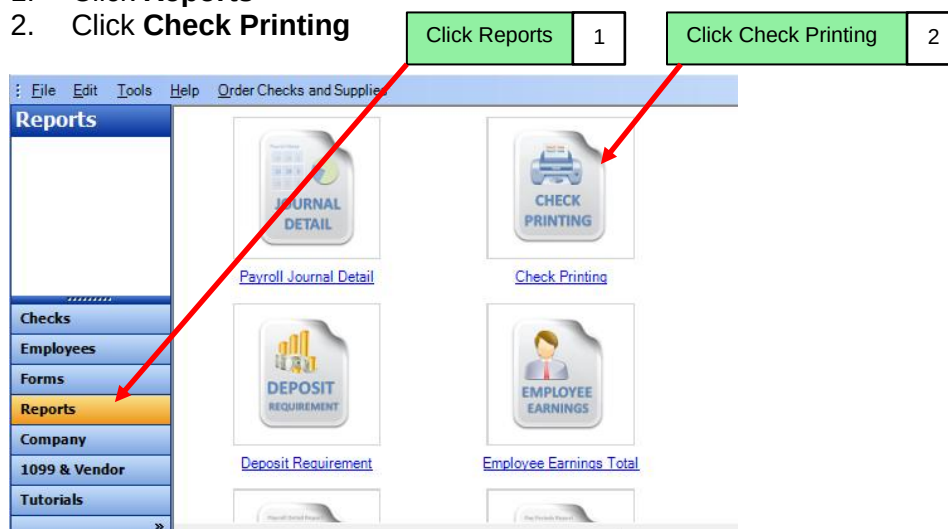
HOW TO PRINT THE EMPLOYEE PAY STUB

Question

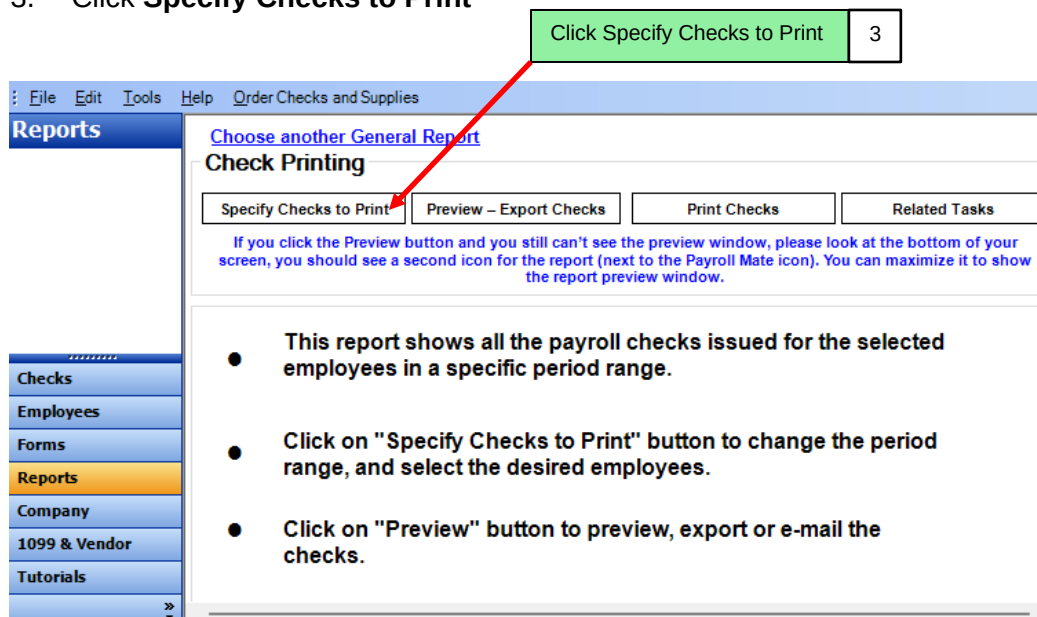
PLEASE REFER TO THE STEPS BELOW:

Answer

1. Click **Reports**
2. Click **Check Printing**



3. Click **Specify Checks to Print**



4. Specify Checks to Print dialog box opens, select the **Begin Pay Date and End Pay Date** for your check(s)
5. Check the box **Print Pay Stubs Only**
6. Select the **Employee(s)** you to print pay stub(s) for
7. Click **OK**

Select Begin Pay Date and End Pay Date 4

Specify Checks to Print

Begin Pay Date:

End Pay Date:

[Advanced Date Selection...](#)

Sort Printed Checks by:

☒ Check Number

☐ Employee Last Name

☐ Employee First Name

☐ Print Checks in Reverse Order

☒ Print Vacation and Sick Hours on Pay Stubs

☐ Don't Print Memo Line

☐ Print Income Type on Pay Stub

☐ Don't Print Employee Address on Check

[Edit Vacation & Sick Hours Captions](#)

☐ [Print MICR information](#) (Print on Blank Check Paper) [Edit MICR Information](#)

(These options are not available when printing MICR information)

☐ [Print Checks in the Middle of the page](#)

☒ [Print Pay Stubs Only](#)

(Works only when printing MICR information)

Move Printed Data: ☐ Up ☒ Down by 0 Hundredths of an Inch (valid values: 0 to 29) ☐ Don't Print "VOID AFTER 90 DAYS" Line

☐ Print Signature on Check (Works with Both Pre-printed and Blank Checks. Requires Option #4)

Signature File Path: (Max 100 characters) [Browse...](#)

Payroll Mate doesn't create its own copy of the Signature image file. Please make sure you don't delete, move, or rename this file.

[Signature File Info...](#)

Employees who received Payroll Checks in the specified period:

☐ Smith, Wilson

☐ Whitaker, Nelson

☐ Wilson, James

[Select All](#)

[Select None](#)

[Select by Department](#)

[Select Employee Range](#)

[OK](#)

[Cancel](#)

[Click OK](#) 7

Check the box Print Pay Stubs Only 5

Select the Employee(s) to print pay stub(s) for 6

8. The Specify Checks to Print dialog box will close. Click **Print Checks**

[Choose another General Report](#)

Check Printing

Click Print Checks 8

Specify Checks to Print

Preview – Export Checks

Print Checks

Related Tasks

9. **Select the printer** you would like to print to from the drop down
10. Click **OK**

