

Q7: My payslips don't line up properly.

7.1 There are pre-set payslip styles for each of the different payslips that work with SUPERPAY.

Enter style on System Details or Co Record

If you have one company only, enter the payslip style on the SYSTEM DETAILS screen. If you run SUPERPAY for more than one company, enter the default style on your SYSTEM DETAILS screen. Then, if you want a different style for one or two clients, enter their payslip style on the first screen of their Co Records. If you only have one type of payslip for all your clients, do **not** enter a style on the Co Record.

System Details screen

Choose UTILITIES, SYSTEM DETAILS. The highlight is automatically in the PAYSリップ STYLE field (top left of the screen). Enter an appropriate code for your payslips.

UTILITIES	System Details	1 Feb 06
Payslip style B2 BACS: Bureau number Disk number Disk drive A Year end return disk drive A Backup/restore disk drive A	Payment link file Payment file type A Nominal link file Print spool Layout File Line 13 Field 44 Container 34 Comment 33	
Offset: Vertical 0 Horizontal 0 Message		P45 Offset Vertical 0 Horizontal 0
Printer <2> 1. PCL 2. Dot matrix 3. ESC/P2	P14's Orientation <P> (P=Portrait) (L=Landscape)	Offset Vertical <0 > Horizontal <0 >
F9 Store F10 Print		Esc Exit F1 Help

Diagram 1: System details

7.2 Styles for laser payslip

Laser printers - I2, J2, K2 L2, M2 (for product code PL)

These codes are for **laser** and inkjet printers and all printers which use PRINT HELPER. All 5 styles are the same except for slight adjustments to the print position on the page, I2 is the lowest, M2 is the highest on the page. To start with, enter **I2**. Then go to PAYSLEIPS/REPORTS and print a sample payslip using the F4 print prompt. If the sample doesn't line up correctly in the boxes, try **J2**, and then **K2** etc. and see which style gives the best alignment.

Heat seal laser payslip - style P2 (for product code PLHS)

This style is for SUPERPAY's Heat Seal laser (Mailer) payslip. If the print position needs adjusting do this with the Payslip offset fields - see below.

Pressure seal laser payslip - style O2 (for product code PLPS)

This style is for Pressure Seal laser payslips. If the print position needs adjusting do this with the Payslip offset fields - see below.

Special laser payslip style H2

If none of the standard laser payslip styles fits your printer, we can email you payslip style **H2** for you to use the payslip offset fields to adjust the placement of the payslip on your printer. (Instructions on what to do with the emailed layout are sent with the email.)

Note: it is always best to use a standard layout if you can find one that is acceptable. Then, if the payslip design has to change due to legislation changes, you do not have to change the layout again yourself.

7.3 Continuous payslips

Std payslip - style B2 (for product codes P1, P2, P3, PS)

The same style works for one part, 2 part, 3 part and security dot matrix payslips.

Mailer payslip - style A2

Enter **A2** if you use SUPERPAY's continuous Mailer Payslip.

Extra layouts for standard continuous payslips

For **continuous stationery** users, there are 5 extra layouts. They are **not** available for laser layouts.

C2 - no summary payslip is printed at the end of the RUN. This is useful for bureaux who have clients with only one or two employees.

D2 - the employee's name and address is printed on a separate payslip before the employee's actual payslip. When folded at the perforation, the address box fits easily in a standard DL window envelope.

E2 - the company address is printed before the first employee's payslip. This is useful for bureaux who can then insert all the payslips together in a standard DL window envelope. It also allows easy identification of the breakpoint between clients' payslips if you print lots of companies together.

F2 - this shows employer pension contributions on the payslip.

G2 - this prints an employee address payslip **and** shows the e'er pension on the actual payslip; i.e. it is a combination of D and F styles.

Your SUPERPAY program may already have these layouts and if so, you can simply change the payslip style by entering one of the above codes on either your SYSTEM DETAILS file or COMPANY RECORD. If you do not have these layouts, we can e-mail you a layout free of charge. We do not supply special layouts on disk or CD.

7.4 Payslip styles for Stakeholder Pensions

Enter **I3, J3, K3, L3, M3, A3, B3** as appropriate for your printer. These styles are exactly as described for the *I2, A2, B2 etc.* styles above except that the payslip shows a separate line for Stakeholder pension.

7.5 Offset payslip fields

If you have layout H2, first, print a sample payslip with zeros in the Offset Vertical and Horizontal fields. This determines whether you need to enter anything in these Offset fields. These fields allow you to move the payslip print around the form. (However, you cannot move the print past your printer's pre-set top, bottom, left or right margins.)

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      Payslips
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Offset: Vertical 0 Horizontal 0
Message

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Diagram 2: Payslip box on System details screen

The number you enter represents decipoints. There are 720 decipoints per inch. So **-72** moves the print $\frac{1}{10}$ ". In practice, most adjustments are between 50 and 200 decipoints.

Offset - Vertical

If the print is too high on the payslip, enter a positive number to move the print down the form. If the print is too low, enter a negative number to move the print up. So **-72** moves the print up $\frac{1}{10}$ ".

Offset - Horizontal

If the fields print too far to the left, enter a positive number to move the print right. If the fields are too far to the right, enter a negative number to move the print left. So, the value **72** moves the print right $\frac{1}{10}$ ".

Store any changes

Now, press F9 to STORE the SYSTEM DETAILS and go back to the PAYSLIPS/REPORTS MENU. Print another SAMPLE and see whether the print is now in the right place. This is a trial and error process, and you can change the OFFSET fields again if you didn't make the correct adjustments the first time.