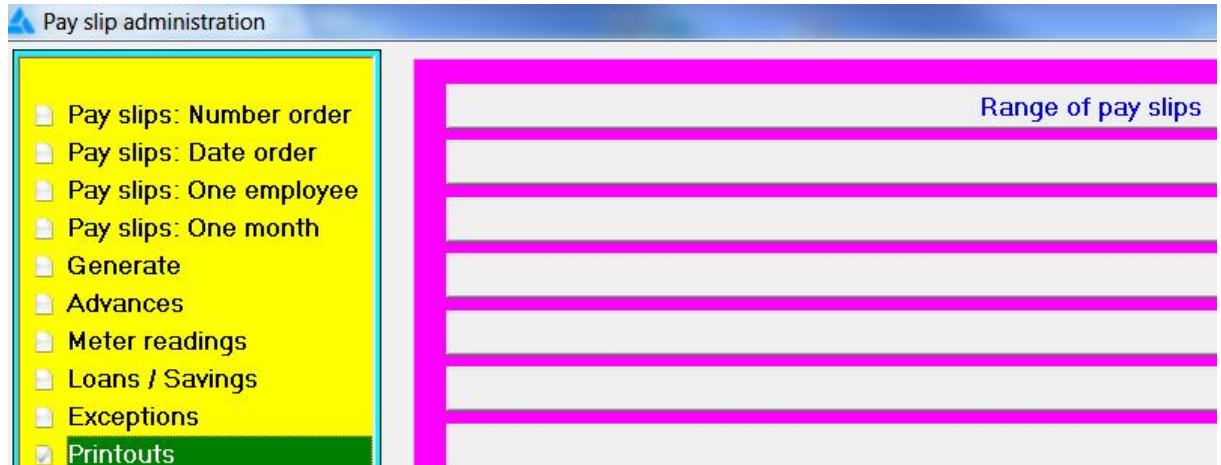


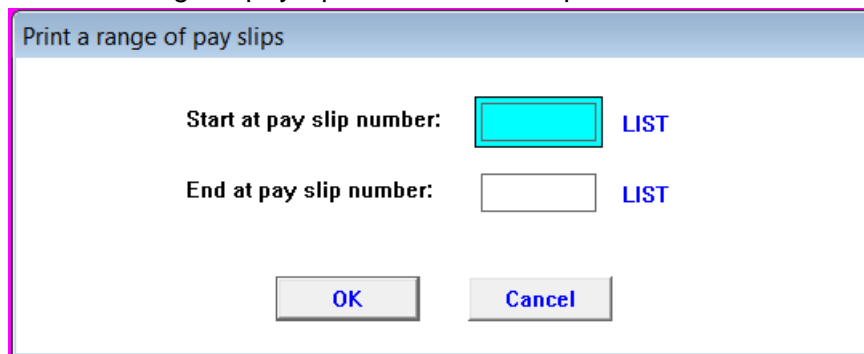
PRINT A RANGE OF PAYSLEIPS

To print a range of Payslips simultaneously, follow the steps below:

1. Click on the Main Screen on: Pay.
2. Select from the options in the yellow block: Printouts.
3. Select from the options on the right hand side in pink/blue: Range of payslips:



4. Indicate the payslip number from which the payslips need to be printed up to and including the last payslip number. Click on the word "LIST" to display the payslips. Select the range of payslips that need to be printed:



5. Click on: OK (to print).