

Print or email pay slips

AccountRight Plus and Premier, Australia only

The **Pay Slip Delivery** field in an employee's card determines if their pay slips will be emailed, printed or both (**Card File > Cards List > Employee tab > open the employee's card > Payroll Details tab**).

You can also change this during the pay run, if you like.

The screenshot shows the 'AR Card Information' window for employee JONES, MARY (EMP00001). The 'Payroll Details' tab is active. The 'Pay Slip Delivery' field is highlighted with a red circle and set to 'To be Emailed'. Other fields include Date of Birth (01/01/1976), Calculated Age (42), Gender (Female), Start Date (01/05/2011), Termination Date, Employment Basis (Individual), Employment Category (Permanent), Employment Status (Full Time), Employment Classification, and Pay Slip Email (Jones@aol.com).

Field	Value
Date of Birth	01/01/1976
Calculated Age	42
Gender	Female
Start Date	01/05/2011
Termination Date	
Employment Basis	Individual
Employment Category	Permanent
Employment Status	Full Time
Employment Classification	
Pay Slip Delivery	To be Emailed
Pay Slip Email	Jones@aol.com

If you change the **Pay Slip Delivery** in the employee card, click **OK** to save your changes and close the employee card before starting a pay run.

You can print or email pay slips when processing your payroll, or at any time afterwards. We cover both scenarios below.

Before you start, make sure AccountRight is set up to send emails. Also, if you want to change the appearance of your pay slips, see Personalising pay slips.

To print or email pay slips when processing your payroll

To print or email pay slips at any other time

Print or email pay slips FAQs

Why do I get the message 'No records exist or match your criteria' when I try to print or email pay slips?

How do I select the email address pay slips will be sent from?

Why am I getting the message "error sending email"?

Which email programs can I use to send emails?

How do I delete a pay slip?

How do I see what pay slips have been emailed or printed?

How do I change an employee's email address?

Related topics

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[Personalising pay slips](#)
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[Removing transactions from the print or email queue](#)

From the community

[How do you print a Pay Slip after sending the STP report Customised Pay Slip will not set as default](#)
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