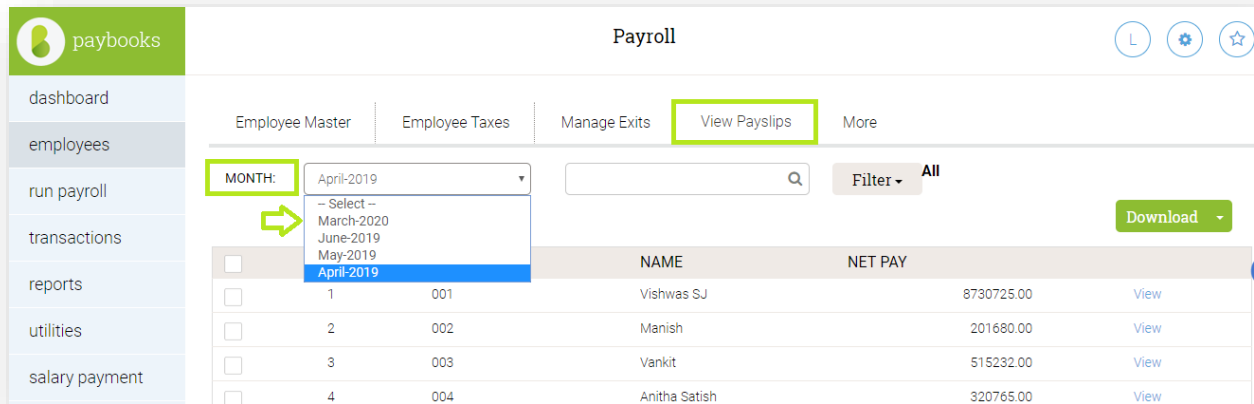


## How to download pay slips in PDF format?

1: Go to **View Payslips** and select the month for which you want to download the pay slips.



The screenshot shows the 'Payroll' module in the 'paybooks' system. The 'View Payslips' tab is selected. A dropdown menu for 'MONTH:' is open, showing options for April-2019, March-2020, June-2019, and May-2019. A green arrow points to the 'April-2019' option. Below the dropdown is a table of employees with columns for 'NAME' and 'NET PAY'. A green 'Download' button is visible on the right side of the table.

	NAME	NET PAY
<input type="checkbox"/>	Vishwas SJ	8730725.00
<input type="checkbox"/>	Manish	201680.00
<input type="checkbox"/>	Vankit	515232.00
<input type="checkbox"/>	Anitha Satish	320765.00

2: To download pay slips of all employees (even those whose names appear on page 2, page 3 and so on), check the box in the header to select all employees, click on down arrow next to **Download** button and then click on **Single PDF – All Employees** (if you want to download pay slips of all employees in one single PDF file) or click on **Multiple PDF - All Employees** (if you want a separate PDF file for pay slip of each employee. All PDF files will be downloaded in a zip format)

Month: June-2016 Filter All

<input checked="" type="checkbox"/>	SLNO	CODE	NAME	
<input checked="" type="checkbox"/>	1	PB01	Divya	00
<input checked="" type="checkbox"/>	2	PB02	Shilpa	00
<input checked="" type="checkbox"/>	3	PB03	Shruthi	00
<input checked="" type="checkbox"/>	4	PB04	Bindu	675339.00
<input checked="" type="checkbox"/>	5	PB05	Monesh	118134.00
<input checked="" type="checkbox"/>	6	PB06	Vinay	44530.00
<input checked="" type="checkbox"/>	7	PB07	Mutturaj	25522.00
<input checked="" type="checkbox"/>	8	PB08	Ashwini	57087.00
<input checked="" type="checkbox"/>	9	PB09	Anitha	85681.00
<input checked="" type="checkbox"/>	10	PB10	Pavan	35734.00

< First Previous 1-10 of 12 Next Last >

**3: If you want to download pay slips of only selected employees**, check the boxes before their names or check the box in the header to select all employees whose names are displayed on first page. Click on down arrow next to **Download** button and click on **Single PDF** (if you want to download pay slips of all employees in one single PDF file) or click on **Multiple PDF** (if you want a separate PDF file for pay slip of each employee. All PDF files will be downloaded in a zip format). Click on **Next** to go to next page and repeat the same process to download pay slips of employees whose names appear on that page.

Month: June-2016

Filter All

Download

<input type="checkbox"/>	SLNO	CODE	NAME	
<input type="checkbox"/>	1	PB01	Divya	
<input checked="" type="checkbox"/>	2	PB02	Shilpa	
<input type="checkbox"/>	3	PB03	Shruthi	
<input checked="" type="checkbox"/>	4	PB04	Bindu	675339.00
<input checked="" type="checkbox"/>	5	PB05	Monesh	118134.00
<input type="checkbox"/>	6	PB06	Vinay	44530.00
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