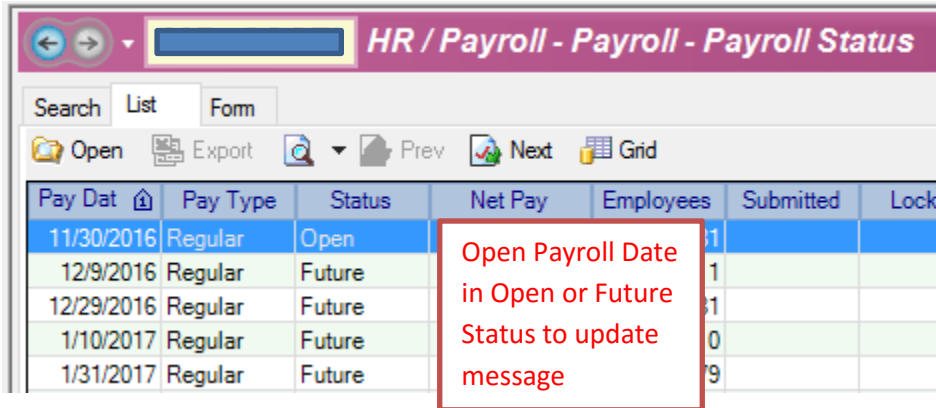


W2 and ACA Reporting is just around the corner!

Now is the time to add a message on the check stub to remind employees to check that their address is correct so that there is no delay in receiving W2 or ACA 1095 Form.

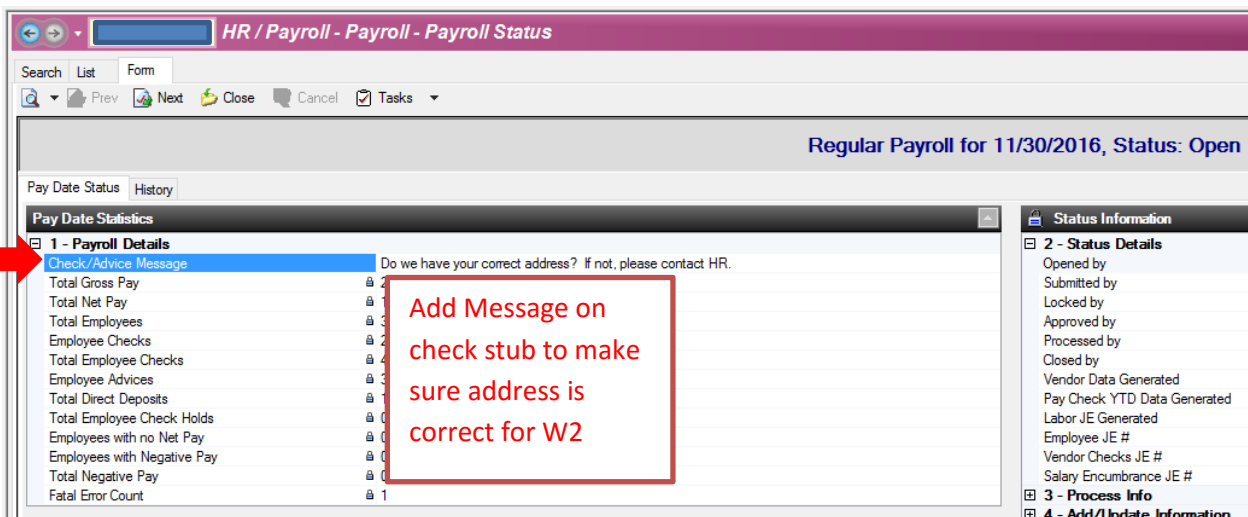
➤ **Go to Hr/Payroll – Payroll – Payroll Status**

- Click on the current Payroll to update the Check/Advice Message
- This can be updated when the status is Open or Future



Pay Dat	Pay Type	Status	Net Pay	Employees	Submitted	Lock
11/30/2016	Regular	Open		1		
12/9/2016	Regular	Future		1		
12/29/2016	Regular	Future		1		
1/10/2017	Regular	Future		0		
1/31/2017	Regular	Future		9		

Open Payroll Date in Open or Future Status to update message



Regular Payroll for 11/30/2016, Status: Open

Pay Date	Status	History
11/30/2016	Open	

Pay Date Statistics

1 - Payroll Details

Field	Value
Check/Advice Message	Do we have your correct address? If not, please contact HR.
Total Gross Pay	0.00
Total Net Pay	0.00
Total Employees	1
Employee Checks	1
Total Employee Checks	1
Employee Advices	1
Total Direct Deposits	0
Total Employee Check Holds	0
Employees with no Net Pay	0
Employees with Negative Pay	0
Total Negative Pay	0
Fatal Error Count	1

2 - Status Information

Field	Value
Opened by	
Submitted by	
Locked by	
Approved by	
Processed by	
Closed by	
Vendor Data Generated	
Pay Check YTD Data Generated	
Labor JE Generated	
Employee JE #	
Vendor Checks JE #	
Salary Encumbrance JE #	

3 - Process Info

4 - Add/Update Information

Add Message on check stub to make sure address is correct for W2