

How to do your legislative release

1. Please close your payroll
2. Please visit our website www.pay.com.na scroll down to sage payroll hr

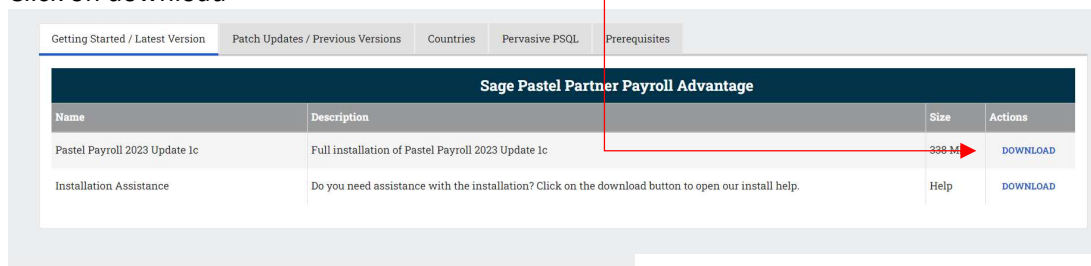


- Click on learn more
- Click on download the latest software updates

Latest Payroll Software Updates

click here to download

- Click on download



Payroll2023Update....exe
168/339 MB, 1 min left

Payroll2023Update....exe

once your download looks like this you can click on it to install

- Once installation is done click on finish
 - Open your payroll
 - Open your company
 - Make a backup under file backup
3. click on process clear run flags (this will only be done if you have processed employees) run the clear run flags assistant
 4. click on file – legislative release and follow the instructions (if you get an error – YOU CAN NOT RUN A LEGISLATIVE RELEASE IF YOU HAVE PROCESSED EMPLOYEES – Please refer to no 3)

