

Pay Stub Translations (Alternate Language Pay Stubs)

Document #:	3359	Product:	CenterPoint® Payroll
--------------------	------	-----------------	----------------------

CenterPoint Payroll allows you to easily set up alternate language pay stubs for multiple languages. This option is helpful for employers of non-English speaking employees to make sure that all employees understand their payroll check information. On the Setup > Employees > Detail tab > Payroll tab, you will have the option of choosing which check stub to use for each employee. Red wing Software provides an English check stub as a default in the CenterPoint Payroll program.

You can define alternate language translations for earnings, deductions, benefits, taxes, leave categories, projects, pay stub labels, pay defaults, production centers, profit centers, and departments. One language can be set as the default language and all translations (except for pay stub labels) are maintained in the setup maintenance screens for earnings, deductions, benefits, taxes, leave categories, projects, pay defaults, production centers, profit centers, and departments so you do not need to translate the abbreviation or name here. Only one language can be set as the default and all other languages will need to be translated in Setup > Payroll Details > Pay Stub Translations.

If you define alternate language translations, you can choose to set a preference that will print one check stub in the language you select in the preference and the other check stub in the language set in Setup > Employees. The preference is found in File > Preferences > Payroll > Printing - Checks > Database tab > Bilingual Stubs, select Yes to print multiple language check stubs, and then click the down-arrow next to the Yes setting and select the language you want one of the stubs to print in (the other stub will print with the setting for the employee in Setup > Employees).

Included in this topic is instructions on how to:

[Create a Pay Stub Translation](#)

[Edit an Existing Pay Stub Translation](#)

[Delete a Pay Stub Translation](#)

Create a Pay Stub Translation


1. On the **Setup** menu, point to **Payroll Details**, and then click **Pay Stub Translations**. Click **New**.



Note: If the new pay stub translation is similar to an existing pay stub translation, highlight the similar translation and click **Copy** instead of using the New button. All translation information from the highlighted pay translation will be copied to the new translation.


2. In the **Language** box, type a description of the language you want to define for the pay stub translation (for example, Spanish, German, etc.).
3. If this is the language to be used for most if not all pay stub translations, select the **Default** check box. At the **Custom translations entered for this language will be lost. Proceed and make this language the default?** message, click **Yes**. When the default box is selected, translations (except for pay stub labels) are maintained in the setup maintenance screens for earnings, deductions, benefits, taxes, leave categories, projects, pay defaults, production centers, profit centers, and departments, so you do not need to translate the abbreviation or name here. Only one language can be set as the default and all other languages will need to be translated in Setup > Payroll Details > Pay Stub Translations. If the default box is selected, then proceed to the setup screens (for example, Setup > Payroll Details > Earnings) to define the text to be used on the pay stubs.
4. For all other non-default languages, select **Earnings** in the **Pay Stub Items** box. Then specify the appropriate **Translation Abbreviation** and **Translation Name** for each earning. By default, the Translation Abbreviation is used on printed pay stubs. With the Check Stub Designer, the pay stub can be modified to print the Translation Name instead.

5. Repeat Step 4 until each of the check stub items Earnings, Deductions & Benefits, Taxes, Leave Categories, Leave, Projects, Pay Stub Labels, Pay Defaults, Production Centers, Profit Centers, and Departments have been translated for the new language into both the Translation Abbreviation and Translation Name boxes.
6. Click **Save** to save the pay stub translations and return to the List tab, or click Close to save the pay stub translations and close the Pay Stub Translations screen.

 Note: To return to the List tab without saving the pay translations, click Cancel. To close the Pay Stub Translations screen without saving the pay stub translations, click in the upper-right corner.

Edit an Existing Pay Stub Translation

1. On the **Setup** menu, point to **Payroll Details**, and then click **Pay Stub Translations**.
2. Select the pay stub translation you want to change, and then click **Edit**.

 Note: If you change the information in the Name box, past pay stub translation information is automatically linked to the new name. For example, if you change the pay stub translation Spanish to Spanish Speaking, your reports will no longer show Spanish and any existing information for Spanish is now part of Spanish Speaking.

3. Make any needed changes to the translation items.
4. Click **Save** to save the pay stub translations and return to the List tab, or click **Close** to save the pay stub translations and close the Pay Stub Translations screen.

Delete a Pay Stub Translation

1. On the **Setup** menu, point to **Payroll Details**, and then click **Pay Stub Translations**.
2. Select the pay stub translation you want to delete, and then click **Delete**. Note: You cannot delete a record that is linked to other records in the system.
3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.