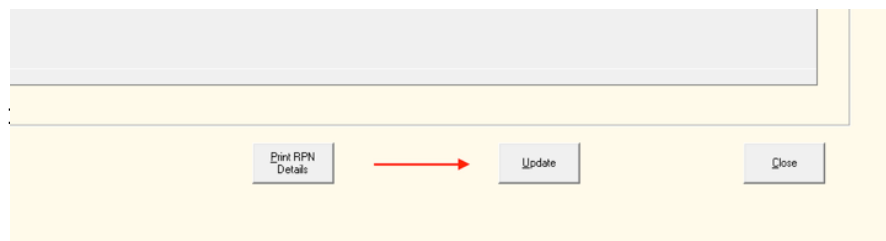# 5 Step Guide on Completing your Payroll in Thesaurus Payroll Manager

Document for supporting you while the Forsa School secretaries and caretakers – strike action for pension parity is ongoing
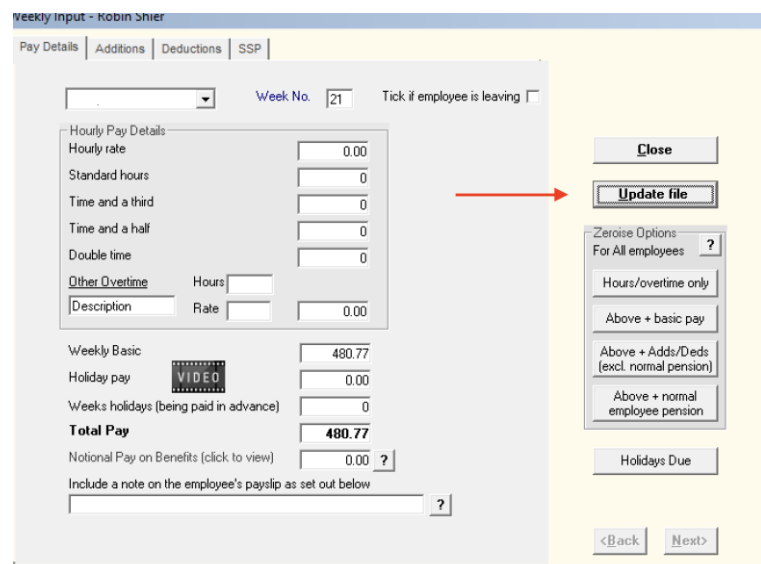
Step 1:
Click on icon 2 to request the RPN's
Once they have been retrieved ensure to click on the update button at the bottom of the screen.

Step 2:
Click on icon 3 to enter the employees pay details, once all pay is entered, please ensure to click on Update File

Step 3:
Click on icon 5 to update the payslips

Step 4:
Click on icon 6 which will now indicate that there is a submission outstanding and select prepare PSR first and then select submit PSR to Revenue.


It will then ask you do you want to view ERR submission for this period while the industrial action is taking place please click on No to this message and keep note of the week/month number to advise the secretary when they are back incase they need to make a submission for this upon their return

Step 5:
You will now be asked to perform a backup, please click on backup and save the file to the default location
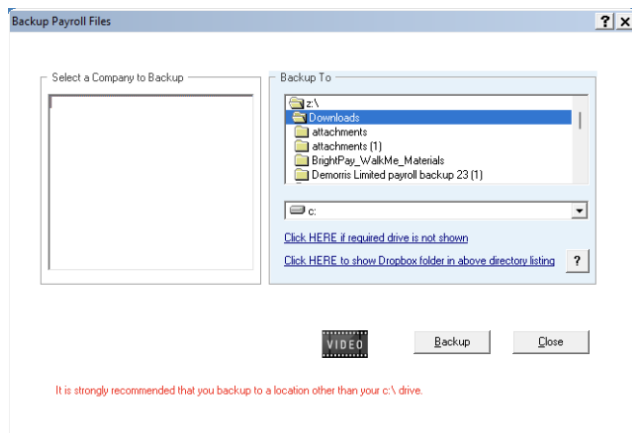
You have now completed the payroll run.

Further information can be found from our online Support Documents:

https://www.thesaurus.ie/docs/