

Paymaster Online Tutorial

Stats SA Setup

The Stats SA report is another great feature from our payroll system, absolutely free of charge! You just need to be able to set it up, and once that is done, your report can be run when needed.

To go to the setup, click on **company, configuration**.

Click on the **Stats SA** link under the **legislative configurations section**

Reminder Contact Details Reminder Contact Details	Tax Certificate Run Tax Certificate Run
Company Settings Company Settings	Claim Component Settings Claim Component Settings
Workflow Configuration Workflow Configuration	Company Related Company Group Integration Fields Company Documents Currency Exchange Rates Company Defined Fields Bank File Definition Utility Company Roster Schedules
Templates Administration Company Templates Increase Templates	Manager Self Service Config Manager Self Service Config
Company Enumerations Workflow Roles Other Enumerations Period Processes Payroll Processes Definition	Legislative Configurations Company MIBFA Config Expatriate Tax Certificate Config Statistics SA Config Employment Equity Config
Workforce Planning Budget Cost Groups Cost Group Allocation Budget Period Process Budget Increase Amounts	

This report works the same as the Mibfa setup – select the required section from the applicable report section, and tick the block next to the component you need.

Statistics SA Configuration

Details

applicable report section:

include the following components for the selected section:

- Commission
- Gross Earnings
- Overtime
- Regular Bonuses
- Termination Payments
- Total Bonuses
- Arbitration Awards Non Taxable
- Arbitration Awards Taxable
- Backdated Salaries and Pensions
- Backpay
- Basic Pay
- Broad Based Employee Share Plans
- Commission
- Company Directors Tax Paid
- Disability Fringe Benefit
- Employer Income Fringe Benefit
- Entertainment Allowance
- Executive Equity Share Plans
- fuel allowance

Medical Company Contribution

Medical Fringe Benefit

I have setup an example for you:

Details

applicable report section:

include the following components for the selected section:

- Adjust Prior Periods: Medical Company Contribution
- Adjust Prior Periods: Medical Fringe Benefit
- Annual Leave Pay
- Arbitration Awards Non Taxable
- Arbitration Awards Taxable
- Backdated Salaries and Pensions
- Backpay
- Basic Pay
- Broad Based Employee Share Plans
- Commission
- Company Directors Tax Paid
- Disability Fringe Benefit
- Employer Income Fringe Benefit
- Entertainment Allowance
- Executive Equity Share Plans
- fuel allowance

Save

When you have made your selection, click **save**.

You will need to do this for each of the applicable reports sections – commission, gross earnings, overtime etc.

Once you are done with all of your selections, you can extract the report by going to company, reports, legislative, Stats SA

Select the month you need to extract the report for and the format you want it in, and click on Execute.

Parameters

Please note - In order for this report to produce correct and accurate figures please ensure that you have configured the parameters by visiting the [Statistics SA configuration](#) screen. This screen can also be accessed through the menu : Company > Configuration > Statistics SA Config.

* return this report to me in the following format: Acrobat Reader

email this report to me in the above format?

run this report for the last 3 months inclusive of this month (select any day within the month): October 2015

Execute

Here is a sample of the report (it would be populated if you have set it up properly):

Employer Stats SA Employer Number

Employer Registered Name

Employer Postal Address

Employer Postal Code

Employer Contact Person

Employer Telephone Number

Employer Fax Number

Employer Email Address

1.1 Persons Employed	August	September	October
Part Time Employees	3	3	3
Full Time Employees	69	69	69
Full Time & Part Time Employees	72	72	72

Payroll Types used by this organisation:

Payroll Type: Fortnightly Payrolls Yes

Payroll Type: Monthly Payrolls Yes

Payroll Type: Weekly Payrolls Yes