# Paymaster Online Tutorial

Once off changes to the payslip

Right, your company is set up, your employees are on and their salaries are sorted. Provident fund linked? Check! Medical aid linked? Check! Position screen and leave sorted? Check and Check!!

Now it's time to run your current month's payroll. Some overtime, an advance and an incentive bonus. Should go quick!

In order to add these options to the Payslip, you need to click on **employee, Payslip/tax certificates/YTD's, payslips**
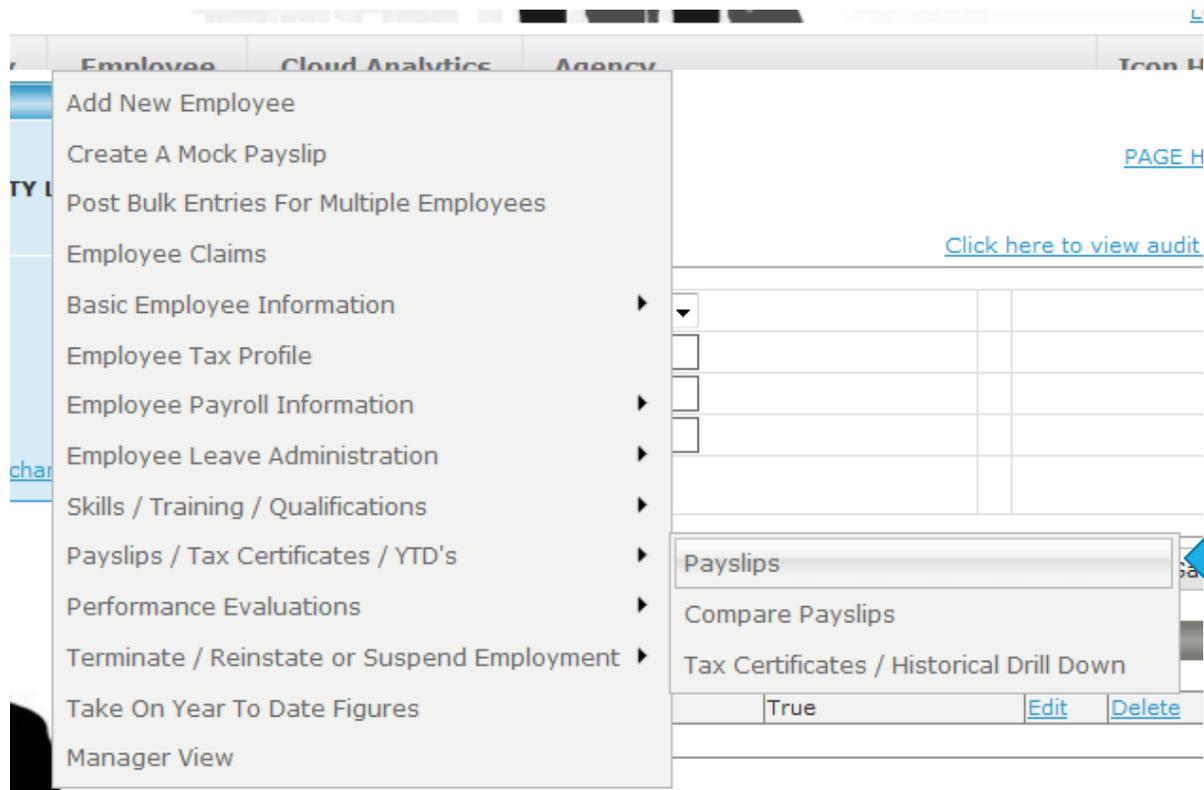
If you have just logged into your payroll, you should be seeing a screen that shows you a list of your active employees.

Search Criteria	Search Value	Active Emp's Only	
Employee Last Name ▼	%	☑	Search

tip - use the % character as a wildcard search i.e. smi% will return results beginning with smi

Results

HELPDESK DEMO PTY LTD

Emp. No.	First Name	Last Name	Frequency	
0002	John	Greenwillow	Monthly	Select
0001	Susan	Helpman	Monthly	Select
0003	Sophie	Penson	Monthly	Select

If you want a terminated employee, untick the block under ACTIVE EMPLOYEES ONLY and search again.

If you get the message of too many employees, you need to actually search for a specific employee or number. The system has a maximum of 50 employees it can show on the main screen.

Click select next to the employee you want to open. This will take you to the list of that employee's payslips. Find the current month, and click on **edit**. If you click on view, the Payslip will open as a pdf document.

Employee Name:
Susan Helpman
Number:
0001
change employee
or
Fill in Emp. No. here change

paper payslips. These can be printed on a lazer or dot-matrix printer and are self-sealing. Please contact us for pricing or more information.

☐ view in alternative language

Payslip Name	Start Date	End Date		
October - 2015	01 Oct 2015	31 Oct 2015	Edit	View
1				

Your screen should now look like this:

Edit Payslip

⊞ Click here to toggle page instructions   PAGE HELP

| Details | Options | view payslip |

payslip:	October - 2015
hours:	173.36
hourly rate:	28.84

[<< Previous Payslip]   [Next Payslip >>]   [Compare Payslips]

allowances   Add New

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Basic Pay	3601	173.36	Yes		5,000.00	edit
				Total	5,000.00	

deductions   Add New

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Loan Deduction	0000		No		500.00	edit
Medical Aid Employee Deduction	0000		No		250.00	edit
Provident Employee Deduction	4003		No		250.00	edit
UIF Employee	4141		No		57.50	
				Total	1,057.50	
				Net Pay	3,942.50	

See the Add New buttons next to the grey headings? Same as the recurring screen... click here!

If I click on Add New next to allowances or deductions, this screen pops up:

Component Payslip Configuration

please setup the component by attending to the fields below

select component   [--select one-- ▼] 🔄

It allows me to now select what I want to add to the Payslip from a drop down menu.

If the earning was setup on the company side, and is not a recurring component such as medical aid or provident fund, it will appear in the drop down list. For this example, I am going to select overtime.

I can now advise hours worked or rand value amount. I am going to put 2 hours into the hours option box.

When I click on save, the system will now add 2 hours of overtime based on her salary onto the Payslip. Like Magic ☺

If you find that your rand value is not calculating correctly, you need to go back to your component setup, and check that the setup is correct. If you are struggling and cannot find any issues, give us a shout.

Do you remember the incentive bonus we created that was grossed up? The boss wants to pay his staff R1000 in their pockets for the fantastic work they have been doing. We add it here on the Payslip. Click on add new again next to allowances, and then select Incentive bonus from the drop down list.

Component Payslip Configuration

please setup the component by attending to the fields below

select component   Incentive bonus ▾ ⟳

What would you like this employee to clear   0.00

comments

Save

Now I am being asked what the employee must clear. R1000 please. The current net salary for this example employee before I add this in is R4028.16.

Total	1,058.37	
Net Pay	4,028.16	

Component Payslip Configuration

please setup the component by attending to the fields below

select component   Incentive bonus ▾ ⟳

What would you like this employee to clear   1000

comments

Save

Let's check what the net is now.

allowances

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Basic Pay	3601	173.36	Yes		5,000.00	edit
Incentive bonus	3601		No	delete	1,000.00	edit
Overtime 1.5	3601	2.00	No	delete	86.53	edit
				Total	6,086.53	

deductions

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Loan Deduction	0000		No		500.00	edit
Medical Aid Employee Deduction	0000		No		250.00	edit
Provident Employee Deduction	4003		No		250.00	edit
UIF Employee	4141		No		68.37	
				Total	1,068.37	
				Net Pay	5,018.16	

Hold a second. It should be 5028.16. Why the difference? It turns out we cannot pay the UIF as well, only the tax. If the employee earns more than the UIF threshold, then the full UIF will be paid by the salary and the employee will receive the full incentive bonus value. If you want to cover the UIF as well, you will need to make the gross up value you input including the UIF amount. In this case, it would have been R1111.11.

Let's add an advance to a different employee's Payslip. To change employees, click on **change employee** or type the name or employee number in the search bar underneath.

Employee Name:
Susan Helpman
Number:
0001
change employee
or
Fill in Emp. No. here   change

Details   Options

payslip:
hours:
hourly rate:

<< Previous Payslip   Ne

component calc breakdown
tax calculation breakdown

allowances

Component Name

Basic Pay
Incentive bonus

I have now selected another employee, John Greenwillow. He earns more than the UIF threshold, so lets add an incentive to his salary as well. R1000 please.

His current net is R19352.45

| Total | 5,647.55 |
| Net Pay | 19,352.45 |

Now we add the R1000 incentive and see what happens!

allowances   Add New

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Basic Pay	3601	173.36	Yes		25,000.00	edit
Incentive bonus	3601		No	delete	1,000.00	edit
Incentive bonus Payment of Debt Portion	3808		No		449.28	edit
				Total	26,449.28	

deductions   Add New

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Provident Employee Deduction	4003		No		1,250.00	edit
Tax Paid	4103		No		4,698.11	
UIF Employee	4141		No		148.72	
				Total	6,096.83	
				Net Pay	20,352.45	
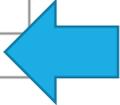
His net is exactly R1000 more as his salary covers the UIF! Fabulous!

Do you see the Incentive bonus Payment of Debt Portion part? That is the tax on the R1000 that the system has calculated so that the company pays the tax, not the employee.

He asked for the R1000 in advance to take his wife to a special dinner, so let's add that in now.

Click on add new next to deduction

deductions   Add New

			Part of	Delete

Select Advance from the drop down list, and put the amount you want to deduct from the employee. In this case, it is R1000.

Component Payslip Configuration

please setup the component by attending to the fields below

|	
select component	Advance
* total amount	1000
comments	

Save

Click on save, and now the advance deduction appears on his Payslip. The net salary has also reduced by R1000. Exactly what we wanted!

allowances   Add New

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Basic Pay	3601	173.36	Yes		25,000.00	edit
Incentive bonus	3601		No	delete	1,000.00	edit
Incentive bonus Payment of Debt Portion	3808		No		449.28	edit
				Total	26,449.28	

deductions   Add New

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Advance	0000		No	delete	1,000.00	edit
Provident Employee Deduction	4003		No		1,250.00	edit
Tax Paid	4103		No		4,698.11	
UIF Employee	4141		No		148.72	
				Total	7,096.83	
				Net Pay	19,352.45	
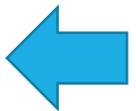
If there is a once off payment or deduction, and it is set up in your components list, you can select the option from the drop down menu when you click on add new next to allowances or deductions, and add the amount or hours value you need to put in. Easy!