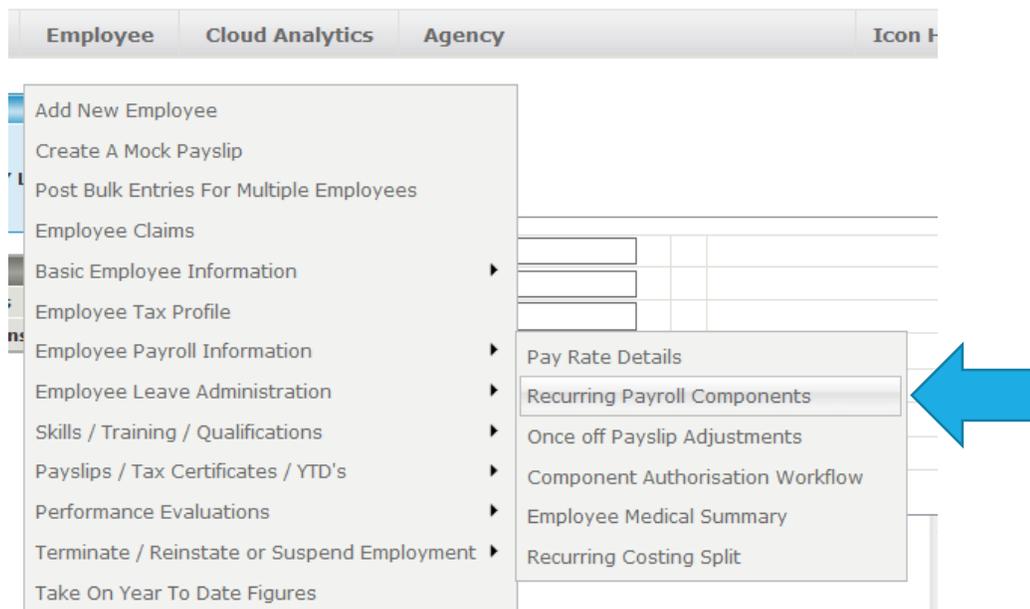# Paymaster Online Tutorial

Adding Recurring Components

The word recurring refers to a component that happens again and again. The opposite of once off. A loan with a balance is recurring. Medical aid and Provident fund are recurring. The payroll allows you to add them to a section where it deducts or pays the amount you have advised every month. This means you do not have to go and remember to add them each month, making it much easier to manage your payroll.

To add a new recurring component, click on **employee, employee payroll information, recurring payroll components**

Select the employee you want to add the component to from your list of employees

For this example, I am going to choose John Greenwillow.

I see he already has a provident fund deduction and company contribution set up. This was done when the employee was added. I am now going to add a monthly commission.

Click on the **Add New** button on the grey headings bar. A smaller screen will pop up with a drop down menu. Select the component you want to use from the drop down menu.

Insert the amount you want to pay. I am paying Mr Greenwillow R2000 commission per month.

Once you are done, click on save. This will load the advised component into the list of recurring components.

I am also going to add a garnishee to this employee.

I must click on the **add new** button next to the deductions heading, as a garnishee must take money off the employee's pay.

I select Garnishee from the deductions drop down list, and now I need to complete all the necessary information regarding his garnishee.

I have now completed all the necessary information. When you are done click save.

The Garnishee now shows in the list of recurring deduction components.

If I want to edit the amounts, or remove the component from the recurring list, I can click on the **edit** or **remove** options next to the component I want to change.

These components now show on Mr Greenwillow's Payslip.

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
Commission	3606		No		2,000.00	edit
Incentive bonus	3601		No	delete	1,000.00	edit
Incentive bonus Payment of Debt Portion	3808		No		449.28	edit
				Total	28,449.28	

deductions   Add New

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Advance	0000		No	delete	1,000.00	edit
Garnishee Deduction	0000		No		500.00	edit
Provident Employee Deduction	4003		No		1,250.00	edit
Tax Paid	4103		No		5,318.11	
UIF Employee	4141		No		148.72	
				Total	8,216.83	
				Net Pay	20,232.45	

If the component you have added has a balance, the balance will show on the Payslip. This allows the employee to keep track of how much longer they are due to pay the loan or garnishee.

Income	Qty	Current	Tax Code	YTD Amount
Basic Pay	173.36	25,000.00	3601	25,000.00
Commission		2,000.00	3606	2,000.00
Incentive bonus		1,000.00	3601	1,000.00
Incentive bonus Payment of Debt Portion		449.28	3808	449.28
Total Earnings	173.36	28,449.28		

Deductions	Balance	Current	Tax Code	YTD Amount
Tax Paid		5,318.11	4102	5,318.11
UIF Employee		148.72	4141	148.72
Advance		1,000.00		1,000.00
Garnishee Deduction	24,500.00	500.00		500.00
Provident Employee Deduction		1,250.00	4003	1,250.00
Total Deductions		8,216.83		

Net Pay		20,232.45		

Package Structure Breakdown	Amount	Company Contributions	Current	Tax Code	YTD Amount
Basic Pay	25,000.00	Provident Employer Contribution	1,250.00	4473	1,250.00
Total Package	26,000.00	UIF Employer	148.72	4141	148.72
		Total CC's	1,388.72		

Leave		Accrual	Balance
Annual Leave		1.67	1.67