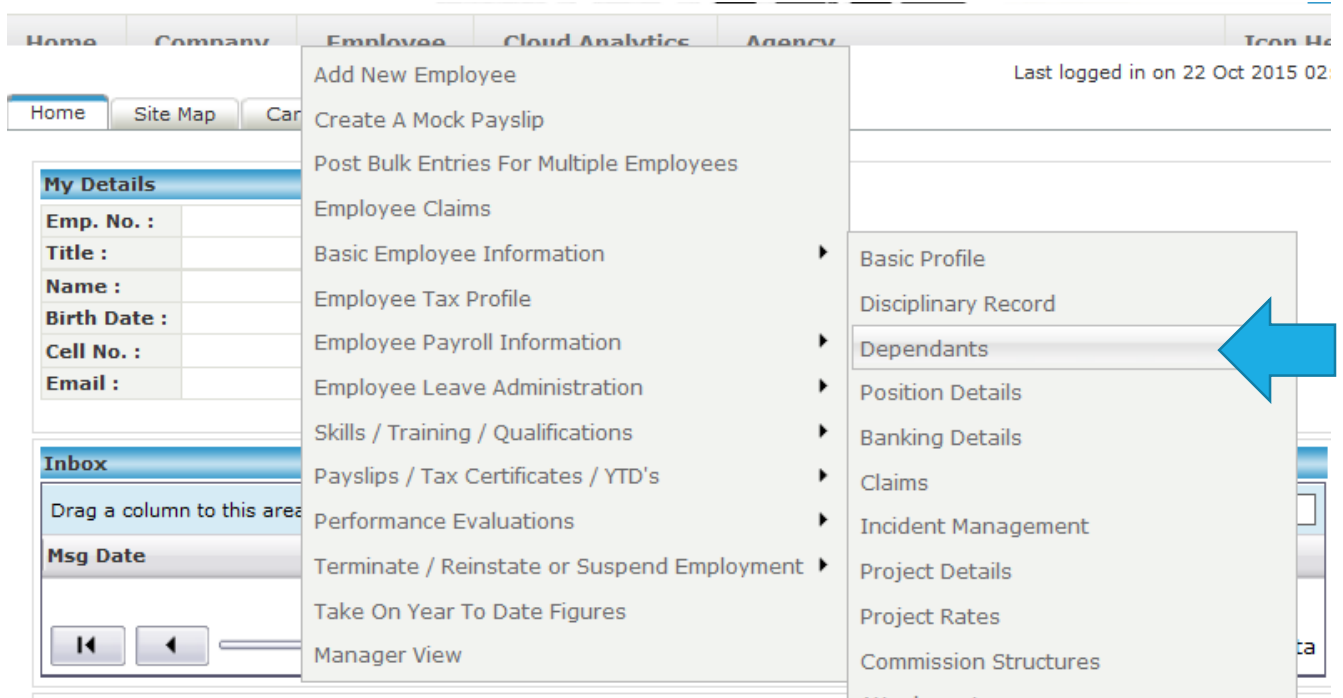


Paymaster Online Tutorial

Dependants – not only for medical aid

We are often asked “where is the section to add next of kin details?”. You would think it would be under the basic profile of the employees so should you need to contact a family member urgently, you can go to the employee you need to and there is the info. Our system considers this information to be so important that it has its own section! The area for the dependants for medical aid is also used as the next of kin details, since most of the time the family is on the medical aid.

To get to this section, click on **employee, basic employee details, dependants**



Here, you can complete all the information you need to capture regarding the employee’s family and their details.

Under the dependant type, you have adult, child or spouse. You can add a contact number, and tick the block if the person is a medical aid dependant. Kill two birds with one stone!

Once you have added all your dependants’ details, they will appear in the List of Dependants at the bottom.

Employee Dependants

[Click here to toggle page instructions](#)

[PAGE HELP](#)

Details

[Click here to view audit trail](#)

* dependant type:	--select one--		
* first name:	--select one--		
* last name:	Adult		
contact number:	Child		
	Spouse		
is this a medical aid dependant ?	<input type="checkbox"/>		

Save

List Of Dependants					
Type	First Name	Last Name	On Med Aid		
Child	Sarah	Helpman	True	Edit	Delete
1					

When you have added all the info necessary, click on **save**.

NB! If the block for medical aid dependant is NOT ticked, the tax credit for the medical aid will not be taken into account for that dependant.