

Paymaster Online Tutorial

Employee Self Service - Managers

Your company is technologically savvy, and you have your employees accessing their payslips, applying for leave and even submitting claims online. Fantastic! Less paperwork for everyone involved.

You have received an email stating that an employee has applied for leave, and to please login and approve the leave.

Good day

You have received a leave application, kindly log into the system and action the application accordingly.

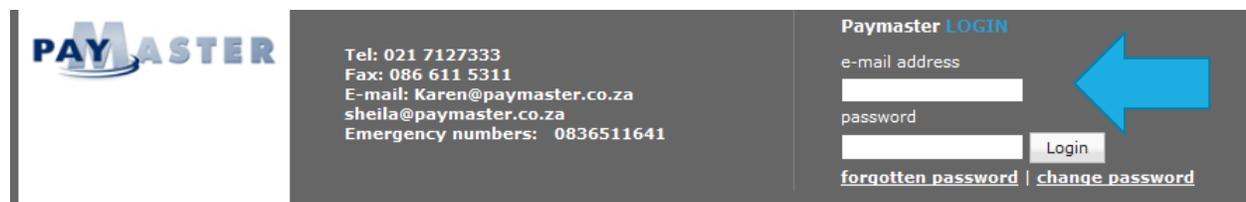
Name:	paul du toit
Approver:	ian Hurst
Leave Type:	Family Responsibility
Leave balance as at leave start date:	8.00
Start Date:	26 Oct 2015
End Date:	26 Oct 2015
No. of Days:	1.00
Comments:	Daughter was ill

If you have any questions or concerns regarding this leave application please do not hesitate to contact your payroll or HR department.

You now need to login to your manager profile, and approve (or decline) the leave application.

To do this, you need to be on paymaster.payus.co.za

To login, put your details in the login section in the top right corner.



PAYMASTER

Tel: 021 7127333
Fax: 086 611 5311
E-mail: Karen@paymaster.co.za
sheila@paymaster.co.za
Emergency numbers: 0836511641

Paymaster **LOGIN**

e-mail address

password

[forgotten password](#) | [change password](#)

Once you have logged in, you will see your manager home screen. This is different to your own personal employee profile.

Home Site Map Careers Documents

My Details	
Emp. No. :	DEMO0000002
Title :	Mr
Name :	ian Hurst
Birth Date :	1959/12/14
Cell No. :	0865891524
Email :	ian@paymaster.co.za

Inbox			
Drag a column to this area to group by it.			Search: <input type="text"/>
Msg Date	Msg Type	Details	View
Nov 01 2012	Leave Application Msg ID: 358073	initiated by: Leave Application - paul du toit	View
Aug 20 2013	Leave Application Msg ID: 436013	initiated by: Leave Application - paul du toit	View
Aug 26 2013	Claims Msg ID: 436876	initiated by: paul du toit 23821 - PAYMASTER DEMO - approval Required.	View
Oct 01 2013	Leave Application Msg ID: 443475	initiated by: Leave Application - paul du toit	View
Jan 21 2014	Claims Msg ID: 481641	initiated by: paul du toit 27384 - PAYMASTER DEMO - approval Required.	View
May 30 2014	Claims Msg ID: 530433	initiated by: paul du toit 41315 - PAYMASTER DEMO - approval Required.	View
Jul 21 2014	Claims Msg ID: 563839	initiated by: Ian Hurst 43009 - Business Systems Group (Africa) (Pty) Ltd - Rejected.	View



As a manager, you have an inbox for all of the leave and claim requests. To approve or decline the application, click on view on the right hand side.

I am going to review the leave application and the claims submission.

The list is in date order, so you might need to scroll over if you have many applications to find the one you need.

My screen now shows me the details of the leave application. I can put in a comment if I need to, and click on approve or decline at the bottom. I am going to approve this leave application.

action in this effective run:	November - 2015
employee name:	DEMO0000003 - paul du toit
leave type:	Family Responsibility
entry type:	Leave Application
container:	will use leave priority
status:	Waiting
leave balance as at leave start date:	8.00
start date:	26 Oct 2015
end date:	26 Oct 2015
number of days:	1.00
comments:	Daughter was ill
action:	<div style="text-align: center;"> Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Approve"/> <input type="button" value="Decline"/> </div>



Once I have approved the leave, the employee will receive an email advising that it has been approved, and I will be taken back to my home screen.

I am now going to approve the expense claims that the employee submitted.

Oct 26 2015 **Claims** initiated by: **paul du toit** [View](#)
Msg ID: 922441 63509 - PAYMASTER DEMO - approval Required.

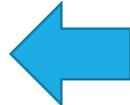
⏪ ⏩ Page 2 of 2 (9 items)

If I click on view, I can see the claims submitted by the employee. I now have the option to view and accept/reject the claims.

Workflow Item Information			
item:	Claims Batch	started:	26 Oct 2015 11:19
initiator:	paul du toit	status:	In Progress
on behalf of:	paul du toit	currently with:	DEMO0000002 - ian Hurst
excel report:		delete:	delete entire batch

Workflow History					
Step	Date Occurred	Step Name	Status	User	Comments
1	26 Oct 2015 11:19	employee capture	Accepted	paul du toit	

[View and Accept/Reject Claims](#)

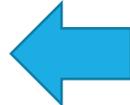


Once I click on this button, I can then see what the employee has submitted. I can add a comment if necessary, and click on **accept** or **reject** at the bottom. I am going to accept the claims.

Company : **PAYMASTER DEMO - Monthly** Effective Run : **November - 2015**

Emp. No.	Init.	Last Name	Org. Unit Code	Project Code	Activity Code	Commission	Entertainment Allowance	Overtime @ 1.5
						Amount	Amount	Overtime Hours
DEMO000003	PF	du toit				du toit	500.00 du toit	4000.00 du toit

Comments:



I am now taken back to my home screen. The employee is sent an email advising the claims have been approved.