

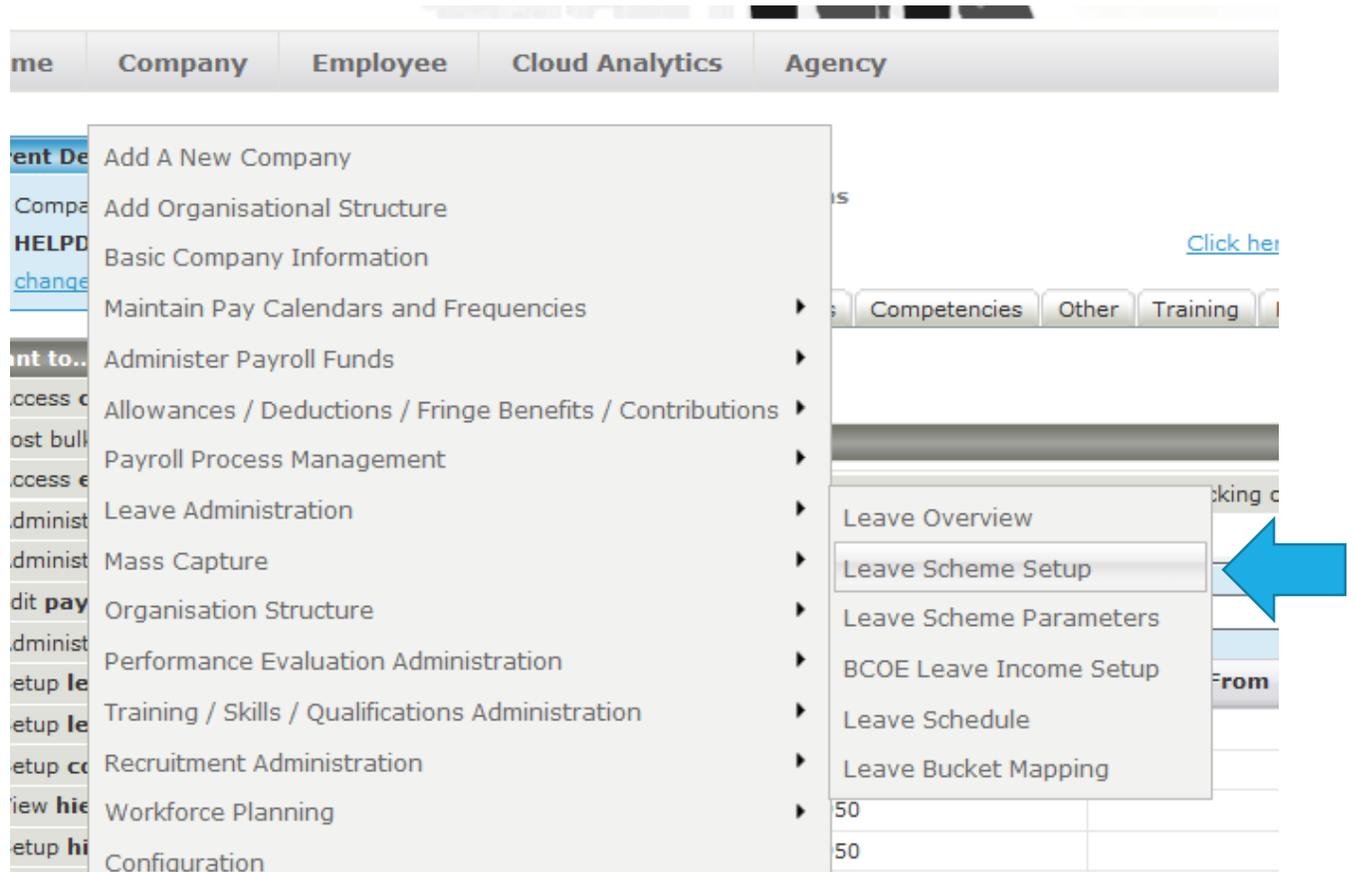
# Paymaster Online Tutorial

## Leave Schemes

The South African law says employees can have 15 leave days every year. If you are a kind employer, you have more leave days for more senior staff, such as 20 leave days for managers and infinity leave days for the boss. Kidding! When you create a new company, the payroll will setup a default leave scheme of 15 annual leave days, 30 sick days over a three year cycle, and 3 family responsibility days per year. This is as per the labour law.

Should you want to setup a new leave scheme, or edit these default options, this is what you do:

Click on **company, leave administration, leave scheme setup**. This is to add a new leave scheme



If you want to edit the current default, settings, you would select the Leave Scheme Parameters option (underneath scheme setup in the list). For this example, I am going to have 15 annual days and 20 annual days.

The standard leave in the history section that is already there is the default 15 days setup.

To add a new one, complete the name section and click on save. I am going to call my 20 days “Managers leave”.

## Company Leave Scheme Setup

[Click here to toggle page instructions](#)

[PAGE HELP](#)

Details [Click here to view audit trail](#)

* name:	<input type="text" value="Managers leave"/>	
code:	<input type="text"/>	
inactive date:	<input type="text"/> <a href="#">clear</a>	

Once saved, it shows in the history section.

History			
Scheme Name	Scheme Code		
Standard Leave		<a href="#">Edit</a>	<a href="#">Delete</a>
Managers leave		<a href="#">Edit</a>	<a href="#">Delete</a>
1			

To setup this new leave scheme, I must now go to the leave scheme parameters.

Company Employee Cloud Analytics Agency

- Add A New Company
- Add Organisational Structure
- Basic Company Information
- Maintain Pay Calendars and Frequencies
- Administer Payroll Funds
- Allowances / Deductions / Fringe Benefits / Contributions
- Payroll Process Management
- Leave Administration
- Mass Capture
- Organisation Structure
- Performance Evaluation Administration
- Training / Skills / Qualifications Administration
- Recruitment Administration
- Workforce Planning

Setup

- Leave Overview
- Leave Scheme Setup
- Leave Scheme Parameters
- BCOE Leave Income Setup
- Leave Schedule
- Leave Bucket Mapping

This is where I can add all the options for my different leave schemes. You can see the standard leave, which is the 15 annual days, is already here.

### Company Leave Scheme Parameters

[Click here to toggle page instructions](#)

[PAGE HELP](#)

Details [Click here to view audit trail](#)

* leave scheme:	--select one--	 
* effective date:	22 October 2015 	
* leave type:	--select one--	 
* leave description:		
stipulate the order in which leave is taken for this leave type:		
is length of service or grade bands applicable for this leave type?	<input type="checkbox"/> length of service <input type="checkbox"/> grade bands	 
* this leave type accrues at:	<input type="text"/> --select one-- per <input type="text"/> --select one-- <input checked="" type="radio"/> Accumulative <input type="radio"/> Non-Accumulative	 
+ advanced options		

History					
Scheme	Leave Type / Description	Order	Effective Date		
Standard Leave	Annual Annual Leave	1	01 Jan 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
Standard Leave	Family Responsibility Family Responsibility Leave	1	01 Jan 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
Standard Leave	Sick Sick Leave	1	01 Jan 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
1					

I am now going to setup the Managers leave annual, sick and family leave. The settings can be selected from the drop down options. Once done, click on save. These are the settings:

Details [Click here to view audit trail](#)

* leave scheme:	Managers leave	 
* effective date:	1 October 1950 	
* leave type:	Annual	 
* leave description:	Annual Leave	
stipulate the order in which leave is taken for this leave type:	1	
is length of service or grade bands applicable for this leave type?	<input type="checkbox"/> length of service <input type="checkbox"/> grade bands	 
* this leave type accrues at:	20 day/s per 1 Year/s and is given to the employee --select one--	
	<input checked="" type="radio"/> Accumulative <input type="radio"/> Non-Accumulative	 
+ advanced options		

Details

[Click here to view audit trail](#)

* leave scheme:	Managers leave	 
* effective date:	1 October 1950 	
* leave type:	Sick	 
* leave description:	Sick Leave	
stipulate the order in which leave is taken for this leave type:	1	
is length of service or grade bands applicable for this leave type?	<input type="checkbox"/> length of service <input type="checkbox"/> grade bands	 
* this leave type accrues at:	30 day/s per 3 Year/s and is given to the employee Upfront <input type="checkbox"/> activate prorate options	
	<input type="radio"/> Accumulative <input checked="" type="radio"/> Non-Accumulative	 
leave is forfeited after every:	3 Year/s however, a balance of 0 days can be carried over to the next cycle	
base the forfeiture on the following date:	<input checked="" type="radio"/> Group Join Date <input type="radio"/> Effective Date that the employee is linked to this scheme <input type="radio"/> This month every year 01- January	
+ advanced options		

Save

Details

[Click here to view audit trail](#)

* leave scheme:	Managers leave	 
* effective date:	1 October 1950 	
* leave type:	Family Responsibility	 
* leave description:	Family Responsibility Leave	
stipulate the order in which leave is taken for this leave type:	1	
is length of service or grade bands applicable for this leave type?	<input type="checkbox"/> length of service <input type="checkbox"/> grade bands	 
* this leave type accrues at:	3 day/s per 1 Year/s and is given to the employee Upfront <input type="checkbox"/> activate prorate options	
	<input type="radio"/> Accumulative <input checked="" type="radio"/> Non-Accumulative	 
leave is forfeited after every:	1 Year/s however, a balance of 0 days can be carried over to the next cycle	
base the forfeiture on the following date:	<input checked="" type="radio"/> Group Join Date <input type="radio"/> Effective Date that the employee is linked to this scheme <input type="radio"/> This month every year 01- January	
+ advanced options		

Save

Once I have setup my options, I can now see the leave types setup in the history section

History					
Scheme	Leave Type / Description	Order	Effective Date		
Managers leave	Annual Annual Leave	1	01 Oct 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
Managers leave	Family Responsibility Family Responsibility Leave	1	01 Oct 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
Managers leave	Sick Sick Leave	1	01 Oct 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
Standard Leave	Annual Annual Leave	1	01 Jan 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
Standard Leave	Family Responsibility Family Responsibility Leave	1	01 Jan 1950	<a href="#">Edit</a>	<a href="#">Delete</a>
Standard Leave	Sick Sick Leave	1	01 Jan 1950	<a href="#">Edit</a>	<a href="#">Delete</a>

1

If you want to change the options, or add some options, you can edit the leave scheme.

When I add my employees, I have the option to link them to Standard leave or Managers leave.

Let's get to adding our employees!