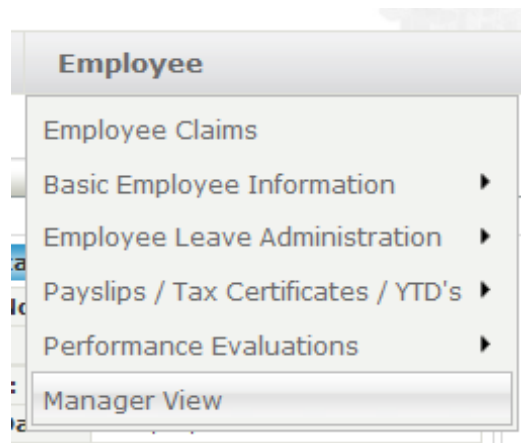


# Paymaster Online Tutorial

## What if I am an employee and a manager?

If you want to see what the employees who report to you have been doing regarding their submissions, you can see that under the manager view section. Please ensure this is setup first otherwise you will not have access to this information.

To access manager view, click on **employee, manager view**



Once you have clicked here, you will see your own details. You can select the employee reporting to you from the drop down menu. This will need to have been setup under the company setup already.

### Manager View

currently viewing : **Self**

employees reporting to **paul du toit** : -- select one --

please select functional area : -- select one --  
DEMO0000012 - leslie hurst

Drag a column to this area to group by it. Search:

	Date Captured	Status	Run Desc	Currently With	Last Work Flow User	
+	18 Aug 2011	Currently in Workflow	August - 2011			
+	23 Aug 2011	Currently in Workflow	August - 2011			
+	23 Aug 2011	Currently in Workflow	August - 2011			
+	23 Aug 2011	Currently in Workflow	August - 2011			
+	20 Mar 2012	To be Finalised	March - 2012			0

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You can also select what you are looking at. You can choose from the options in the drop down menu next to **functional area**

### Manager View

currently viewing : **Self**

employees reporting to **paul du toit** : -- select one --

please select functional area : **Claims**

-- select one --  
 Claims  
 Leave Balances  
 Leave Transactions  
 Payslips  
 Personal Information

Drag a column to this area to group by it.

Date Captured	Status	Run Des			
+ 18 Aug 2011	Currently in Workflow	August - 2011			📄
+ 23 Aug 2011	Currently in Workflow	August - 2011			📄
+ 23 Aug 2011	Currently in Workflow	August - 2011			📄
+ 23 Aug 2011	Currently in Workflow	August - 2011			📄
+ 20 Mar 2012	To be Finalised	March - 2012			📄

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I am going to change my option to leave transactions for one of my employees.

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currently viewing : **ielsie hurst**

employees reporting to **ielsie hurst** : -- select one -- Up

please select functional area : **Leave Transactions**

Drag a column to this area to group by it. Search:

Run	Dates	Details	Info
June Week 2 - 2011	period: <b>June Week 2 - 2011</b> start date: <i>13 Jun 2011</i> end date: <i>19 Jun 2011</i>	<b>Annual</b> no. of days: <b>15.00000</b>	type: <i>Leave Application</i> bucket: status: <i>Approved</i>
bonus 2	period: <b>bonus 2</b> start date: <i>13 Dec 2010</i> end date: <i>19 Dec 2010</i>	<b>Annual</b> no. of days: <b>15.00000</b>	type: <i>Leave Application</i> bucket: status: <i>Approved</i>

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Now I can see at a glance what leave has been taken for this employee. Remember I am still logged in as my own personal self service, so killing two birds with one stone.

If I select payslips or personal information, I can see that as well.

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currently viewing :	<b>ielsie hurst</b>	
employees reporting to <b>ielsie hurst</b> :	-- select one --	<input type="button" value="Up"/>
please select functional area :	Payslips	

Payslip Name	Start Date	End Date	
August Week 2 - 2012	13 Aug 2012	19 Aug 2012	<a href="#">View</a>
August Week 1 - 2012	06 Aug 2012	12 Aug 2012	<a href="#">View</a>
July Week 5 - 2012	30 Jul 2012	05 Aug 2012	<a href="#">View</a>
July Week 4 - 2012	23 Jul 2012	29 Jul 2012	<a href="#">View</a>
July Week 3 - 2012	16 Jul 2012	22 Jul 2012	<a href="#">View</a>
July Week 2 - 2012	09 Jul 2012	15 Jul 2012	<a href="#">View</a>
July Week 1 - 2012	02 Jul 2012	08 Jul 2012	<a href="#">View</a>
June Week 4 - 2012	25 Jun 2012	01 Jul 2012	<a href="#">View</a>
June Week 3 - 2012	18 Jun 2012	24 Jun 2012	<a href="#">View</a>
June Week 2 - 2012	11 Jun 2012	17 Jun 2012	<a href="#">View</a>

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## Manager View

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currently viewing :	<b>ielsie hurst</b>	
employees reporting to <b>ielsie hurst</b> :	-- select one --	<input type="button" value="Up"/>
please select functional area :	Personal Information	

Employee Details | Addresses | Tax Status | Pay Rate | Position

### Employee Details

employee number :	<b>DEMO0000012</b>
first name :	<b>ielsie</b>
last name :	<b>hurst</b>
middle name :	
initials :	<b>L</b>
preferred name :	
maiden name :	
title :	<b>Mrs</b>
language :	<b>English</b>
gender :	<b>Female</b>
race :	<b>African</b>
nationality :	<b>South Africa</b>
citizenship :	<b>South Africa</b>
disabled type :	
birth date :	<b>14 Dec 1959</b>
ethnic group :	<b>None</b>
marital status :	
foreign national :	<b>South Africa</b>

### Contact Details

home number :	
work number :	