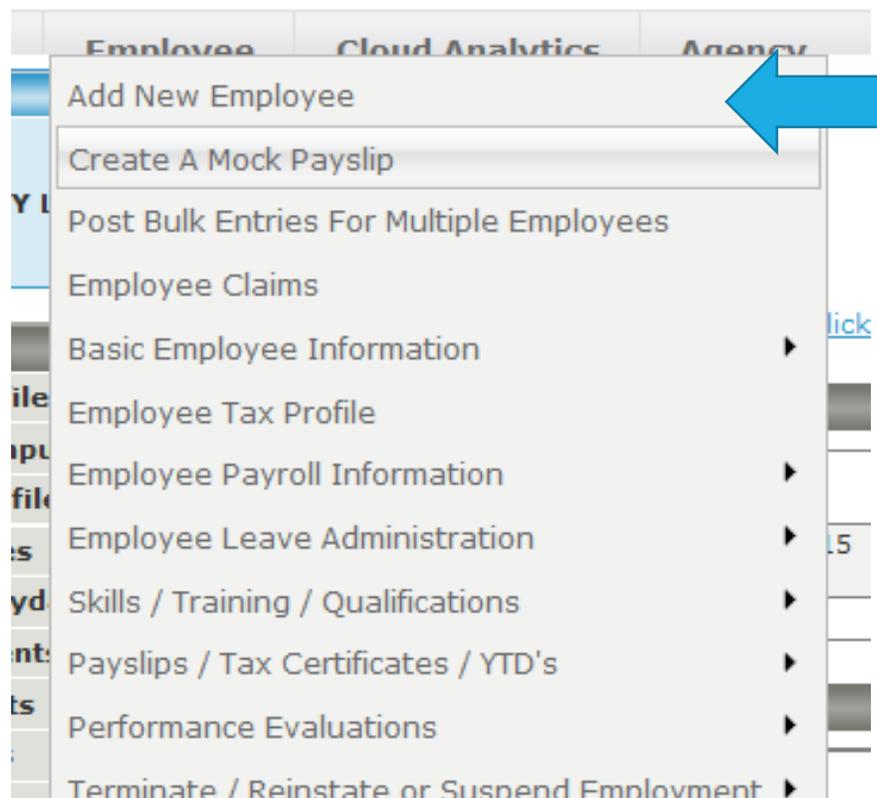


Paymaster Online Tutorial

Creating a mock payslip

There are situations in business where new employees want to see what their take home pay will be if they accept the salary you are offering. How are you going to calculate this if the prospective new employee is not on your payroll? Easy, use the mock Payslip function. This function allows you to input all the necessary data, and will calculate a net salary that you can send to the employee concerned.

To access mock payslips, you click on **employee, create a mock Payslip**



You should now see this screen:

Advanced Mock Payslip

Details	
period:	November - 2015
* first name:	<input type="text"/>
* last name:	<input type="text"/>
* birth date:	23 October 2015
* engagement date:	23 October 2015
* employee package:	<input type="text"/>
* hours per day:	8.00
* days per period:	21.67
* position in organisation:	--select one--
employee organisation unit:	--select one--
region/location:	--select one--
grade :	
employment status:	--select one--
number of dependants on employee's medical aid:	spouse <input type="text" value="0"/>
	children <input type="text" value="0"/>
	adult <input type="text" value="0"/>
* employment tax status:	--select one--

Continue >>

You can complete the first and last name fields, select the correct birth date and engagement date. Fill in the package, and as many of the fields as possible.

NB! Remember to select **Standard Employment (Normal)** as the tax status.

Details	
period:	November - 2015
* first name:	Mock
* last name:	Payslip
* birth date:	12 May 1979
* engagement date:	1 October 2015
* employee package:	15000
* hours per day:	8.00
* days per period:	21.67
* position in organisation:	Manager
employee organisation unit:	HELPDESK DEMO PTY LTD
region/location:	--select one--
grade :	
employment status:	Permanent
number of dependants on employee's medical aid:	spouse <input type="text" value="0"/>
	children <input type="text" value="0"/>
	adult <input type="text" value="0"/>
* employment tax status:	Standard Employment (Normal)

Continue >>

Once you have made all your selections, click on continue. This will now bring up access to the earnings and deductions so you can add medical aid or provident fund as part of the salary calculation if required.

* position in organisation:	Manager	
* employee organisation unit:	HELPDESK DEMO PTY LTD	
* region/location:	--select one--	
grade :		
employment status:	Permanent	
number of dependants on employee's medical aid:	spouse	<input type="text" value="0"/>
	children	<input type="text" value="0"/>
	adult	<input type="text" value="0"/>
* employment tax status:	Standard Employment (Normal)	

allowance			Add New
Payslip Name	Part of Package	Tax Code	

deduction			Add New
Payslip Name	Part of Package	Tax Code	

company contribution			Add New
Payslip Name	Part of Package	Tax Code	

fringe benefit			Add New
Payslip Name	Part of Package	Tax Code	

personal			Add New
Payslip Name	Part of Package	Tax Code	

For my example, I am going to add a performance bonus and provident fund for this employee.

To add these options, you would click on Add new next to the deduction or allowance description, and select from the drop down list. It works the same as the Payslip.

aid:	adult	<input type="text" value="0"/>
* employment tax status:	Standard Employment (Normal)	

allowance			Add New
Payslip Name	Part of Package	Tax Code	
Performance Bonus	False	3605	remove edit

deduction			Add New
Payslip Name	Part of Package	Tax Code	
Provident Employee Deduction	False	4003	remove edit

company contribution			Add New
Payslip Name	Part of Package	Tax Code	
Provident Employer Contribution	False	4473	remove edit

Once you have added all the components you require, click on the **calculate and view Payslip** button at the bottom of the screen.



This will now open the Payslip in a separate tab, or ask you to open or save the file depending on your browser.

This is the mock Payslip I have created:

Mock Payslip

HELPDESK DEMO PTY LTD

1 HELPDESK STREET
HELPTOWN
1234
Western Cape
South Africa

Company Name :	HELPDESK DEMO PTY LTD		
First Names :	Mock	Last Name :	Payslip
Birth Date :	12 May 1979	Position :	Manager
Engagement Date :	01 Nov 2015	Cost Centre :	HELPDESK DEMO PTY LTD
Tax Status :	Standard Employment (Normal)		

Income	Current	Tax Code
Basic Pay	15,000.00	3601
Performance Bonus	2,000.00	3605
Total Earnings	17,000.00	

Deductions	Current	Tax Code
Provident Employee Deduction	750.00	4003
Tax Paid	1,963.25	4103
UIF Employee	148.72	4141
Total Deductions	2,861.97	

Net Pay	14,138.03
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Package Structure Breakdown	Amount	Company Contributions	Current	Tax Code
Basic Pay	15,000.00	Provident Employer Contribution	750.00	4473
Total Package	15,000.00	UIF Employer	148.72	4141

The mock payslip indicates an estimate calculation of the Net Pay value of the package, subject to final selection of benefits, structuring of package components and statutory deductions.

This can now be sent to your prospective employee.

NB Please note: the mock Payslip feature does not take into account employees starting later in the month, and needing their salaries pro rated. This might account for a difference in the tax between the mock Payslip and the real time profile. It is for this reason there is a disclaimer message at the bottom of the mock Payslip advising it is an estimate calculation.