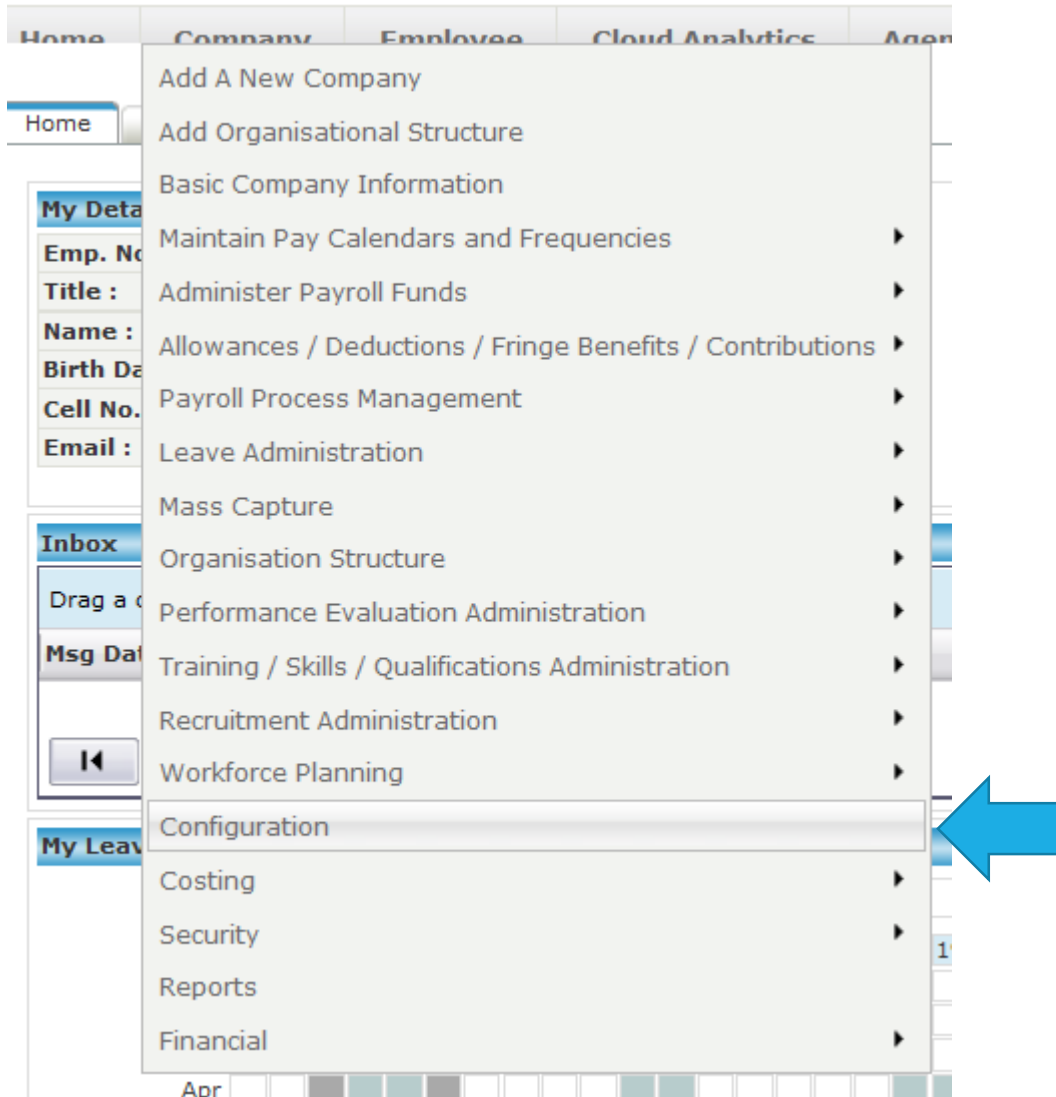


# Paymaster Online Tutorial

## Paypoints

If you need to add paypoints to your payroll setup, click on **Company, configuration**



Your screen should now look like this:

<a href="#">Reminder Contact Details</a> <a href="#">Reminder Contact Details</a>	<a href="#">Tax Certificate Run</a> <a href="#">Tax Certificate Run</a>
<a href="#">Company Settings</a> <a href="#">Company Settings</a>	<a href="#">Claim Component Settings</a> <a href="#">Claim Component Settings</a>
<a href="#">Workflow Configuration</a> <a href="#">Workflow Configuration</a>	<a href="#">Company Related</a> <a href="#">Company Group Integration Fields</a> <a href="#">Company Documents</a> <a href="#">Currency Exchange Rates</a> <a href="#">Company Defined Fields</a> <a href="#">Bank File Definition Utility</a> <a href="#">Company Roster Schedules</a>
<a href="#">Templates Administration</a> <a href="#">Company Templates</a> <a href="#">Increase Templates</a>	<a href="#">Manager Self Service Config</a> <a href="#">Manager Self Service Config</a>
 <a href="#">Company Enumerations</a> <a href="#">Workflow Roles</a> <a href="#">Other Enumerations</a> <a href="#">Period Processes</a> <a href="#">Payroll Processes Definition</a>	<a href="#">Legislative Configurations</a> <a href="#">Company MIBFA Config</a> <a href="#">Expatriate Tax Certificate Config</a> <a href="#">Statistics SA Config</a> <a href="#">Employment Equity Config</a>
<a href="#">Workforce Planning</a> <a href="#">Budget Cost Groups</a> <a href="#">Cost Group Allocation</a> <a href="#">Budget Period Process</a> <a href="#">Budget Increase Amounts</a>	

You need to click on Other enumerations under company enumerations. Here you have quite a few options you can add. Leave reasons, incident types, regions. We want to add paypoints.

### Company Admin

tip - click on the report category heading to expand and collapse each section

<b>Company Employment Category</b>						
<b>Company Employment Sub Category</b>						
<b>Company Leave Reasons</b>						
<b>Company Increase Reason</b>						
<b>Company Manager Request Type</b>						
<b>Company Incident Types</b>						
<b>Company Rosters</b>						
<b>Company Pay Points</b>						
<input type="text" value="* pay point description:"/> <input type="button" value="Save"/>						
<table border="1"> <thead> <tr> <th colspan="2">Pay Points</th> </tr> <tr> <th>Pay Point Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table>	Pay Points		Pay Point Description		1	
Pay Points						
Pay Point Description						
1						



Type in the description of the paypoint, and click on save. This will load the paypoint option into the payroll.

\* pay point description:

Pay Points		
Pay Point Description		
Cape Town	<a href="#">Edit</a>	<a href="#">Delete</a>
Johannesburg	<a href="#">Edit</a>	<a href="#">Delete</a>
1		

These are now active in the payroll, and you can link your employees to the correct paypoint on the position screen.

It is best to have these setup before linking your employees so that you can do it when they are added to the payroll.

Under my employee's position screen, I can now add this option in from the drop down list.

Details Skills Gap Analysis

* effective date:	<input type="text" value="1 October 2015"/>		
* position in organisation:	<input type="text" value="Manager"/>		
* employee organisation unit:	<input type="text" value="HELPDESK DEMO PTY LTD"/>		
pay point:	<input type="text" value="--select one--"/>		
region/location:	<div style="border: 1px solid #ccc; padding: 2px;"> --select one--  Cape Town  Johannesburg </div>		
directly reports to position:			
directly reports to person:	<input type="text" value="..."/>		
grade :			
occupational category :			
occupational level :			
override directly reports to position :	<input type="text" value="..."/>		
override grade with :	<input type="text" value="--select one--"/>		
employment status:	<input type="text" value="--select one--"/>		
is this a promotion?	<input type="checkbox"/>		
administrator:	<input type="text"/>		