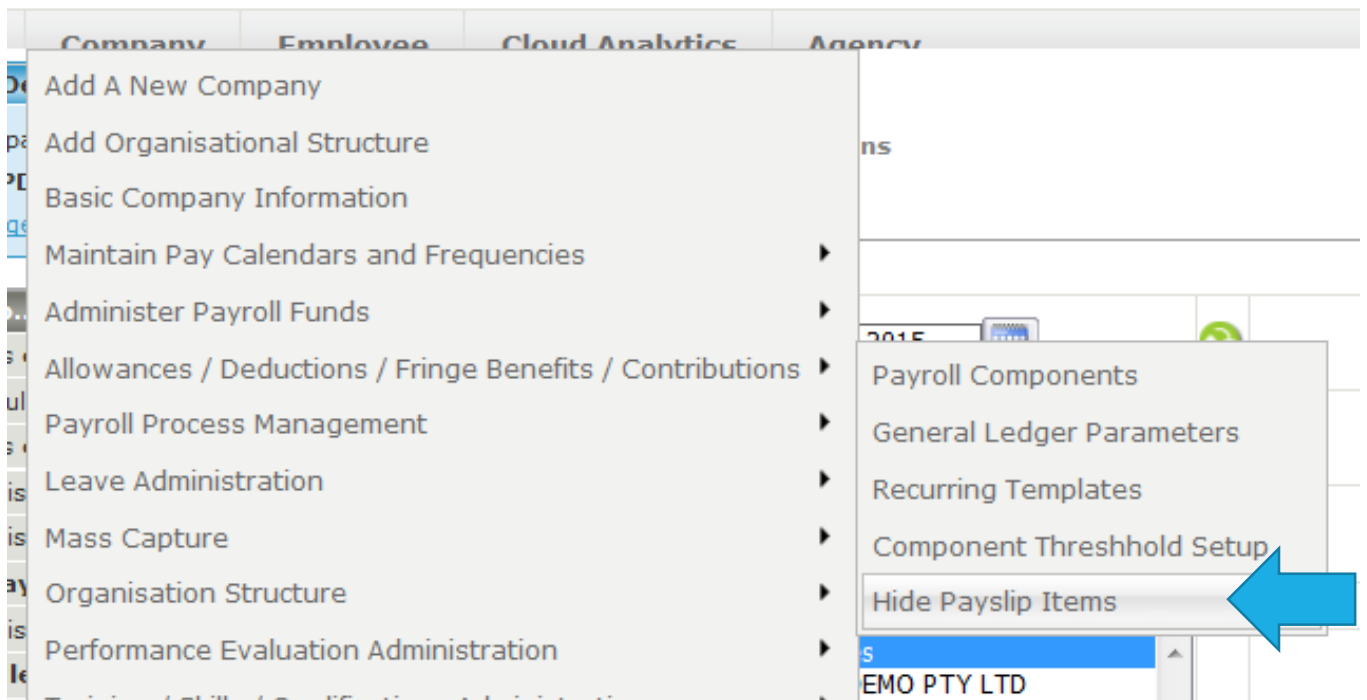


Paymaster Online Tutorial

Payslip Personalization

The default settings for the payslips show a lot of information on the printed Payslip. This includes Grade, banking details, company registration number, the tax reference number etc. Our system allows you to customize what is shown on the Payslip. Certain things need to be on the Payslip, such as the employee's name otherwise how would you know who's Payslip you are looking at. The employee number also helps.

If you want to customize the Payslip, click on **company, allowance/deductions/fringe benefits/contributions, hide Payslip items**



This brings up a whole list of options that you can choose to hide on the Payslip. If you tick the box, it disappears from the Payslip. It's that simple!

Hide Payslip Items

Details	
Description	
▶ Account Number	<input type="checkbox"/>
▶ Bank Name	<input type="checkbox"/>
▶ Basic Pay Hours	<input type="checkbox"/>
▶ Birth Date	<input type="checkbox"/>
▶ Branch Code	<input type="checkbox"/>
▶ Combine Leave Balances	<input type="checkbox"/>
▶ Company Address	<input type="checkbox"/>
▶ Company Reg No	<input type="checkbox"/>
▶ Company Tel. No.	<input type="checkbox"/>
▶ Custom Field	<input type="checkbox"/>
▶ Employee Address Description	<input type="checkbox"/>
▶ Employee Address Value	<input type="checkbox"/>
▶ Employee Phys. Add	<input type="checkbox"/>
▶ Engagement Date Description	<input type="checkbox"/>
▶ Engagement Date Value	<input type="checkbox"/>
▶ Frequency	<input type="checkbox"/>
▶ Grade Description	<input type="checkbox"/>
▶ Grade Value	<input type="checkbox"/>

I am going to select Hourly rate, and birth date to be removed.

▶ Hourly Rate Description	<input checked="" type="checkbox"/>
▶ Hourly Rate Value	<input checked="" type="checkbox"/>
▶ Birth Date	<input checked="" type="checkbox"/>

When you have made your selections, scroll to the bottom of the screen and click on save.



Here is a before picture of the Payslip details:

Company Name :	HELPDESK DEMO PTY LTD	Run:	October - 2015
First Names :	John	Last Name :	Greenwillow
Birth Date :	22 Oct 1975	Position :	Manager
Period Start Date :	01 Oct 2015	Period End Date :	31 Oct 2015
Engagement Date :	01 Oct 2015	Termination Date :	
Cost Centre :	HELPDESK DEMO PTY LTD	Tax Status :	Standard Employment (Normal)
Ordinary Days :	21.67	Ordinary Hours :	173.36
Bank Name:		Account Number :	
Tax Ref. Number:		Currency :	ZAR
UIF Number:	0000000/0	Company Reg. No :	2010/00015/015
Phys. Add:	1 Help Lane, Helpdesk county, 1234		

Here is my Payslip now after the changes were made:



Company Name :	HELPDESK DEMO PTY LTD	Run:	October - 2015
First Names :	John	Last Name :	Greenwillow
Position :	Manager	Empl. Number :	0002
Period Start Date :	01 Oct 2015	Period End Date :	31 Oct 2015
Engagement Date :	01 Oct 2015	Termination Date :	
Cost Centre :	HELPDESK DEMO PTY LTD	Tax Status :	Standard Employment (Normal)
Ordinary Days :	21.67	Ordinary Hours :	173.36
Bank Name:		Account Number :	
Tax Ref. Number:		Currency :	ZAR
UIF Number:	0000000/0	Company Reg. No :	2010/00015/015
Phys. Add:	1 Help Lane, Helpdesk county, 1234		



The birth date and the rate per hour is now gone. You have now customized your Payslip!