

# Paymaster Online Tutorial

## Employee Self Service for Employees

In this technological day and age, to print out paper payslips seems almost unnecessary. We need to save our environment. Everything is available online, and why not your Payslip as well? The Paymaster payroll's employee self service portal allows you to access your profile, as well as download copies of your payslips and apply for leave. So simple!

First, you need to register. Please make sure your correct email address has been added to your profile by your manager or payroll department so that it doesn't kick out your registration.

To register, you need to be on the site [paymaster.payus.co.za](http://paymaster.payus.co.za)

Your screen should look like this:

The screenshot shows the Paymaster website header with the logo, contact information (Tel: 021 7127333, Fax: 086 611 5311, E-mail: ian@paymaster.co.za, sheila@paymaster.co.za, Emergency numbers: 0829985006), and a login section with fields for e-mail address and password, and buttons for Login, forgotten password, and change password. Below the header is a navigation menu with a blue arrow pointing to 'Employee Self Service Register'. The menu items are: Home, Employee Self Service Register, Keep all your HR records in the cloud, and Payrolls in Africa. Below the menu are three images of hands holding blue markers that have underlined the words 'TRAINING', 'WEBiNAR', and 'LEGiSLATiON'.

On the left side menu, is **Employee self service register**. Click on this.

Your screen now looks like this:

### EMPLOYEE SELF SERVICE REGISTER

Please enter the same email address that has been captured on your employee profile. If you are unsure as to which email was entered for you, please contact your HR department. Once you have entered your email address and clicked save, an email with further instructions will be sent to your inbox.

please enter your email address here:

Save

Insert your email address into the block, and click on save.

## EMPLOYEE SELF SERVICE REGISTER

Please enter the same email address that has been captured on your employee profile. If you are unsure as to which email was entered for you, please contact your HR department. Once you have entered your email address and clicked save, an email with further instructions will be sent to your inbox.

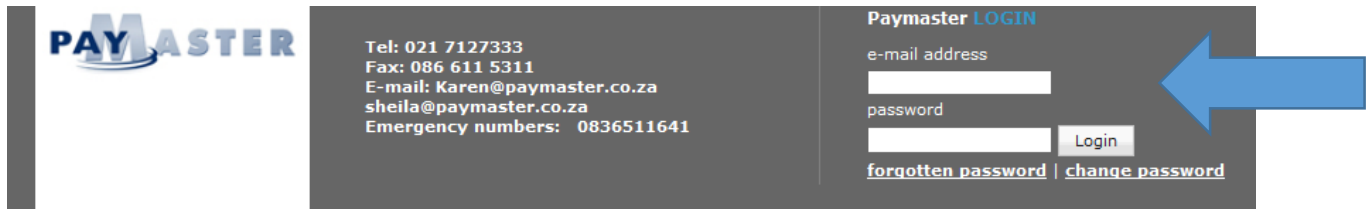
please enter your email address here:

The system will send you an email with a link requesting that you register a password.

Once you have registered, you can now login.

You need to go back to **paymaster.payus.co.za**.

You can now put your username and password in the top right corner.

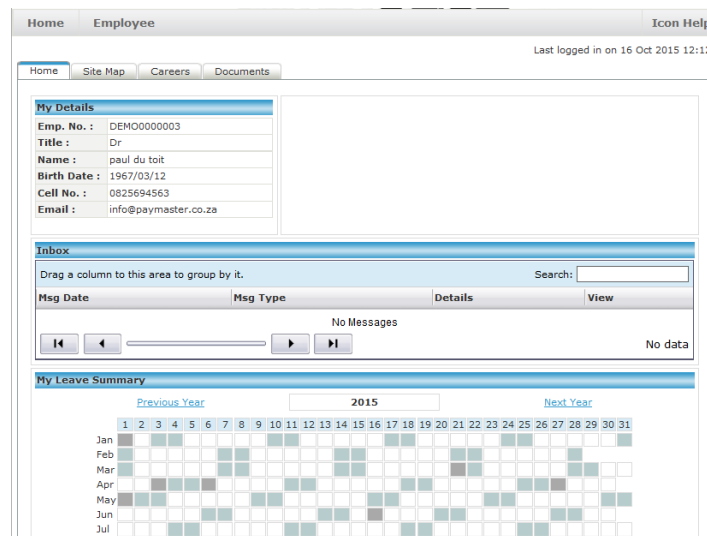


The screenshot shows the Paymaster website interface. On the left is the Paymaster logo. In the center, contact information is listed: Tel: 021 7127333, Fax: 086 611 5311, E-mail: Karen@paymaster.co.za and sheila@paymaster.co.za, and Emergency numbers: 0836511641. On the right is the 'Paymaster LOGIN' section, which includes input fields for 'e-mail address' and 'password', a 'Login' button, and links for 'forgotten password' and 'change password'. A large blue arrow points to the 'e-mail address' input field.

Once your details are in, click on **login**.

NB NOTE!! If you put the details in incorrectly more than 3 times, you will be locked out of your account! If this happens, drop us a line at [paysliplogin@paymaster.co.za](mailto:paysliplogin@paymaster.co.za) and we will reactivate your account.

When you are logged into your profile, you will see this screen:



The screenshot shows the employee self-service profile page. At the top, there are navigation tabs for 'Home' and 'Employee', and an 'Icon Help' link. Below this, there are sub-tabs for 'Home', 'Site Map', 'Careers', and 'Documents'. The page is titled 'My Details' and displays the following information: Emp. No.: DEMO0000003, Title: Dr, Name: paul du toit, Birth Date: 1967/03/12, Cell No.: 0825694563, and Email: info@paymaster.co.za. Below the details is an 'Inbox' section with a search bar and a table with columns for 'Msg Date', 'Msg Type', 'Details', and 'View'. The inbox is currently empty, showing 'No Messages' and 'No data'. At the bottom is a 'My Leave Summary' section with a calendar for the year 2015, showing leave days as shaded cells.

At the top of the screen, you have Home, and Employee. Your personal details are on the front screen.