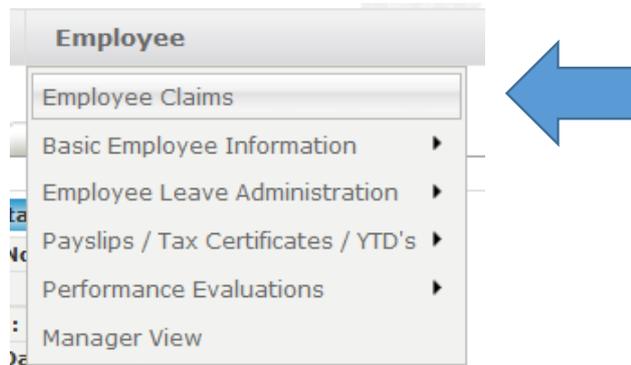# Paymaster Online Tutorial

Employee Claims

If your company is super savvy, they will have employee claims set up. This allows you to put in your commission, overtime etc values in yourself, and then it is approved by a manager before being effected on the payroll. It's like running your own salary!

To be able to put in a claim, click on **employee, employee claims**

Once you have selected this option, your screen should look like this:

I find it easiest to select the employee number option, and then you can put your employee number in. Once you have done that, click on display details.

description:			DEMO0000003						
attachment:			Browse... No file selected.						

Company :	PAYMASTER DEMO - Monthly				Effective Run :	November - 2015 ▼			
Emp. No.	Init.	Last Name	Org. Unit Code	Project Code	Activity Code	**Commission**	**Entertainment Allowance**	**Overtime @ 1.5**	
						Amount	Amount	Overtime Hours	
DEMO0000003	PF	du toit							
						Details	Details	Details	
						du toit	du toit	du toit	

You can now input the information necessary. I am going to add R500 entertainment allowance and 8 hours overtime.

In order for me to add in these details, I need to click on the **details** link under the option I want to select.

Entertainment Allowance

Amount

Details

0.00

du toit

This will bring me to a screen where I can input the data for the claim.

Details	

employee:	**paul du toit**
employee no:	**DEMO0000003**
component:	**Entertainment Allowance**
type:	**Amount**

Claim Details

enter the claim details below and click on the add button, you are able to do this for multiple claim items.

date:	description:	project code:	quantity	rate/amount
26 October 2015 📅 *		1 *	1 *	

Add

Back

When you have completed the information, click on **Add**.

Employee Claim Details

This will load the info underneath, allowing you to capture as many details as required.

Once you are done, click on **save all**.

The amount has now been captured on your screen underneath entertainment allowance.

The overtime works the same way. Click on details, add in your hours, click on add. Once you are done, click on save all.

Company :	PAYMASTER DEMO - Monthly				Effective Run :		November - 2015		▼

Emp. No.	Init.	Last Name	Org. Unit Code	Project Code	Activity Code	Commission	Entertainment Allowance	Overtime @ 1.5
						Amount	Amount	Overtime Hours
DEMO00000 03	PF	du toit					Details 500.00	Details 4000.00
						du toit	du toit	du toit

Once you have done the input for all of your claims, click on the **Save** button at the bottom.
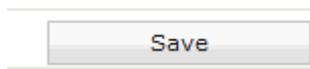
Save

NB! Make sure you tick this box, otherwise you will need to check your pending batches again before you submit. If it is ticked, it goes straight to your manager.

Save

Move this batch to the next workflow step ☑
If this is not checked it will be saved in your pending batches)

Once you are done, you will go back to the home screen.

You will receive an email confirming you have submitted claims for approval.

Good day

The following workflow item has been sent for authorization.

Item:	Claims
Initiated by:	paul du toit
On behalf of:	paul du toit (DEMO0000003)
Details:	63509 - PAYMASTER DEMO - approval Required.
Comments:	

If you have any questions or concerns regarding this please do not hesitate to contact your payroll or HR department.