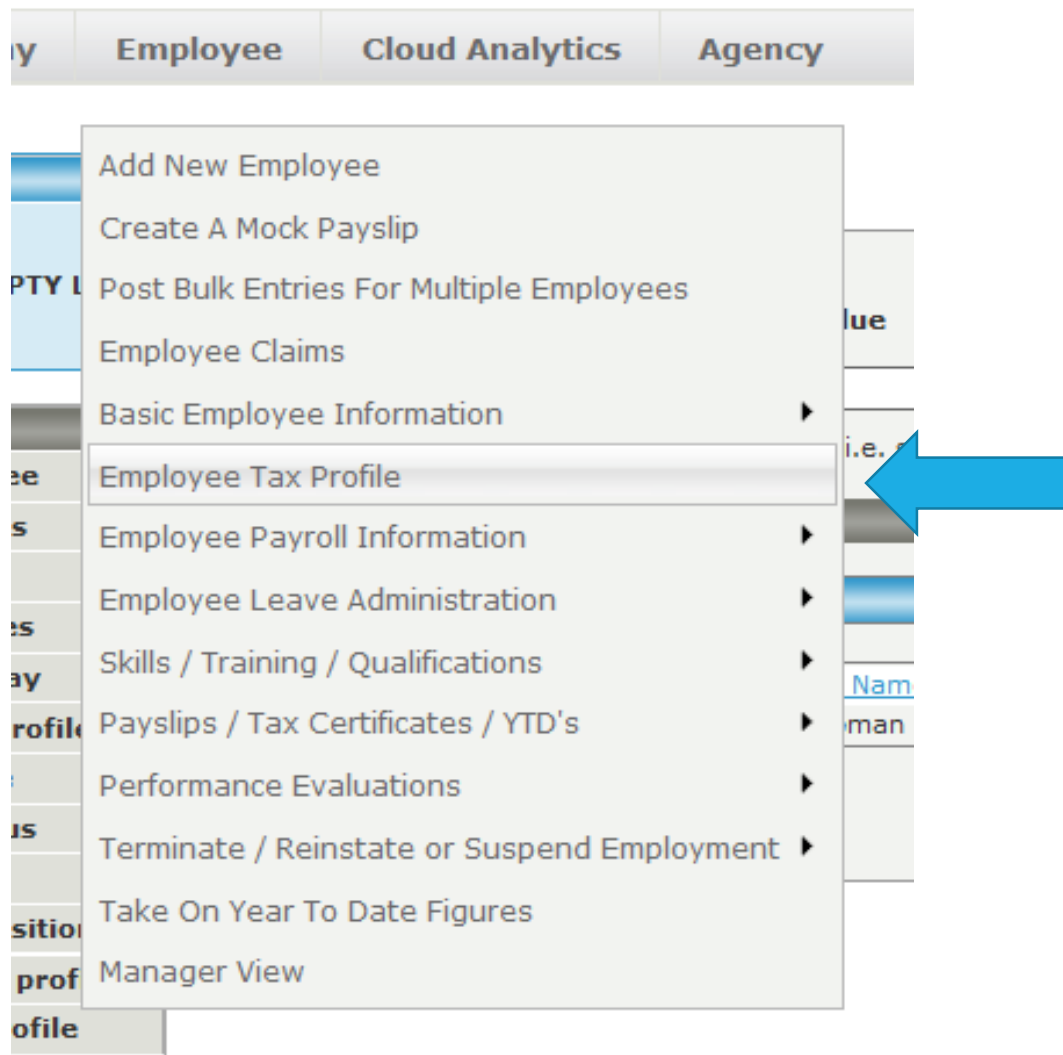


Paymaster Online Tutorial

Tax Profile and its importance

This part of an employee's profile is so important, and I don't think a lot of people understand why. This is what a tax profile looks like, and how to get to it:

To get to the tax profile, click on **employee, tax profile**.



It is on this screen that you capture the ID number or passport number, the tax status and the employment date. The importance of this is that there are 2 items on this screen that influence how tax is calculated: the employment date and the tax status.

Employee Tax Profile

[Click here to toggle page instructions](#)

[PAGE HELP](#)

Details

[Click here to view audit trail](#)

* i want to ...	<input type="radio"/> terminate this employee	
* group join date:	1 October 2015	
* employment date:	1 October 2015	
* nature of person:	A - Individual with ID number or Passport no	
* id type:	Identity	
* identity number:	8212280224083	
passport number:		
* tax status:	Standard Employment (Normal)	
tax reference number:		
not re-employable?	<input type="checkbox"/>	
reference no.:		

Update

History

Employment Date	Termination Date	Tax Status	Effective From		
01 Oct 2015		Standard Employment (Normal)		Edit	Delete

1

1) Employment date

If your employment date is incorrect, your tax will be incorrect. It is that simple. The tax is calculated based on your year to date figures, so if you have the wrong start date, the calculation will be wrong.

2) The tax status

This section decides how your tax is calculated. The normal option is Standard Employment (normal). This is the default option, and I suggest leaving it as this if you are unsure.

The other often used options are Director (Private Company) and Non standard employment – this will deduct 25% tax and can be used for temporary staff.

Here is the whole list:

Details

[Click here to view audit trail](#)

* i want to	<input type="radio"/> terminate this employee	
* group join date:	1 October 2015	
* employment date:	1 October 2015	
* nature of person:	A - Individual with ID number or Passport no	
* id type:	Identity	
* identity number:	8212280224083	
passport number:		
* tax status:	Standard Employment (Normal)	
tax reference number:	--select one--	
not re-employable?	Directive	
reference no.:	Director (Private Company)	
	Foreign Employment	
	Foreign Employment (No Tax)	
	Independent Contractor	
	Independent Contractor (No Tax)	
	Labour Broker	
	Non Standard Employment	
	Personal Service Company	
	Personal Service Trust	
	Standard Employment (Normal)	
	Standard Employment (YTD Method)	
	Temporary Employment	

History	
Employment Date	Termination Date
01 Oct 2015	

The bottom line is:

If your tax looks very funny, come and check what is happening on this screen. Often when information is captured, you forget to change the employment date and the date defaults to today. If you are still having trouble, give us a shout.