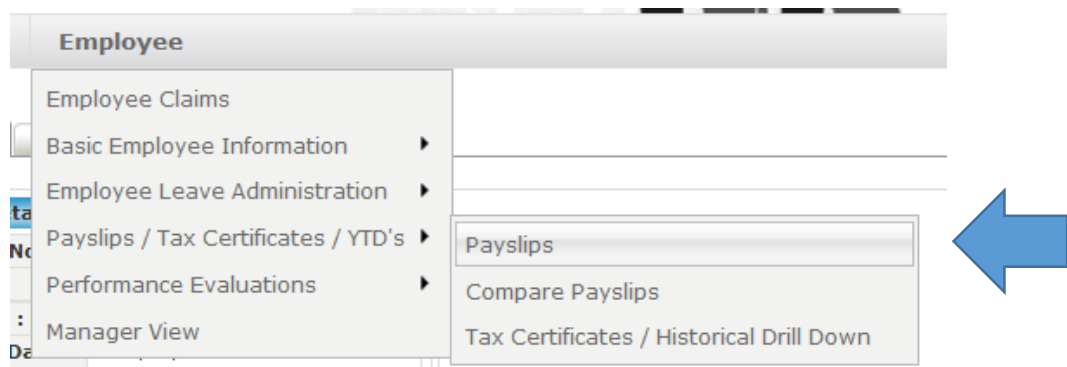


Paymaster Online Tutorial

Viewing and comparing your Payslips

Payday has come, and you want to have a look at your Payslip. No problem!

Click on **employee, payslips/tax certificates/ytd's, payslips**



Your screen should now look like this:

Payslips
[Click here to toggle page instructions](#) [PAGE HEL](#)

Confidential Payslips - We provide special confidential paper payslips. These can be printed on a lazer or dot-matrix printer and are self-sealing. Please contact us for pricing or more information.

view in alternative language

Payslip Name	Start Date	End Date		
November - 2015	01 Nov 2015	30 Nov 2015		
October - 2015	01 Oct 2015	31 Oct 2015	Email Payslip	View
September - 2015	01 Sep 2015	30 Sep 2015	Email Payslip	View
August - 2015	01 Aug 2015	31 Aug 2015	Email Payslip	View
July - 2015	01 Jul 2015	31 Jul 2015	Email Payslip	View
June - 2015	01 Jun 2015	30 Jun 2015	Email Payslip	View
May - 2015	01 May 2015	31 May 2015	Email Payslip	View
April - 2015	01 Apr 2015	30 Apr 2015	Email Payslip	View
March - 2015	01 Mar 2015	31 Mar 2015	Email Payslip	View
February - 2015	01 Feb 2015	28 Feb 2015	Email Payslip	View

1 2 3 4 5 6 7

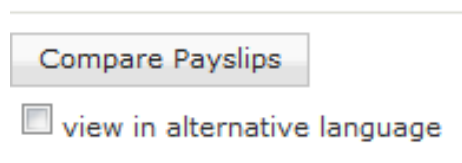
You have access to all your payslips from when you started with your company.

If you want to open the Payslip – click on **view**. Please make sure pop ups are enabled on your browser otherwise nothing will happen when you click on view

If you want to email your Payslip to yourself, click on **email Payslip**. You will receive a password protected zip file in an email. The password to open this zip file is the same password you used to log in.

NB NOTE!! If you have changed your password or gone through the forgotten password option, your old zip file attachments of previous month's payslips will not work with your new password. You will have to use your old password to open these files.

If you want to compare last month's Payslip to the current Payslip, or even a few months in a row, click on the **compare payslips** button



You will see this screen, where you can select the months you want to compare:

Payslips Comparison

select all payslips to compare?	<input type="checkbox"/>
select the payslips to compare :	<input type="checkbox"/> October - 2015 <input type="checkbox"/> November - 2013 <input type="checkbox"/> December - 2011 <input type="checkbox"/> September - 2015 <input type="checkbox"/> October - 2013 <input type="checkbox"/> November - 2011 <input type="checkbox"/> August - 2015 <input type="checkbox"/> September - 2013 <input type="checkbox"/> October - 2011 <input type="checkbox"/> July - 2015 <input type="checkbox"/> August - 2013 <input type="checkbox"/> September - 2011 <input type="checkbox"/> June - 2015 <input type="checkbox"/> July - 2013 <input type="checkbox"/> August - 2011
tip - once the report has generated below, click on the disk icon for export options	
<input type="button" value="Compare"/>	

Tick the months you want to compare, and click on the compare button

select all payslips to compare?	<input type="checkbox"/>
select the payslips to compare :	<input checked="" type="checkbox"/> October - 2015 <input type="checkbox"/> November - 2013 <input type="checkbox"/> December - 2011 <input checked="" type="checkbox"/> September - 2015 <input type="checkbox"/> October - 2013 <input type="checkbox"/> November - 2011 <input checked="" type="checkbox"/> August - 2015 <input type="checkbox"/> September - 2013 <input type="checkbox"/> October - 2011 <input checked="" type="checkbox"/> July - 2015 <input type="checkbox"/> August - 2013 <input type="checkbox"/> September - 2011 <input type="checkbox"/> June - 2015 <input type="checkbox"/> July - 2013 <input type="checkbox"/> August - 2011
tip - once the report has generated below, click on the disk icon for export options	
<input type="button" value="Compare"/>	



The payroll will now show you your selected months side by side for you to have a look at.

select the
payslips to
compare :

- October - 2015 November - 2013 December - 2011
 September - 2015 October - 2013 November - 2011
 August - 2015 September - 2013 October - 2011
 July - 2015 August - 2013 September - 2011
 June - 2015 July - 2013 August - 2011

tip - once the report has generated below, click on the disk icon for export options

Compare

1 of 1 Find | Next

Employee Number: DEMO000003				
Employee Name: paul du toit				
Payslip Item	July - 2015 - (01 Jul 2015 - 31 Jul 2015)	August - 2015 - (01 Aug 2015 - 31 Aug 2015)	September - 2015 - (01 Sep 2015 - 30 Sep 2015)	October - 2015 - (01 Oct 2015 - 31 Oct 2015)
Basic Pay	500000.00	500000.00	500000.00	
Commission	123659822.00	123659822.00	123659822.00	
Vehicle Allowance	4500.00	4500.00	4500.00	
Total Allowances	124164322.00	124164322.00	124164322.00	
Medical Aid Employee Deduction	1051.00	1051.00	1051.00	
Tax Paid	50898779.43	50898779.44	50898779.44	
UIF Employee	148.72	148.72	148.72	
Total Deductions	50899979.15	50899979.16	50899979.16	
Net Pay	73264342.85	73264342.84	73264342.84	
Skills Development Levy	1241634.22	1241634.22	1241634.22	
UIF Employer	148.72	148.72	148.72	