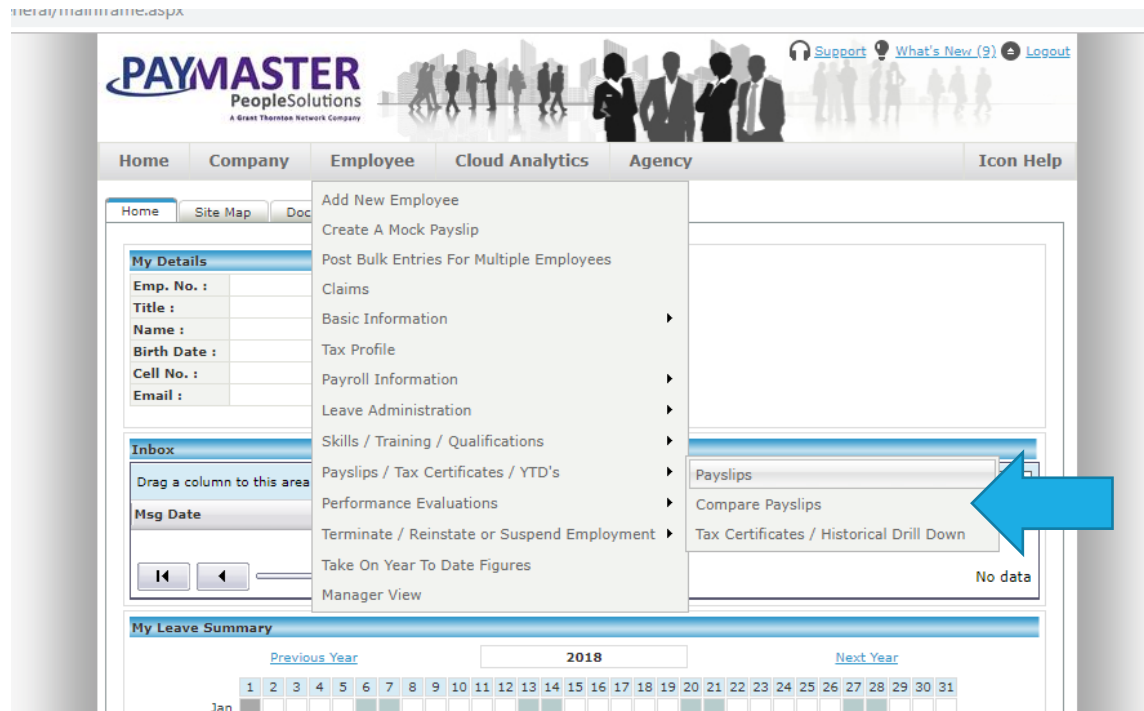


Paymaster Online Tutorial

Compare payslips

If you have a staff member that is complaining that their net salary keeps changing or asking why their tax is different, but their earnings have stayed the same, you can use the Compare Payslips tool to compare the employees salary over a specified date range. This should answer most questions.

Navigate to the employee compare payslip screen:



You will be able to select any month from when the employee started.

You can either tick the option for “Select all payslips to compare” or you can select specific months. I am going to show you the last 3 months of the employee’s pay history.

Payslips Comparison

select all payslips to compare?

select the payslips to compare :

<input checked="" type="checkbox"/> November - 2018	<input type="checkbox"/> March - 2018	<input type="checkbox"/> August - 2017
<input checked="" type="checkbox"/> October - 2018	<input type="checkbox"/> February - 2018	<input type="checkbox"/> July - 2017
<input checked="" type="checkbox"/> September - 2018	<input type="checkbox"/> January - 2018	<input type="checkbox"/> June - 2017
<input type="checkbox"/> August - 2018	<input type="checkbox"/> December - 2017	<input type="checkbox"/> May - 2017
<input type="checkbox"/> July - 2018	<input type="checkbox"/> November - 2017	<input type="checkbox"/> April - 2017

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

Once you had made your selection, click the compare button. The page will reload with the 3-month comparison.

Payslips Comparison

select all payslips to compare?

select the payslips to compare :

<input checked="" type="checkbox"/> November - 2018	<input type="checkbox"/> March - 2018	<input type="checkbox"/> August - 2017
<input checked="" type="checkbox"/> October - 2018	<input type="checkbox"/> February - 2018	<input type="checkbox"/> July - 2017
<input checked="" type="checkbox"/> September - 2018	<input type="checkbox"/> January - 2018	<input type="checkbox"/> June - 2017
<input type="checkbox"/> August - 2018	<input type="checkbox"/> December - 2017	<input type="checkbox"/> May - 2017
<input type="checkbox"/> July - 2018	<input type="checkbox"/> November - 2017	<input type="checkbox"/> April - 2017

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

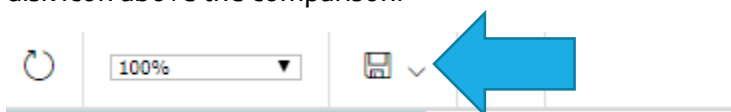
100%

Employee Number: TEST03

Employee Name: ANNE JOHN

Payslip Item	September - 2018	October - 2018	November - 2018
Basic Pay	6934.40	6934.40	6934.40
Commission			5500.00
overtime			724.15
Total Allowances	6934.40	6934.40	13158.55
Tax Paid	75.94	75.95	1196.28
UIF Employee	69.34	69.34	76.59
Total Deductions	145.28	145.29	1272.87
Net Pay	6789.12	6789.11	11885.68
Total Company Contributions	138.69	138.68	208.18
Total Deductions	145.28	145.29	1272.87
Total Fringe Benefits	0.00	0.00	0.00
Total Personal	0.00	0.00	0.00
Skills Development Levy	69.35	69.34	131.59


You can export this comparison to multiple formats including excel if required by clicking on the save disk icon above the comparison.





Select your required option from the dropdown list and the comparison will open in the chosen format.

July - 2018
 November - 2017
 April - 2017

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



Employee Number: TEST03	Word		
Employee Name: ANNE JOHN	Excel		
Payslip Item	PowerPoint	October - 2018	No
Basic Pay		6934.40	
Commission	PDF		
overtime			
Total Allowances	TIFF file	6934.40	
Tax Paid		75.95	
UIF Employee	MHTML (web archive)	69.34	
Total Deductions		145.29	
Net Pay	CSV (comma delimited)	6789.11	
Total Company Contributions		138.68	
Total Deductions	XML file with report data	145.29	
Total Fringe Benefits		0.00	
Total Personal	Data Feed	0.00	
Skills Development Levy		69.35	69.34