

Paymaster Online Tutorial

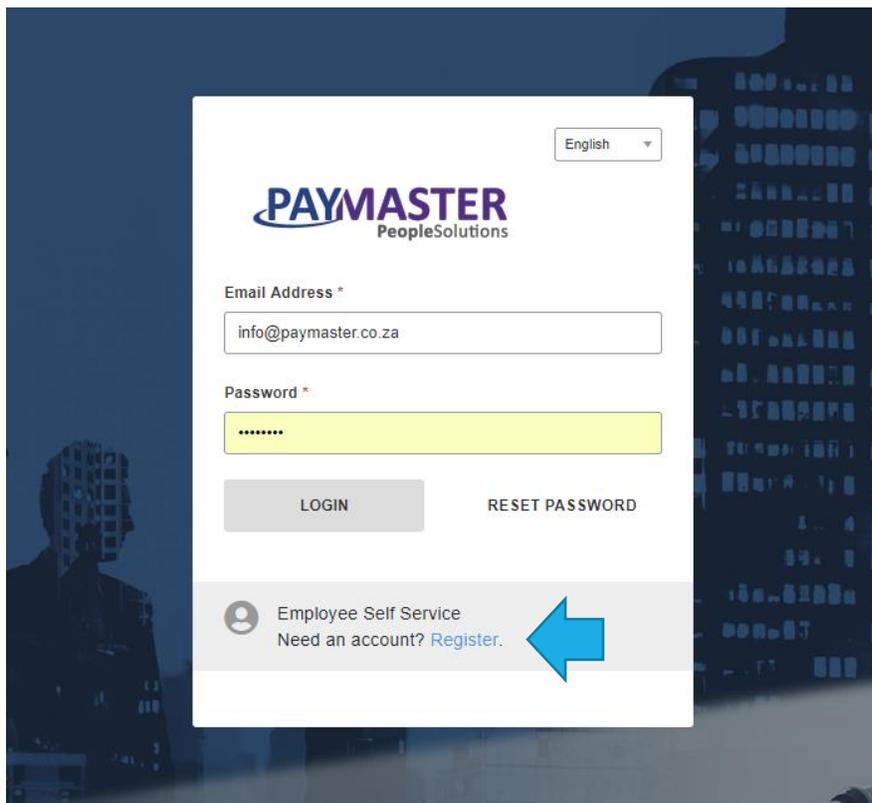
Employee Self Service for Employees

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

Your screen should look like this:



At the bottom of the screen is the button to register for **Employee self - service**. Click on this.

Your screen now looks like this:

[Back to Login](#)

PAYMASTER
PeopleSolutions

Employee Self Service Registration

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 register, an email with further instructions will be sent to your inbox.

I'm not a robot 
reCAPTCHA
[Privacy - Terms](#)

Email Address

REGISTER

Insert your email address into the block, tick the box for “I am not a robot” and click on register.

[Back to Login](#)

PAYMASTER
PeopleSolutions

Employee Self Service Registration

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 register, an email with further instructions will be sent to your inbox.

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Email Address

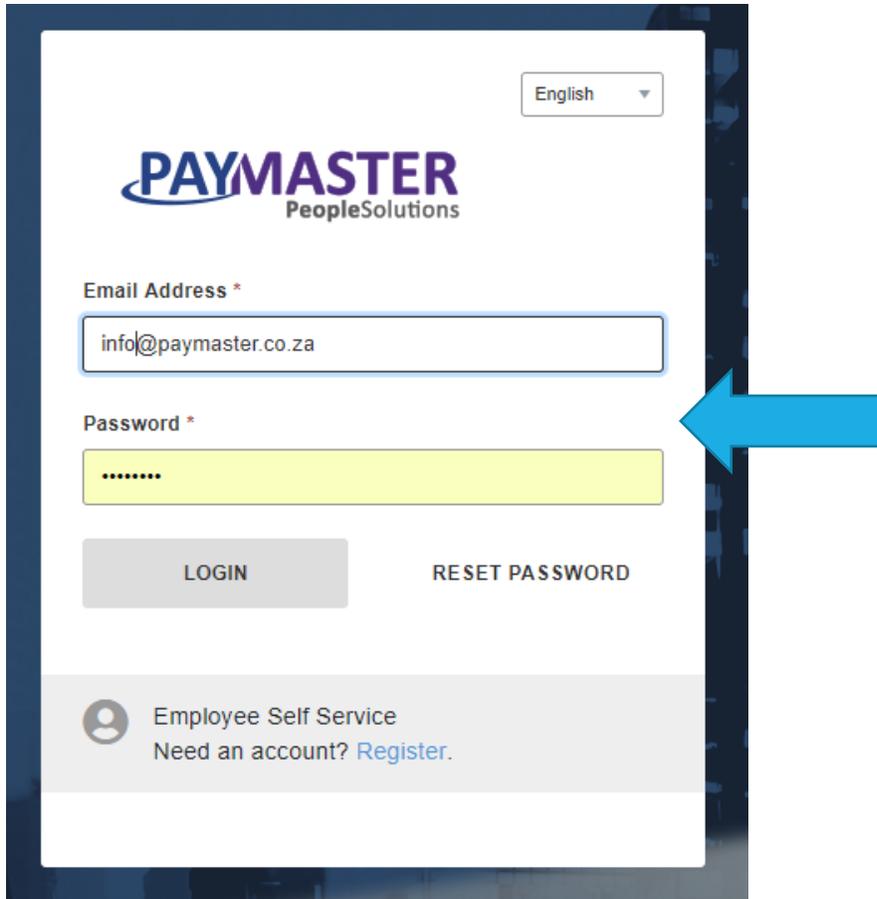
REGISTER

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 on the front screen.



English

PAYMASTER
PeopleSolutions

Email Address *

info@paymaster.co.za

Password *

.....

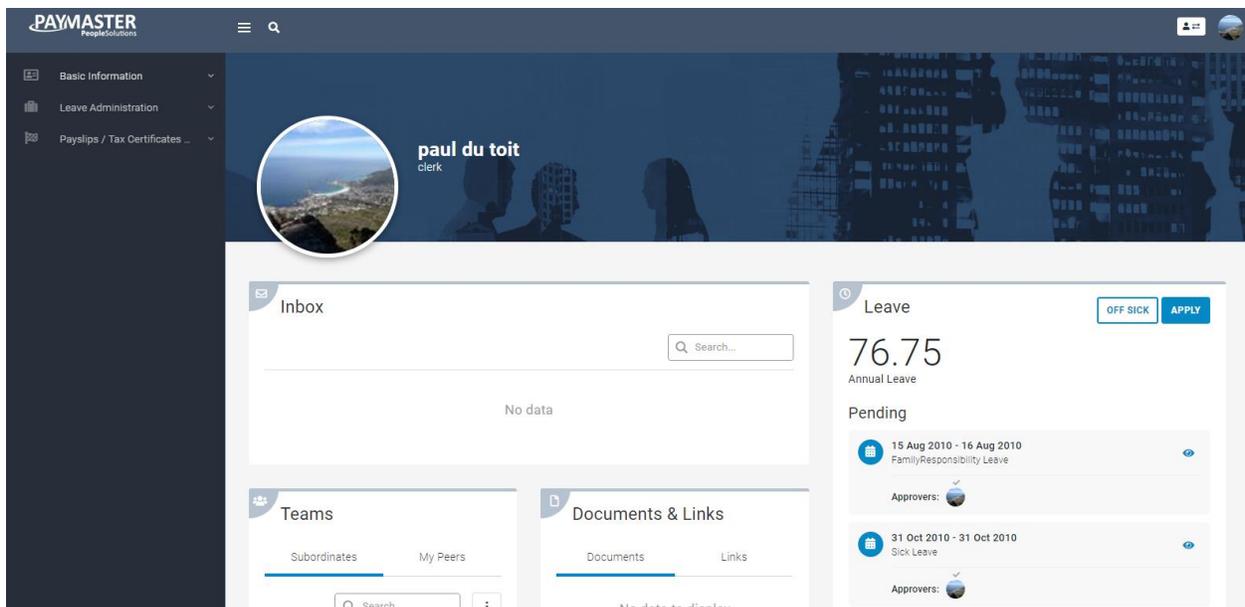
LOGIN RESET PASSWORD

Employee Self Service
Need an account? [Register.](#)

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 helpdesk@paymaster.co.za and we will reactivate your account.

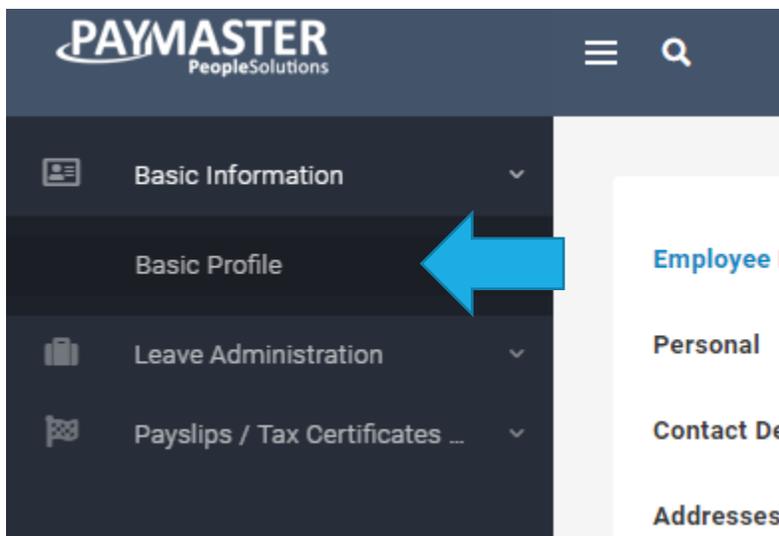
When you are logged into your profile, you will see this screen:



At the left side of the screen, you have basic information, leave administration and payslip/tax certificate options. The front screen shows your inbox for any messages, available leave days, quick access to your payslip as well as who is in your team.

Personal information

If you click on basic information, and basic profile, you can see your own personal details. This includes your address and contact telephone number. Should you move house or change your telephone number, you can change it here.



You have access to the following screens under basic profile:

Employee Details

Employee Number: DEMO0000003	Last Name: * du toit
First Name: * paul	Middle Name: johan
Initials: * PF	Preferred Name: paul
Maiden Name: TESET	Title: * Dr
Id number: 6703125514789	Is this employee retired?: <input type="checkbox"/>

Employee Details

Personal

Contact Details

Addresses

Out of Office Settings

Act on my behalf

Personal

Language: English	Gender: * Male
Race: * White	Nationality: * South Africa
Citizenship: * South Africa	Disabled Type: No Disability
Marital Status: Married	Foreign National: <input type="checkbox"/>
Birth Date: * 1967/03/12	Employee photo: Select file or Drop file here 

UPDATE

Employee Details

Personal

Contact Details

Addresses

Out of Office Settings

Act on my behalf

Contact Details

Home Number:	Work Number:
<input type="text" value="021889562"/>	<input type="text" value="21455869"/>
Work Extension:	Cellphone Number:
<input type="text" value="021556"/>	<input type="text" value="0825694563"/>
Email Address:	
<input type="text" value="info@paymaster.co.za"/>	

Emergency Contact Details

Emergency contact name:	Emergency contact number:
<input type="text"/>	<input type="text"/>
Emergency contact address:	
<input type="text"/>	

Employee Details

Personal

Contact Details

Addresses

Out of Office Settings

Act on my behalf

Physical

Unit Number:	Complex Name:
<input type="text" value="123"/>	<input type="text"/>
Street Number:	Street Name: *
<input type="text" value="38"/>	<input type="text" value="tiobelle crescent"/>
Suburb / District:	City / Town:
<input type="text" value="stel,jenbosch"/>	<input type="text" value="jamestown"/>
Code: *	Country: *
<input type="text" value="8600"/>	<input type="text" value="South Africa"/>
Province: *	
<input type="text" value="Western Cape"/>	

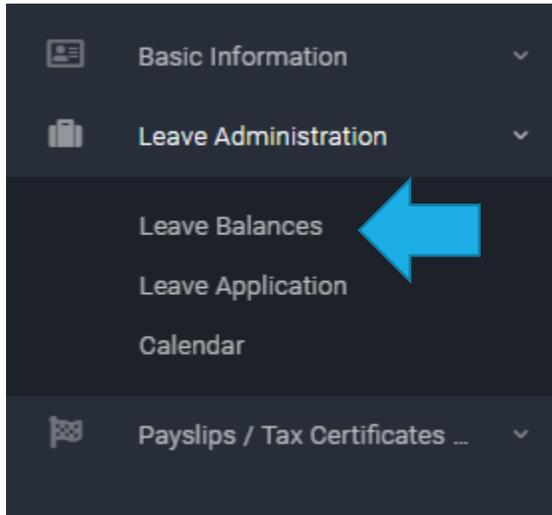
Postal

Is the postal address the same as physical address?:	Is the postal address a care of address?:
<input type="checkbox"/>	<input type="checkbox"/>

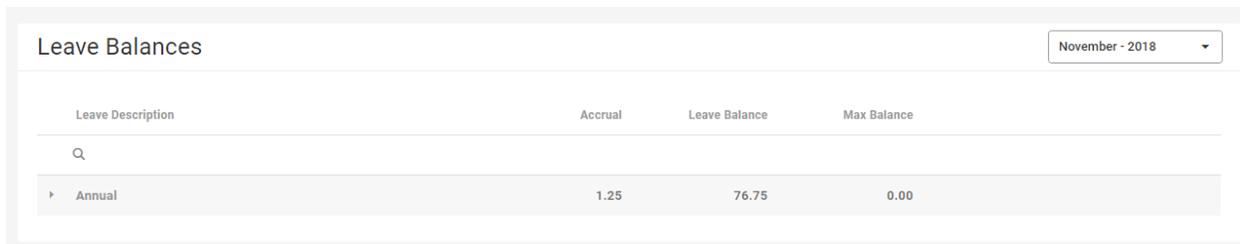
If you are unable to save any changes, your management has put security measures in place to ensure you cannot change the details yourself. Query with your manager if this is the case. The “out of office” and “act on my behalf” options are only available for managers and on request.

Your leave balance and applying for leave

If you want to view your leave balance, you click on **leave administration** and then **leave balances**



Once you have clicked on leave balances, your screen should look like this:

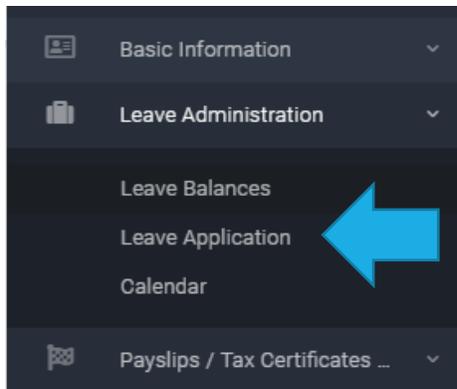


Leave Description	Accrual	Leave Balance	Max Balance
Annual	1.25	76.75	0.00

It shows the current month, your leave balance and the accrual. If you have any queries regarding your leave balance, speak to your manager. Should you wish to see the leave balances for a previous month, change the month in the top right corner.

If you have a leave application you need to do, you can do this on your employee self-service profile. Please check with your manager if leave applications are setup on your profile.

To apply for leave, click on **leave administration, leave application**



Once you have clicked on leave application, your screen should look like this:

Leave Application

Apply

View History

Apply

Leave Type *

Leave Type ▾

Comments

Comments

Reference

Reference

Attachment

Select file or Drop file here

This screen is where you put the details of your leave.

Select the leave type from the drop-down menu – Annual, Sick, Family responsibility or any other option you need to select.

Leave Application

Apply

View History

Apply

Leave Type *

Leave Type

- Annual
- Family Responsibility
- Sick

Reference

Reference

Attachment

Select file or Drop file here

I am going to select Family responsibility. A start date field will appear.

Insert the start date and end date of your leave.

Leave Application

Apply

View History

Apply

Leave Type *

Family Responsibility

Start Date *

2018/11/01

End Date *

2018/11/01

Days

1

Comments

Comments

Reference

Reference

Attachment

Select file or Drop file here

The system will automatically load number of days. If you have taken half a day, make the start and end dates the same day, and manually override the number of days as 0.5.

You can insert any comments, such as the reason for the leave taken. You can also add a reference.

If you need to add an attachment, such as a sick note, you can add this here as well.

Once you have completed all the sections, click on submit.

Family Responsibility

Start Date * 2018/11/01

End Date * 2018/11/01

Days 0.5

Comments

Reference

Attachment

Select file or Drop file here

Next Approver

ian. H

SUBMIT

You will now be taken to the leave application confirmation screen. Your leave balance will only change as soon as your manager has approved your leave. If there is no manager set up, you will not be able to submit the leave application. Please discuss with your manager if you have any issues.

You will also receive an email advising you that you applied for leave:

Good day paul

If you filled in an email address when you captured the following leave application, this email has also been sent to your manager for approval. You will be notified via email when this leave application is processed.

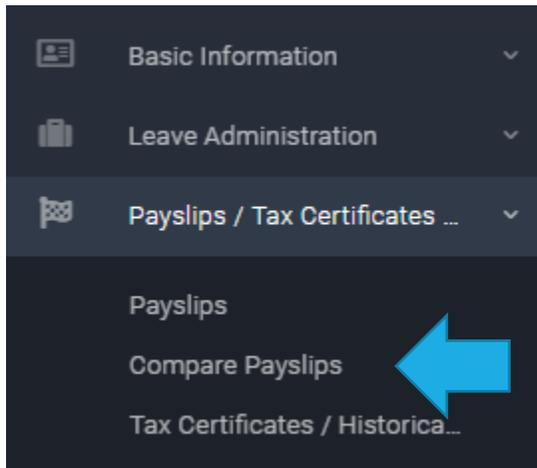
Name:	paul du toit
Approver:	ian Hurst
Leave Type:	Family Responsibility
Leave balance as at leave start date:	8.00
Start Date:	26 Oct 2015
End Date:	26 Oct 2015
No. of Days:	1.00
Comments:	Daughter was ill

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

Viewing and comparing your Payslips

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

Click on **payslips/tax certificates** and then **Payslips**



Your screen should now look like this:

Payslip View			
Run	Run Type	Period	
Q	(All)	Q	
▼ PAYMASTER DEMO			
<input type="checkbox"/>	October - 2018	Main Run	October 2018   
<input type="checkbox"/>	September - 2018	Main Run	September 2018   
<input type="checkbox"/>	August - 2018	Main Run	August 2018   
<input type="checkbox"/>	July - 2018	Main Run	July 2018   
<input type="checkbox"/>	June - 2018	Main Run	June 2018   
<input type="checkbox"/>	May - 2018	Main Run	May 2018   
<input type="checkbox"/>	April - 2018	Main Run	April 2018   
<input type="checkbox"/>	March - 2018	Main Run	March 2018   

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

If you want to view the Payslip details – click on the **eye icon** on the right side.



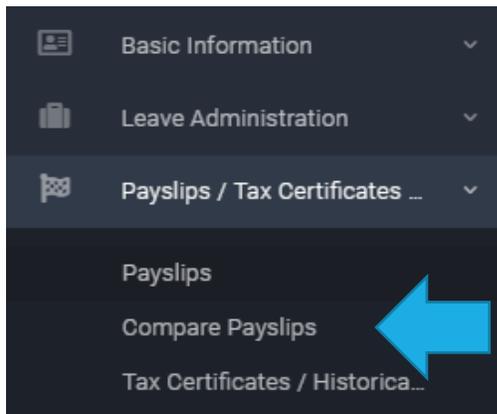
If you want to download your payslip, click on the middle icon with the arrow on the right side.



If you want to email the payslip to yourself, click on the envelope icon on the right side.



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



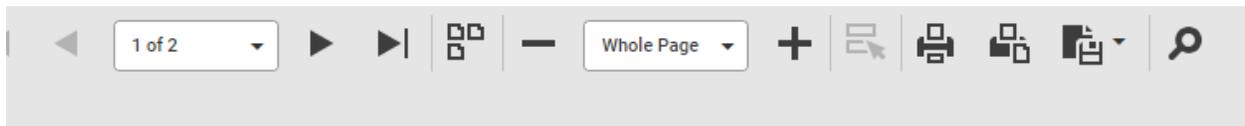
You will see this screen, where you can select the months you want to compare.

Tick the months you want to compare, and then click anywhere on the screen. You can now click the submit button once it appears.

The image shows a screenshot of a web application interface. On the left, there is a table with columns for 'Payslip Item', 'September - 2018', 'October - 2018', and 'Difference'. The table contains various items like 'Basic Pay', 'Commission', 'Vehicle Allowance', etc. On the right, there is a 'PREVIEW PARAMETERS' dialog box for 'Payslips'. It shows a list of months from October 2018 down to October 2017. The 'October - 2018' and 'September - 2018' options are checked. A blue arrow points to these two checked options.

Payslip Item	September - 2018	October - 2018	Difference
Basic Pay	500,000.00	500,000.00	
Commission	123,659,822.00	123,659,822.00	
Vehicle Allowance	4,500.00	4,500.00	
Total Allowances	124,564,322.00	124,564,322.00	
Medical Aid Employee Deduction	1,415.50	1,415.50	
Tax Paid	55,859,824.34	55,859,824.34	
LDF Employee	148.72	148.72	
Total Deductions	55,861,398.56	55,861,398.56	
Net Pay	68,302,823.44	68,302,823.44	
Skills Development Levy	1,241,624.22	1,241,624.22	
LDF Employer	148.72	148.72	
Total Company Contributions	1,241,782.94	1,241,782.94	

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



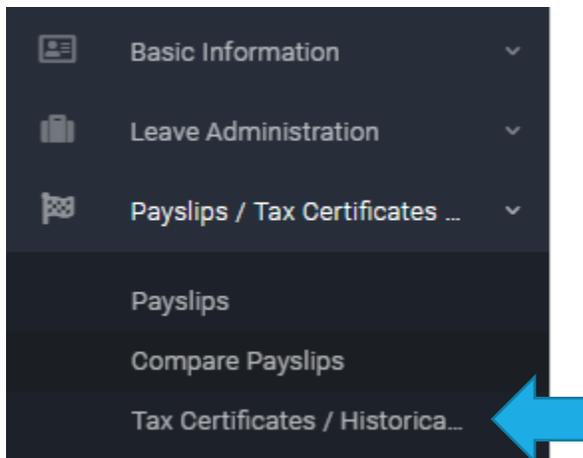
Payslip Item	August - 2018	September - 2018	October - 2018
Basic Pay	500,000.00	500,000.00	500,000.00
Commission	123,659,822.00	123,659,822.00	123,659,822.00
Vehicle Allowance	4,500.00	4,500.00	4,500.00
Total Allowances	124,164,322.00	124,164,322.00	124,164,322.00
Medical Aid Employee Deduction	1,415.50	1,415.50	1,415.50
Tax Paid	55,859,834.34	55,859,834.34	55,859,834.34
UIF Employee	148.72	148.72	148.72
Total Deductions	55,861,398.56	55,861,398.56	55,861,398.56
Net Pay	68,302,923.44	68,302,923.44	68,302,923.44
Skills Development Levy	1,241,634.22	1,241,634.22	1,241,634.22
UIF Employer	148.72	148.72	148.72
Total Company Contributions	1,241,782.94	1,241,782.94	1,241,782.94

This can be exported into a format of your choice using the export icon.



Viewing your tax certificate

If you need a copy of your IRP 5, click on **payslips/tax certificates, tax certificates/historical drilldown**



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

YTD Tax Certificates		
Tax Year Start Date	Tax Year End Date	Manual Number
Q	📅 Q	📅 Q
▼ PAYMASTER DEMO		
01 Mar 2018	28 Feb 2019	👁️ ⬇️
01 Mar 2017	28 Feb 2018	👁️ ⬇️
01 Mar 2016	28 Feb 2017	👁️ ⬇️
01 Mar 2015	29 Feb 2016	👁️ ⬇️
01 Mar 2014	28 Feb 2015	000059 👁️ ⬇️

You have access to every tax certificate that you need from when you started with your company. To open the tax certificate to view the details, click on **eye icon**. You can also download it using the **download icon**.

Resetting your password

Oh no, you have locked yourself out of your account and you cannot remember your password. If you are locked out, you need to drop us a line on helpdesk@paymaster.co.za and we will reactivate it for you asap.

If you have forgotten your password, you need to click on **reset password** on the login screen, just under where you put your details in.

English ▼

Email Address *

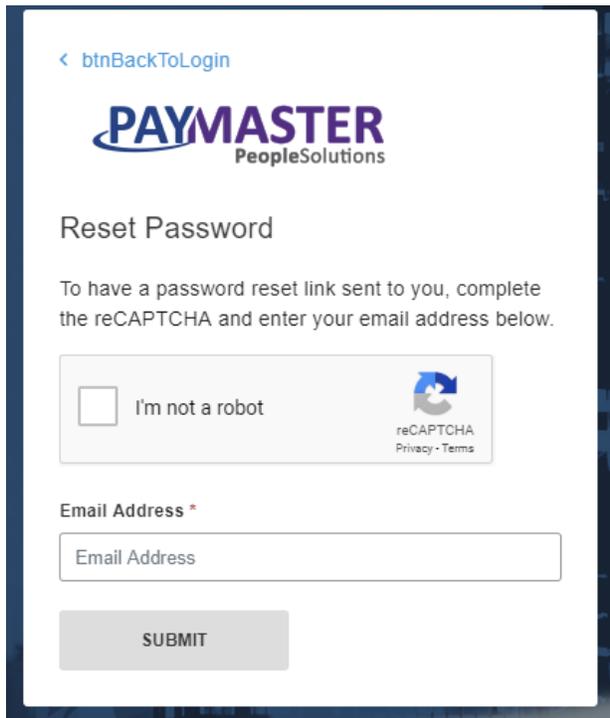
Password *

LOGIN
RESET PASSWORD

←

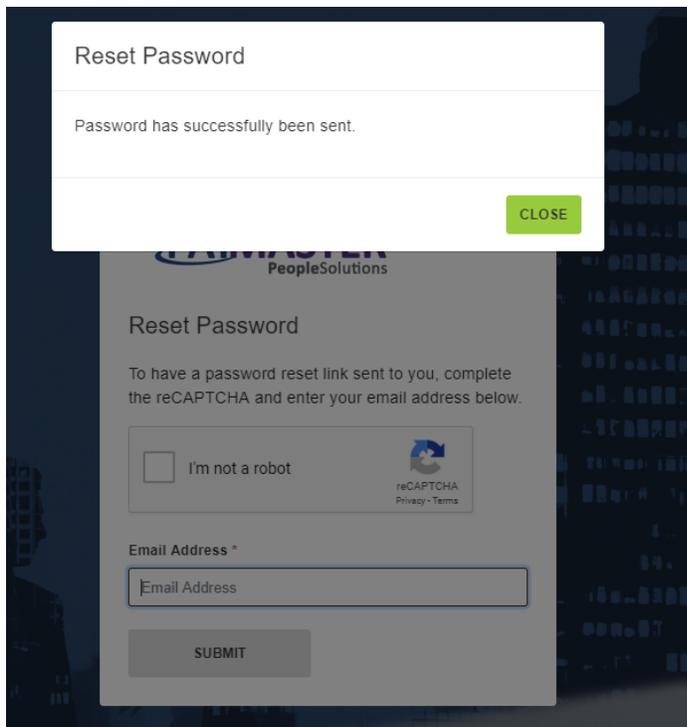
Employee Self Service
Need an account? [Register.](#)

Once you click here, you will be asked to put in your email address and tick the “I am not a robot” button.



The screenshot shows the PAYMASTER PeopleSolutions Reset Password page. At the top left, there is a link labeled "btnBackToLogin". The PAYMASTER logo is prominently displayed. Below the logo, the text "Reset Password" is centered. A message states: "To have a password reset link sent to you, complete the reCAPTCHA and enter your email address below." Below this message is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo. Underneath the reCAPTCHA is an "Email Address" input field with a red asterisk indicating it is required. At the bottom of the form is a "SUBMIT" button.

Once you have put in your email address and clicked on submit. You should now see this:



The screenshot shows the same Reset Password form as in the previous image, but with a success message overlay. The overlay is a white box with the title "Reset Password" and the text "Password has successfully been sent." A green "CLOSE" button is located in the bottom right corner of the overlay. The background form is dimmed, showing the "I'm not a robot" checkbox, the reCAPTCHA logo, the "Email Address" input field, and the "SUBMIT" button.

The payroll will send you an email with a password in it.