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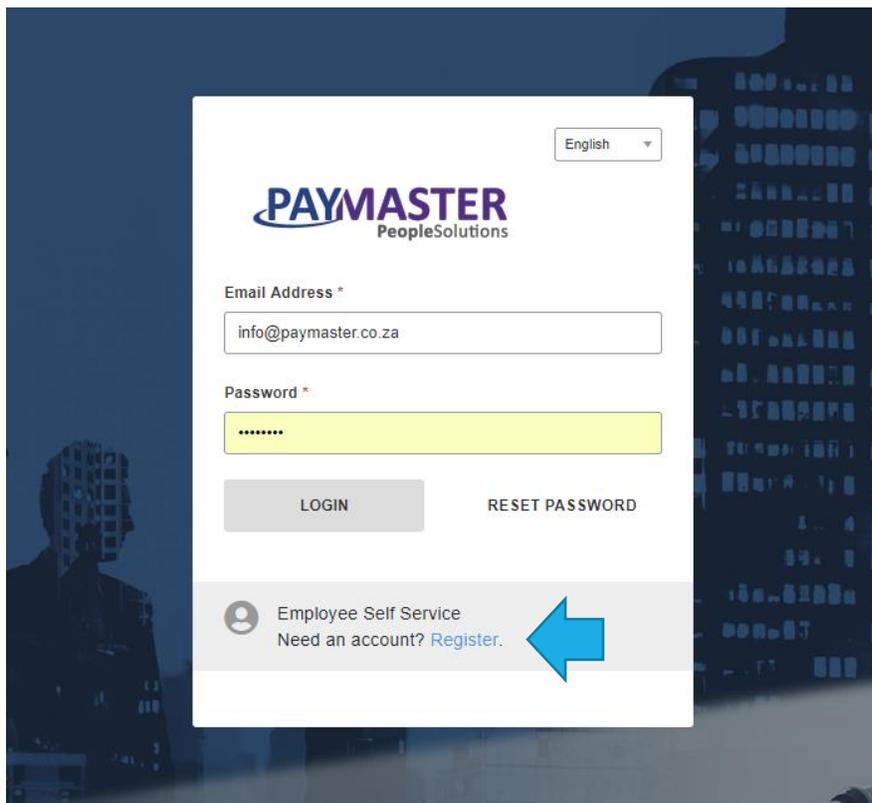
At the bottom of the screen is the button to register for **Employee self - service**. Click on this.

Your screen now looks like this:

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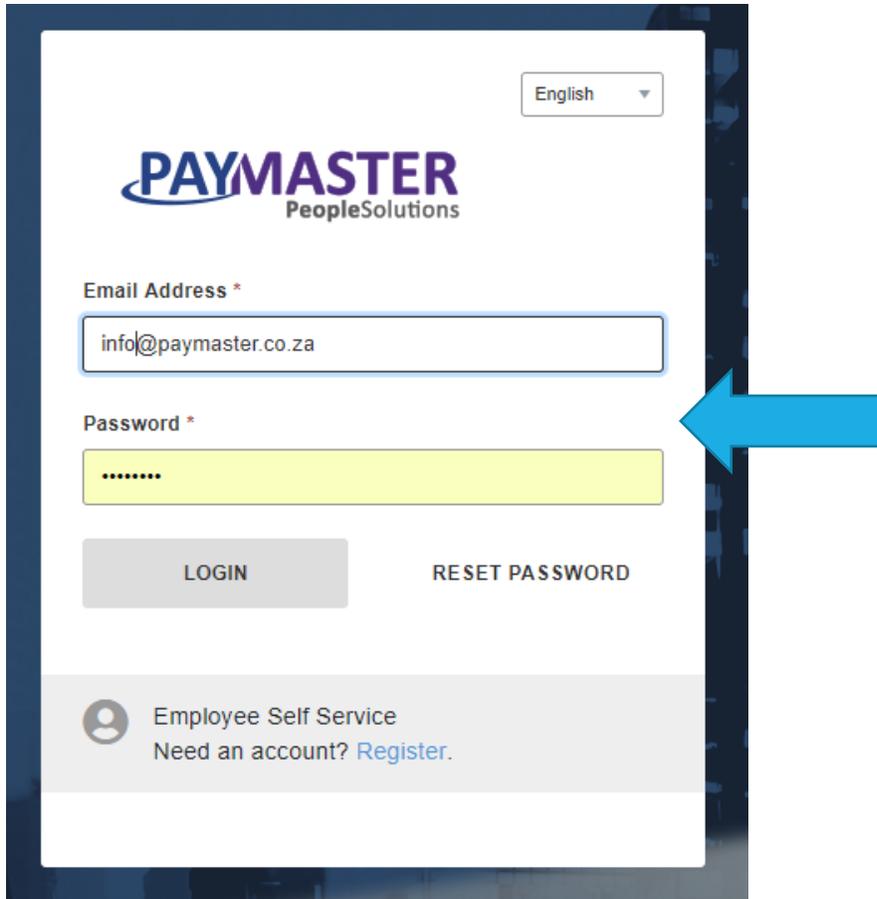

The system will send you an email with a link requesting that you register a password.

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.

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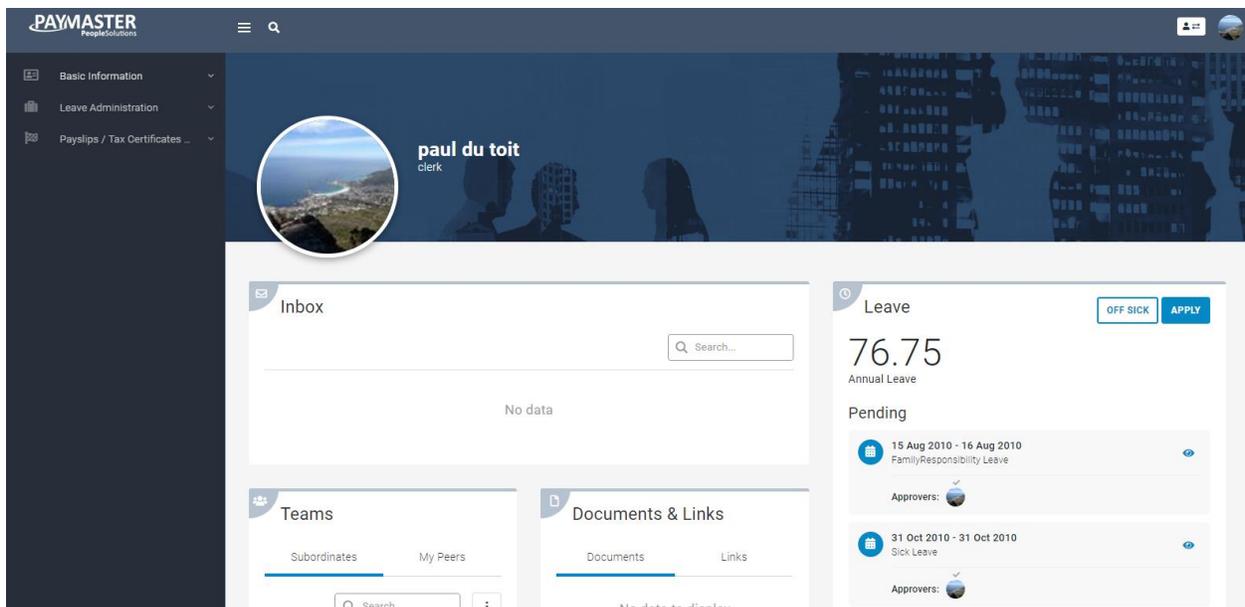
At the left side of the screen, you have basic information, leave administration and payslip/tax certificate options. The front screen shows your inbox for any messages, available leave days, quick access to your payslip as well as who is in your team.

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.
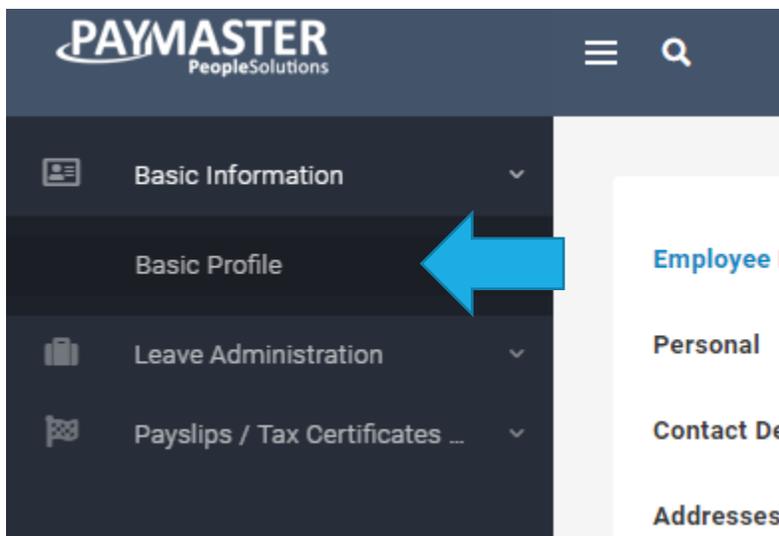
You have access to the following screens under basic profile:

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?:
☐

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

Maritial Status:
Married

Foreign National:
☐

Birth Date: *
1967/03/12

Employee photo:
Select file   or Drop file here

UPDATE

Contact Details

Home Number:
021889562

Work Number:
21455869

Work Extension:
021556

Cellphone Number:
0825694563

Email Address:
info@paymaster.co.za

Emergency Contact Details

Emergency contact name:

Emergency contact number:

Emergency contact address:

Employee Details

Personal

Contact Details

Addresses

Out of Office Settings

Act on my behalf

UPDATE

Physical

Employee Details

Personal

Contact Details

Addresses

Out of Office Settings

Act on my behalf

Unit Number:
123

Complex Name:

Street Number:
38

Street Name: *
tiobelle crescent

Suburb / District:
stel;lenbosch

City / Town:
jamestown

Code: *
8600

Country: *
South Africa

Province: *
Western Cape

Postal

Is the postal address the same as physical address?:

Is the postal address a care of address?:

If you are unable to save any changes, your management as 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**
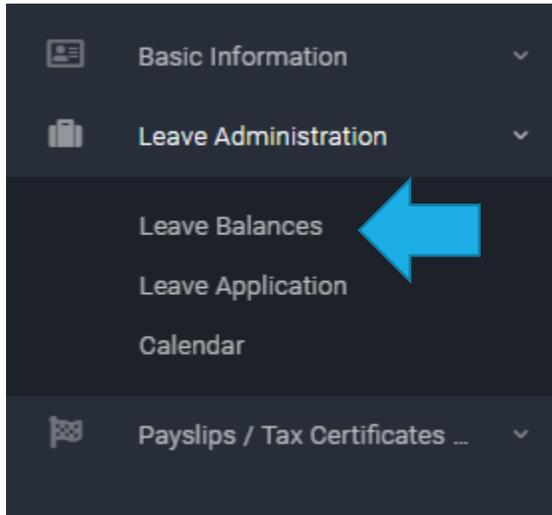
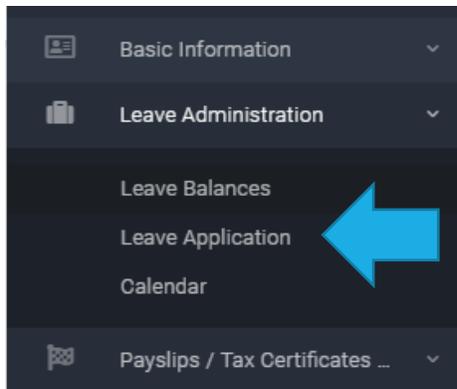Once you have clicked on leave balances, your screen should look like this:
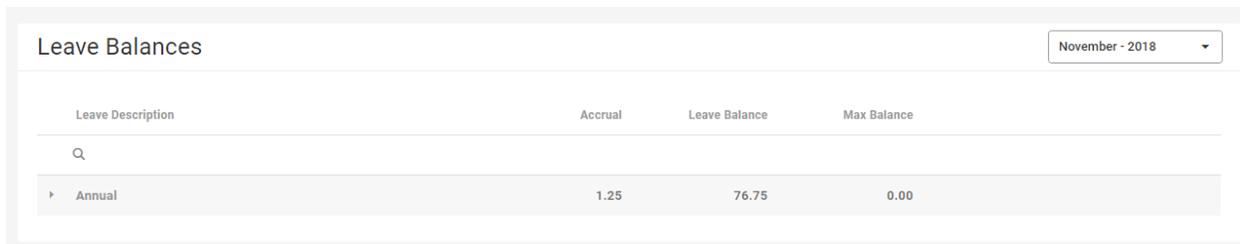
It shows the current month, your leave balance and the accrual. If you have any queries regarding your leave balance, speak to your manager. Should you wish to see the leave balances for a previous month, change the month in the top right corner.

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:

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.

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

Insert the start date and end date of your leave.

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.

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**
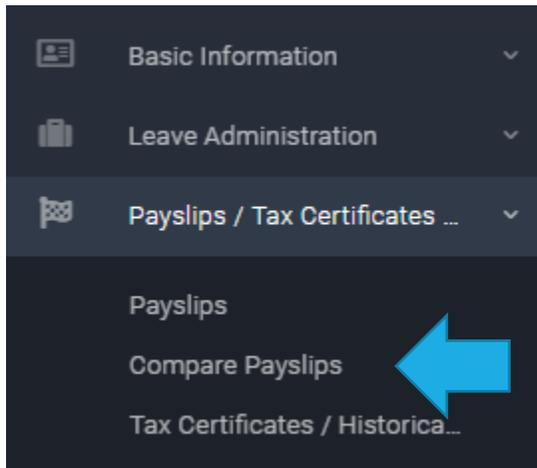
Your screen should now look like this:

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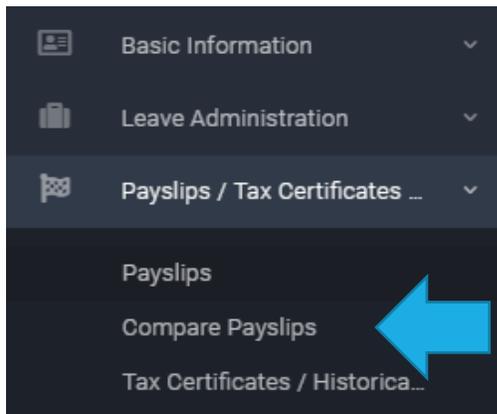
You will see this screen, where you can select the months you want to compare.

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

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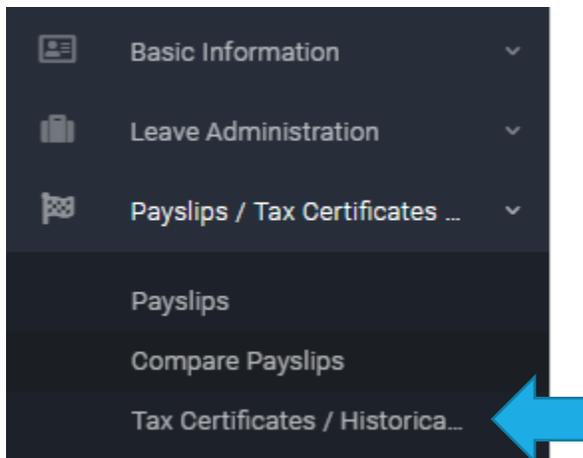
Once you have clicked on this option, your screen should look like this:

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.

Once you click here, you will be asked to put in your email address and tick the "I am not a robot" button.
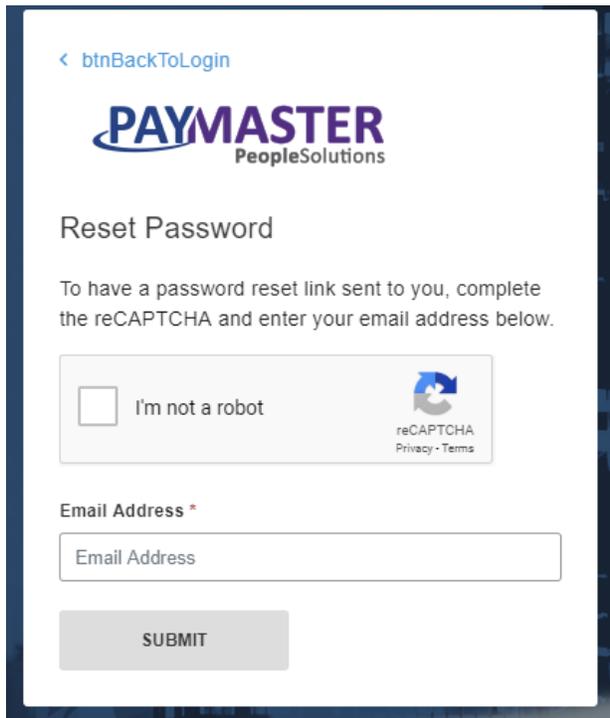
Once you have put in your email address and clicked on submit. You should now see this:
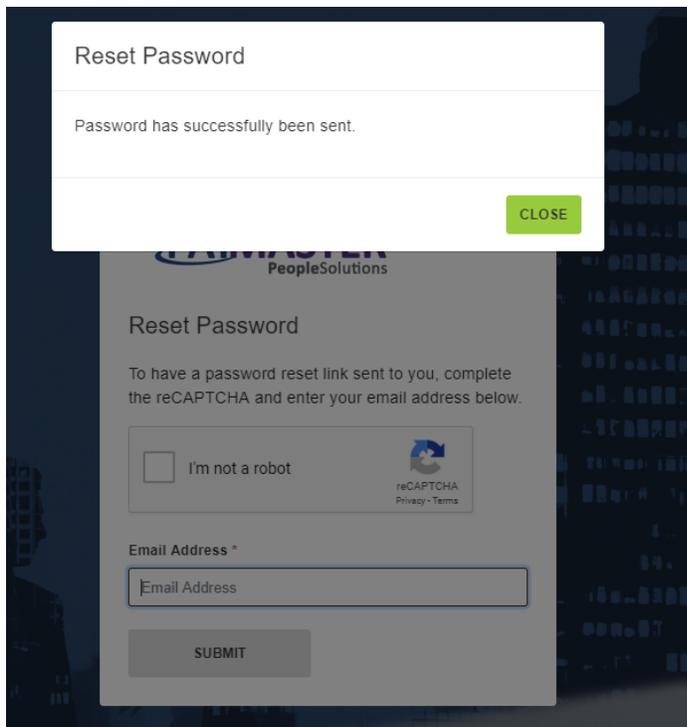
The payroll will send you an email with a password in it.