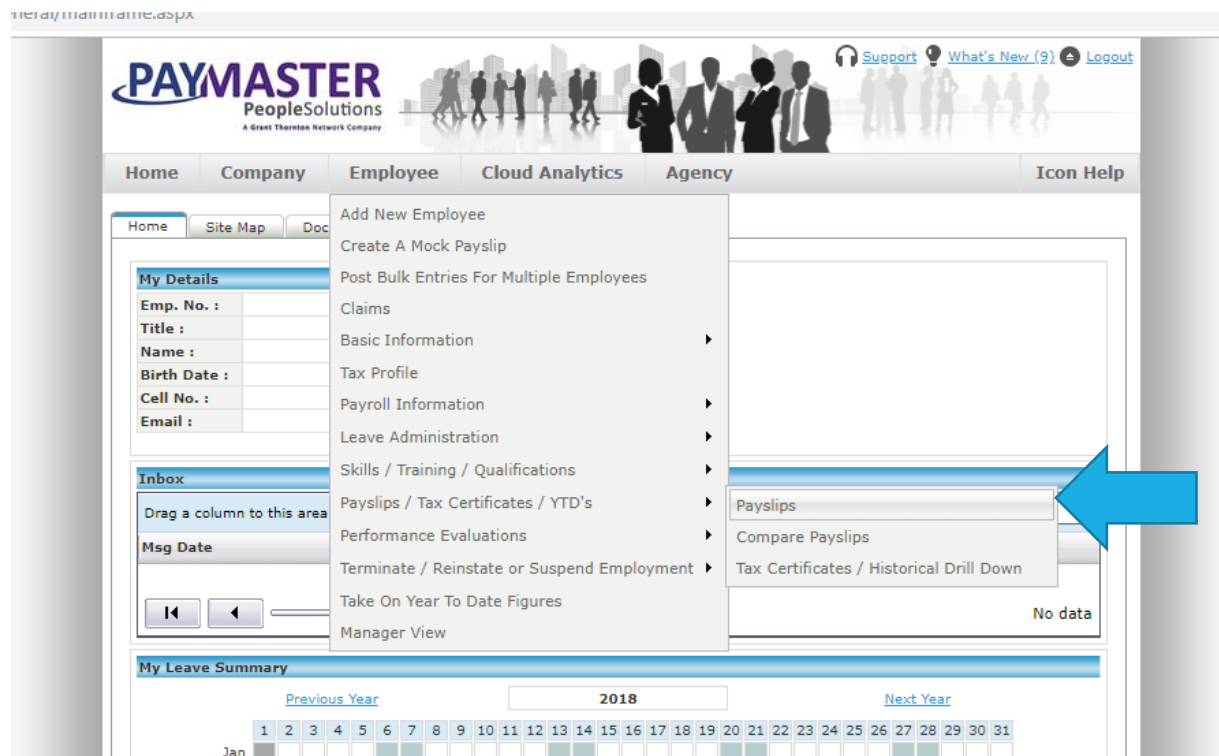


Paymaster Online Tutorial

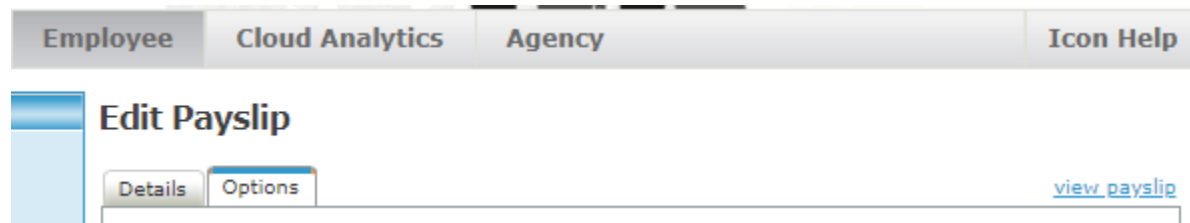
Adding a tax directive

If you are retrenching a staff member, you will need to apply for a tax directive with SARS. This is a document that SARS issues, stating how much tax you need to deduct from the lump sum you are paying to your employee. Once you have an approved tax directive form, you will need to add it to the employee. This is done on the employee payslip screen.

Navigate to the employee payslip screen:



At the top of the payslip screen, there are two tabs. Details and Options. Click on the **Options** tab.



Your payslip screen should now look like this:

Edit Payslip

Details Options [view payslip](#)

language options:	<input type="checkbox"/> view in alternative language
lump sum directive:	add/edit
payslip comments	view/edit
net pay for this payslip has already been paid?	<input type="checkbox"/>

<< Previous Payslip Next Payslip >> Compare Payslips

Click on the add/edit link next to Lump Sum Directive.

A new window will pop up, requesting the details of the tax directive. These details are provided by the approved tax directive issued by SARS.

Lump Sum Directive

Details

* tax code:	--select one--	
directive number:		
directive amount:		
directive tax:		
reference number:		

Save

History

Tax Code	Directive Number	Directive Amount	Directive Tax	Reference Number
1				

Select the appropriate type of tax directive from the drop-down menu.

Lump Sum Directive

Details

* tax code:	--select one--	
directive number:	--select one--	
directive amount:		
directive tax:		
reference number:		

Save

History

Tax Code	Directive Number	Directive Amount	Directive Tax	Reference Number
1				

Add in the details for the directive number, amount applied for as well as any tax that needs to be deducted. The reference field is optional.

Lump Sum Directive

Details

* tax code:	3901 - Termination / Retirement / Retrenchment Lump Sum ▼	
directive number:	24438862	
directive amount:	121009.79	
directive tax:	26806.69	
reference number:		

Save

History

Tax Code	Directive Number	Directive Amount	Directive Tax	Reference Number
1				

Once you are done, click the save button. The directive details will now appear on the payslip.

Edit Payslip

Details Options [view payslip](#)

language options:	<input type="checkbox"/> view in alternative language	
lump sum directive:	add/edit	
payslip comments:	view/edit	
net pay for this payslip has already been paid?	<input type="checkbox"/>	

<< Previous Payslip Next Payslip >> Compare Payslips [Click here to view audit trail](#)

allowances

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Basic Pay	3601	173.36	Yes		6,934.40	edit
Termination / Retirement / Retrenchment Lump Sum	3901		No		121,009.79	
Total					127,944.19	

deductions

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Tax Paid	4103		No		75.94	
Termination / Retirement / Retrenchment Lump Sum Tax Amount	0000		No		26,806.69	
UIF Employee	4141		No		69.34	
Total					26,951.97	
Net Pay					100,992.22	

company contributions

Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Skills Development Levy	4142		No		69.35	
UIF Employer	4141		No		69.34	

Should you need to delete the tax directive from the payslip, or change the details, click on the add/edit link next to the lump sum directive again, and you can then adjust the details.