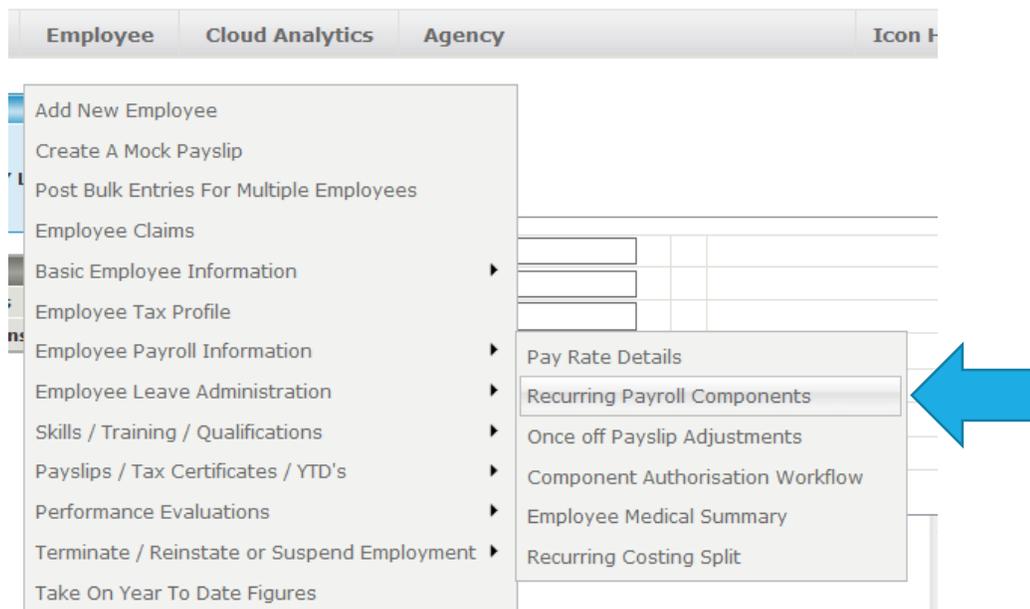


Paymaster Online Tutorial

Adding Recurring Components

The word recurring refers to a component that happens again and again. The opposite of once off. A loan with a balance is recurring. Medical aid and Provident fund are recurring. The payroll allows you to add them to a section where it deducts or pays the amount you have advised every month. This means you do not have to go and remember to add them each month, making it much easier to manage your payroll.

To add a new recurring component, click on **employee, employee payroll information, recurring payroll components**



Select the employee you want to add the component to from your list of employees

Search Criteria **Search Value** **Active Emp's Only**

Employee Last Name % Search

tip - use the % character as a wildcard search i.e. smi% will return results beginning with smi

Results

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<u>Emp. No.</u>	<u>First Name</u>	<u>Last Name</u>	<u>Frequency</u>	
0002	John	Greenwillow	Monthly	Select
0001	Susan	Helpman	Monthly	Select
0003	Sophie	Penson	Monthly	Select

For this example, I am going to choose John Greenwillow.

I see he already has a provident fund deduction and company contribution set up. This was done when the employee was added. I am now going to add a monthly commission.

Run					
select which run you would like to capture against					
October - 2015					
click here to remove all recurring components from this employee					
allowance					Add New
Payslip Name	Part of Package	Tax Code		Recurring Amount	
deduction					Add New
Payslip Name	Part of Package	Tax Code		Recurring Amount	
Provident Employee Deduction	False	4003	remove	1,250.00	edit
company contribution					Add New
Payslip Name	Part of Package	Tax Code		Recurring Amount	
Provident Employer Contribution	False	4473	remove	1,250.00	edit
fringe benefit					Add New
Payslip Name	Part of Package	Tax Code		Recurring Amount	



Click on the **Add New** button on the grey headings bar. A smaller screen will pop up with a drop down menu. Select the component you want to use from the drop down menu.

Component Setup				X
component name:	--select one--			
	--select one--			
	Commission - 3606			

Insert the amount you want to pay. I am paying Mr Greenwillow R2000 commission per month.

Component Setup		X
component name:	Commission - 3606	
Amount	2000	
what % of this component will be used in deriving leave pay?	100	
+ extra options		
Save		



Once you are done, click on save. This will load the advised component into the list of recurring components.

Run				
select which run you would like to capture against				
October - 2015				
click here to remove all recurring components from this employee				
allowance				Add New
Payslip Name	Part of Package	Tax Code		Recurring Amount
Commission	False	3606	remove	Show Figures edit



I am also going to add a garnishee to this employee.

I must click on the **add new** button next to the deductions heading, as a garnishee must take money off the employee's pay.

Component Setup

component name: --select one--

- select one--
- Advance - 0000
- Garnishee Deduction - 0000
- Loan Deduction - 0000
- Lost Property - 0000
- Medical Aid Employee Deduction - 0000

I select Garnishee from the deductions drop down list, and now I need to complete all the necessary information regarding his garnishee.

Component Setup

component name: Garnishee Deduction - 0000

* creditor name:

bank name:

branch code:

account type: --select one--

account number:

garnishee reference:

description:

original capital balance (enter NA if payment)

* has no capital amount and is forever recurring):

* deduction amount:

should your company keep a percentage of the collection fee please enter it here:

extra options

Save

I have now completed all the necessary information. When you are done click save.

Component Setup ✖

component name:

* creditor name:

bank name:

branch code:

account type:

account number:

garnishee reference:

description:

original capital balance
(enter NA if payment
* has no capital amount
and is forever
recurring):

* deduction amount:

should your company
keep a percentage of
the collection fee please
enter it here:

extra options

The Garnishee now shows in the list of recurring deduction components.

Run

select which run you would like to capture against

[click here to remove all recurring components from this employee](#)

allowance					Add New
Payslip Name	Part of Package	Tax Code		Recurring Amount	
Commission	False	3606	remove	Show Figures	edit

deduction					Add New
Payslip Name	Part of Package	Tax Code		Recurring Amount	
Garnishee Deduction	False	0000	remove	Show Figures	edit
Provident Employee Deduction	False	4003	remove	Show Figures	edit



If I want to edit the amounts, or remove the component from the recurring list, I can click on the **edit** or **remove** options next to the component I want to change.

These components now show on Mr Greenwillow's Payslip.

allowances						Add New
Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Basic Pay	3601	173.36	Yes		25,000.00	edit
Commission	3606		No		2,000.00	edit
Incentive bonus	3601		No	delete	1,000.00	edit
Incentive bonus Payment of Debt Portion	3808		No		449.28	edit
Total					28,449.28	

deductions						Add New
Component Name	Tax Code	Qty	Part of Package	Delete Input Values	Amount	
Advance	0000		No	delete	1,000.00	edit
Garnishee Deduction	0000		No		500.00	edit
Provident Employee Deduction	4003		No		1,250.00	edit
Tax Paid	4103		No		5,318.11	
UIF Employee	4141		No		148.72	
Total					8,216.83	
Net Pay					20,232.45	

If the component you have added has a balance, the balance will show on the Payslip. This allows the employee to keep track of how much longer they are due to pay the loan or garnishee.

Income	Qty	Current	Tax Code	YTD Amount
Basic Pay	173.36	25,000.00	3601	25,000.00
Commission		2,000.00	3606	2,000.00
Incentive bonus		1,000.00	3601	1,000.00
Incentive bonus Payment of Debt Portion		449.28	3808	449.28
Total Earnings	173.36	28,449.28		

Deductions	Balance	Current	Tax Code	YTD Amount
Tax Paid		5,318.11	4102	5,318.11
UIF Employee		148.72	4141	148.72
Advance		1,000.00		1,000.00
Garnishee Deduction	24,500.00	500.00		500.00
Provident Employee Deduction		1,250.00	4003	1,250.00
Total Deductions		8,216.83		

Net Pay		20,232.45		
Package Structure Breakdown	Amount	Company Contributions	Current	Tax Code
Basic Pay	25,000.00	Provident Employer Contribution	1,250.00	4473
Total Package	25,000.00	UIF Employer	148.72	4141
		Total CC's	1,398.72	
		Leave	Accrual	Balance
		Annual Leave	1.67	1.67