

# Paymaster Online Tutorial

## Employment Equity reporting setup

The employment equity module works well if set up correctly. It was already briefly mentioned in the position module about setting up the positions with the required EE data.

To set up the report, go to **company, configurations, legislative configuration and click on Employment Equity setup**

### Configuration

<a href="#">Reminder Contact Details</a> <a href="#">Reminder Contact Details</a>	<a href="#">Tax Certificate Run</a> <a href="#">Tax Certificate Run</a>
<a href="#">Company Settings</a> <a href="#">Company Settings</a>	<a href="#">Claim Component Settings</a> <a href="#">Claim Component Settings</a>
<a href="#">Workflow Configuration</a> <a href="#">Workflow Configuration</a>	<a href="#">Company Related</a> <a href="#">Company Group Integration Fields</a> <a href="#">Company Documents</a> <a href="#">Currency Exchange Rates</a> <a href="#">Company Defined Fields</a> <a href="#">Bank File Definition Utility</a> <a href="#">Company Roster Schedules</a>
<a href="#">Templates Administration</a> <a href="#">Company Templates</a> <a href="#">Increase Templates</a>	<a href="#">Manager Self Service Config</a> <a href="#">Manager Self Service Config</a>
<a href="#">Company Enumerations</a> <a href="#">Workflow Roles</a> <a href="#">Other Enumerations</a> <a href="#">Period Processes</a> <a href="#">Payroll Processes Definition</a>	<a href="#">Legislative Configurations</a> <a href="#">Company MIBFA Config</a> <a href="#">Expatriate Tax Certificate Config</a> <a href="#">Statistics SA Config</a> <a href="#">Employment Equity Config</a>
<a href="#">Workforce Planning</a> <a href="#">Budget Cost Groups</a> <a href="#">Cost Group Allocation</a> <a href="#">Budget Period Process</a> <a href="#">Budget Increase Amounts</a>	

You need to select from the list of components what must be included in your report. Tick the components you want to include, and click on **save** when you are done.

## EEA4 Remuneration Configuration

Details

**Please note** - Please read the following [instructions](#) document carefully in order to understand what components are to be included and excluded in an employee's remuneration for the purposes of calculating pay in order for the EEA4 report to be generated correctly.

include the following components that make up the employees' remuneration:

- Basic Pay
- Broad Based Employee Share Plans
- Commission
- Company Directors Tax Paid
- Disability Fringe Benefit
- Employer Income Fringe Benefit
- Entertainment Allowance
- Executive Equity Share Plans
- fuel allowance
- Gross Up With Recovery
- Gross Up With Recovery Payment of Debt Portion (Periodic)
- Group Life Fringe Benefit
- km claimed
- Living Annuity Sec 15C Surplus
- Loan Deduction Fringe Benefit

Save

Once your setup is complete, you can extract the required report by going to **company, reports, legislative reports, employment equity**

Select the report you want to extract from the drop down list

## EEA Report Parameters


Parameters


\* select which EEA report you wish to export:


-- select an EEA report --

- EEA2 Report
- EEA4 Report
- EEA10 Report
- EEA12 Report
- EEA13 Report

When you have selected which report you need, choose which format you want, which date and any other options you need to select, depending on the report's requirements.

Parameters	
* select which EEA report you wish to export:	EEA2 Report
<b>Please note</b> - This report produces pages 3 through 5 of the EEA2 report once you have selected the relevant parameter date and clicked on the execute button. Once you have pages 3 through 5 please click on the link below the parameter date to get the rest of the report pages (pages 1-2 & 6-9). Once you have printed out both reports, simply combine the pages in page order to make up the full EEA2 report and fill in the relevant sections as required by the department of labour.	
* return this report to me in the following format:	Acrobat Reader
email this report to me in the above format?	<input type="checkbox"/>
run the EEA2 report for the year ending on the following date:	26 October 2015 
EEA2 Report - Pages 1-2 & 6-9	<a href="#">Manual sections of the EEA2 Report</a>
<input type="button" value="Execute"/>	

Parameters	
* select which EEA report you wish to export:	EEA10 Report
<b>Please note</b> - This report produces the head count figures required for the EEA10 report template that can be accessed below.	
* return this report to me in the following format:	Acrobat Reader
email this report to me in the above format?	<input type="checkbox"/>
run the EEA10 report for the year ending on the following date:	26 October 2015 
EEA10 Report Template	<a href="#">EEA10 Report Template</a>
<input type="button" value="Execute"/>	

Parameters	
* select which EEA report you wish to export:	EEA12 Report
<b>Please note</b> - This report produces page 6 of the EEA12 report once you have selected the relevant parameter date and clicked on the execute button. Once you have page 6 please click on the link below the parameter date to get the rest of the report pages (pages 1-5 & 7-9). Once you have printed out both reports, simply combine the pages in page order to make up the full EEA12 report and fill in the relevant sections as required by the department of labour.	
* return this report to me in the following format:	Acrobat Reader
email this report to me in the above format?	<input type="checkbox"/>
run the EEA12 report for the year ending on the following date:	26 October 2015 
EEA12 Report - Pages 1-5 & 7-9	<a href="#">Manual sections of the EEA12 Report</a>
<input type="button" value="Execute"/>	