

Paymaster Online Tutorial

Adding Positions

Your employees like to see their job titles on their payslips. It reminds them that that have earned their position, and should be proud of it. Yes, even the junior paper stacker in the admin office. Everyone has to start somewhere! To add the job titles to the employee's profile, you need to set them up in the company setup first. To do this, you click on **company, organization structure, position management**.

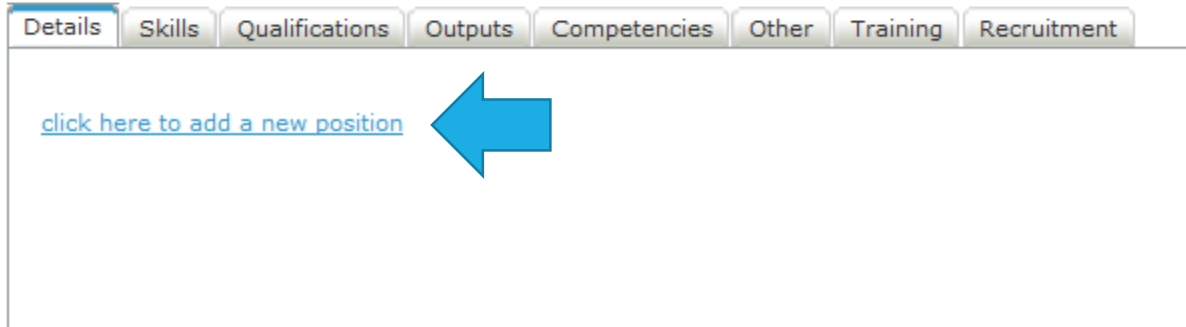
The screenshot displays the Paymaster Online user interface. At the top, there is a navigation bar with tabs for Home, Company, Employee, Cloud Analytics, Agency, and Icon. Below this, a user profile section shows 'Last logged in on 22 Oct 2015'. A left-hand sidebar contains various menu items, including 'My Details', 'Inbox', 'Msg Data', and 'My Leave'. A central dropdown menu is open, listing various administrative tasks. The 'Organisation Structure' option is highlighted, and a secondary dropdown menu is visible, showing 'Position Management' as the selected item, indicated by a blue arrow. Other options in the secondary menu include 'Organisation Structure Overview', 'Organisation Hierarchy', 'Organisation Hierarchy Units', 'Grades', 'Pay Rate Categories', 'Mass Internal Transfers', 'Onboarding / Termination Notifications', and 'Change Reporting Lines In Mass'. The bottom of the screen shows a calendar view for the month of November.

Here you will be able to add your positions. It's really simple. Click on the blue link "click here to add a new position".

Positions

[Click here to toggle page instructions](#)

[PAGE HELP](#)

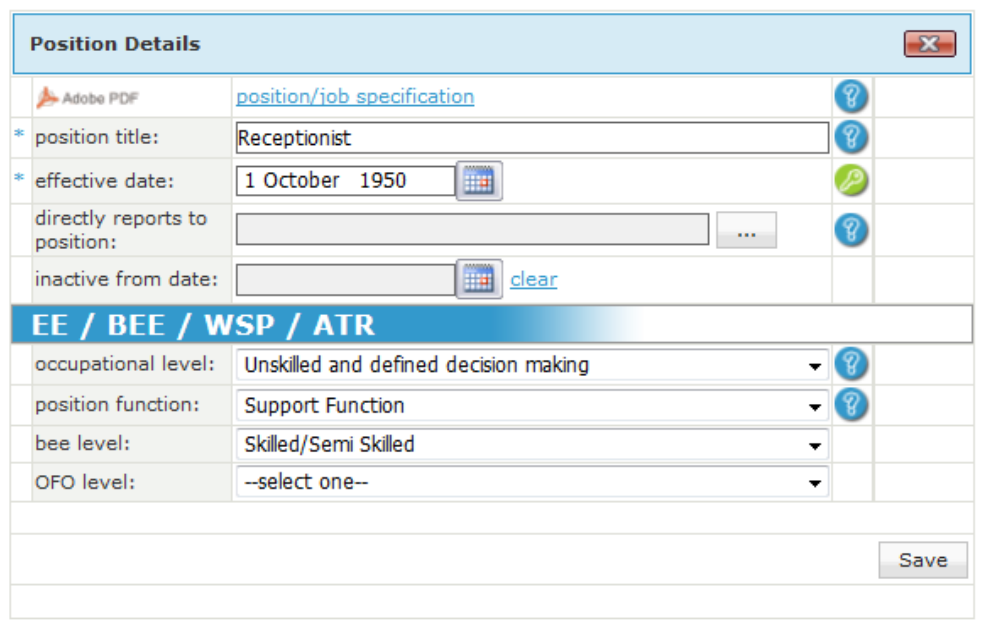


The screenshot shows a web interface for 'Positions'. At the top, there is a navigation menu with tabs: 'Details', 'Skills', 'Qualifications', 'Outputs', 'Competencies', 'Other', 'Training', and 'Recruitment'. Below the menu, there is a large white area containing a blue link that says 'click here to add a new position'. A large blue arrow points from the right towards this link.

You can now fill in the required details. You can also add Employment Equity options here as well if necessary.

A tip: The effective date must be before your first employee started, otherwise the job title won't be available when you try and link the position to Joe Stone who started back in 1985. I always default to 1950 just in case.

If you have a workflow setup where employees report to managers, you can setup that certain positions report to other positions. If you prefer to report to specific people, leave this section blank.



The screenshot shows a 'Position Details' form. The form has a title bar with a close button. Below the title bar, there are several fields:

Adobe PDF	position/job specification	?
* position title:	Receptionist	?
* effective date:	1 October 1950	📅
directly reports to position:		...
inactive from date:		📅 clear
EE / BEE / WSP / ATR		
occupational level:	Unskilled and defined decision making	?
position function:	Support Function	?
bee level:	Skilled/Semi Skilled	
OFO level:	--select one--	

At the bottom right of the form, there is a 'Save' button.

Once you have filled in all the required details, click on save.

The position you have added will show in the history section underneath.

[click here to add a new position](#)

History

To edit a position, please select the relevant position in the grid below by clicking on it once.

[report of all positions' details](#)

Drag a column to this area to group by it. Search:

Description	Effective Date	Inactive From
Receptionist	01 Oct 1950	

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I have now added a few more positions, and these will be available when I add the employees.

History

To edit a position, please select the relevant position in the grid below by clicking on it once.

[report of all positions' details](#)

Drag a column to this area to group by it. Search:

Description	Effective Date	Inactive From
Boss	01 Oct 2015	
Manager	01 Oct 1950	
Paper Stacker	22 Oct 1950	
Receptionist	01 Oct 1950	
Sales Rep	01 Oct 2015	

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