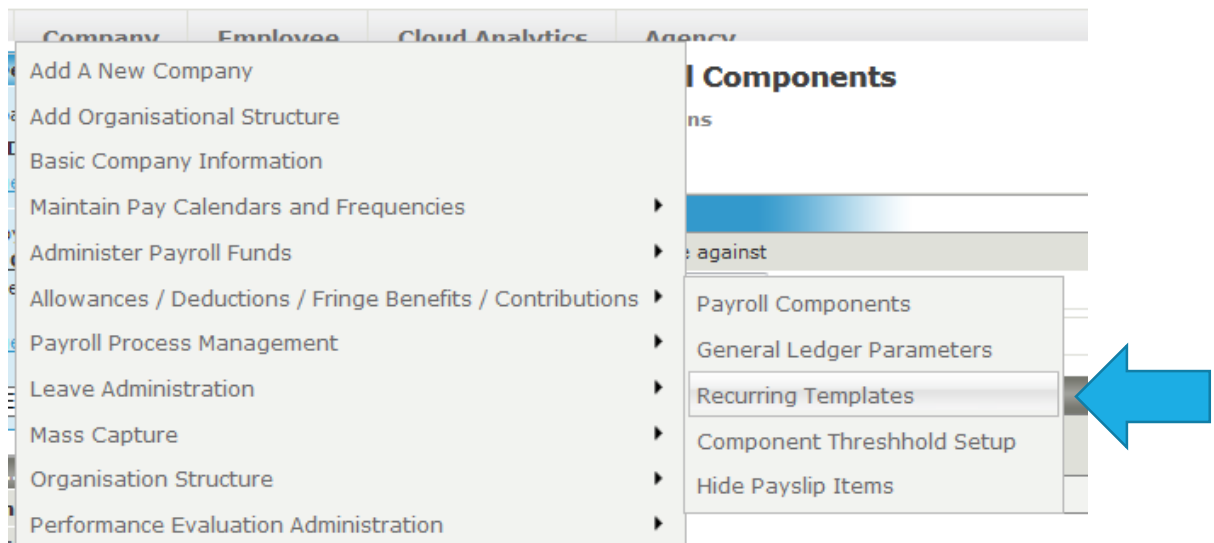


Paymaster Online Tutorial

Recurring templates

If you have got lots of employees who have the same provident fund percentage, the same union links, the same deductions, then you can set up a template so that instead of linking each employee individually to each deduction and company contribution, you can just link them to a preset recurring screen template.

To set up a template, click on **company, allowances/deductions/fringe benefits/contributions, recurring templates**



Your screen should now look like this:

Details

template name:	<input type="text"/>	
inactive:	<input type="checkbox"/>	


Save

List

Template Name	Inactive		
1			

I am going to set up a template, and call it provident fund 5%. Fill in a description in the template name section, and click on save.

List			
Template Name	Inactive		
Provident fund 5%	False	Edit Name	Edit Setup
1			



To set up this template's details, I click on edit setup.

Now I can add what I need to, to create this template. In this case, my template only has provident fund on it. These are added the same way as adding them normally on the recurring screen.

allowance					Add New
Payslip Name	Part of Package	Tax Code	Tick To Add/Remove Component To/From Template		
Provident Employee Deduction	False	4003	remove	Show Figures	edit

deduction					Add New
Payslip Name	Part of Package	Tax Code	Tick To Add/Remove Component To/From Template		
Provident Employer Contribution	False	4473	remove	Show Figures	edit

company contribution					Add New
Payslip Name	Part of Package	Tax Code	Tick To Add/Remove Component To/From Template		
Provident Employer Contribution	False	4473	remove	Show Figures	edit

Now my template is setup.

To link the employees to this template, I need to go to their own recurring screen.

Employee, employee payroll information, recurring payroll components.

Once I am on my selected employee's recurring screen, I now have an option at the top to link this employee to a template.


Run			
select which run you would like to capture against			
October - 2015			
click here to remove all recurring components from this employee			
inherit recurring components from company template.	--select one--	Inherit	

allowance				Add New
Payslip Name	Part of Package	Tax Code	Recurring Amount	

deduction				Add New
Payslip Name	Part of Package	Tax Code	Recurring Amount	

company contribution				Add New
Payslip Name	Part of Package	Tax Code	Recurring Amount	

fringe benefit				Add New
Payslip Name	Part of Package	Tax Code	Recurring Amount	



I can now select the relevant template from the drop down list and click on inherit.

Employee Recurring Payroll Components

Click here to toggle page instructions

Run
select which run you would like to capture against
October - 2015
[click here to remove all recurring components from this employee](#)

inherit recurring components from company template. --select one--
--select one--
Provident fund 5%

Inherit

allowance Add New
Payslip Name | Part of Package | Tax Code | Recurring Amount

deduction Add New
Payslip Name | Part of Package | Tax Code | Recurring Amount

company contribution Add New
Payslip Name | Part of Package | Tax Code | Recurring Amount

The employee now has the items I put on the template on their recurring screen.

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](#) | [Show Figures](#) | [edit](#)

company contribution Add New
Payslip Name | Part of Package | Tax Code | Recurring Amount
Provident Employer Contribution | False | 4473 | [remove](#) | [Show Figures](#) | [edit](#)

It is also calculating on the employee's Payslip.

Deductions	Balance	Current	Tax Code	YTD Amount
UIF Employee		21.21	4141	21.21
Provident Employee Deduction		100.00	4003	100.00
Total Deductions		121.21		

Package Structure Breakdown	Amount	Company Contributions	Current	Tax Code	YTD Amount
Basic Pay	2,000.00	Provident Employer Contribution	100.00	4473	100.00
Total Package	2,000.00	UIF Employer	21.21	4141	21.21
		Total CC's	121.21		