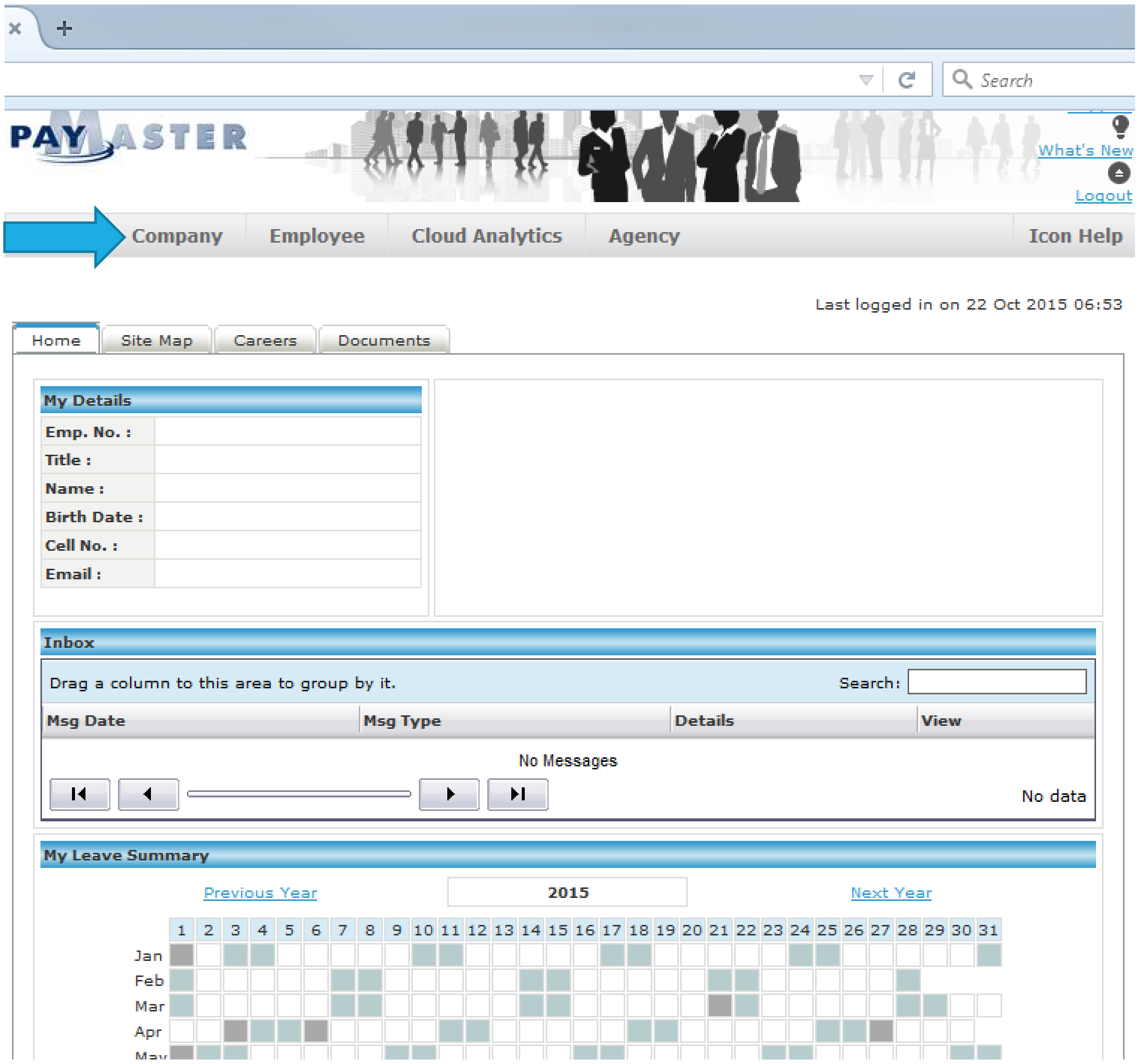
Paymaster Online Tutorial

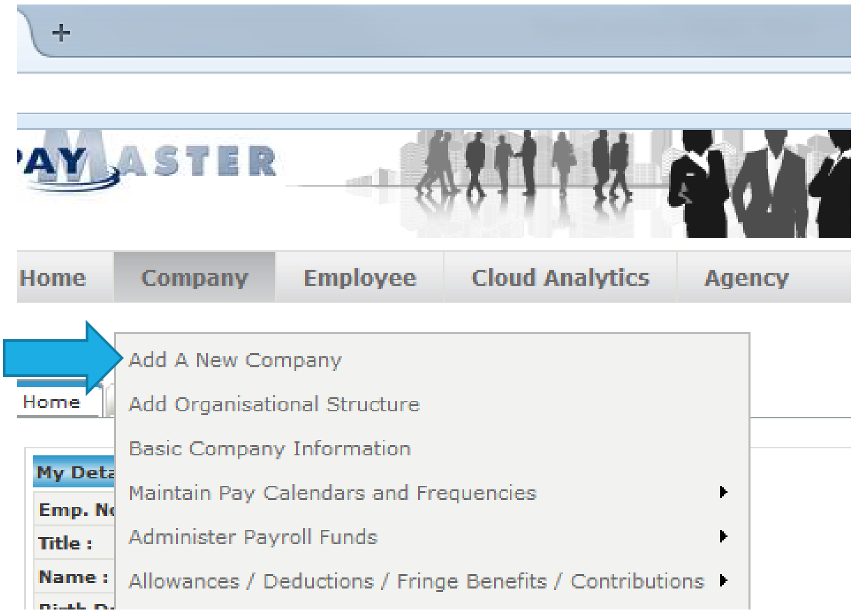
Setting up your company

Your business is thriving, and you need to start paying your employees with a system that will make your life easier. Once set up, your payroll is quick and simple. Let's get to it.

Once you have logged in, you will be on your home screen. Menu options at the top of your screen include Company, Employee and Cloud Analytics. Let's start with Company.



If you click on Company, a drop down menu will appear with a lot of different options. You need to click on the first option, **Add a new company**.



You will now be guided through a workflow to setup all the necessary information for your payroll. Your first screen shows you what information you need for the company setup. Try and have everything at hand to make this step quick and simple. To continue, click on the **next step** button.

Company Pre-Registration

Before you start capturing your company, please get the following information ready as you will require it during the enrollment process:

- Company Registration Number
- VAT Number
- Tax Reference Number
- UIF Reference Number
- Company Details i.e. Address Details etc
- Company Pension / Provident / Medical / Group Life / Disability Options
- Company Payroll Components (All Of Your Earnings, Deductions, Company Contributions etc.)
- Company Pay Dates And Yearly Calendars
- General Ledger Accounts (If You Have Any)
- Company Leave Scheme Rules
- Company Banking Details (in order to debit your account with the Paymaster fees, if relevant)

You will be guided through a workflow process where you will capture all of the necessary details in a few easy steps. Thereafter you will be ready to capture all of your employee information

Hint: Use the work flow steps on the left of the screen as a guide to see where you are in the enrollment process.

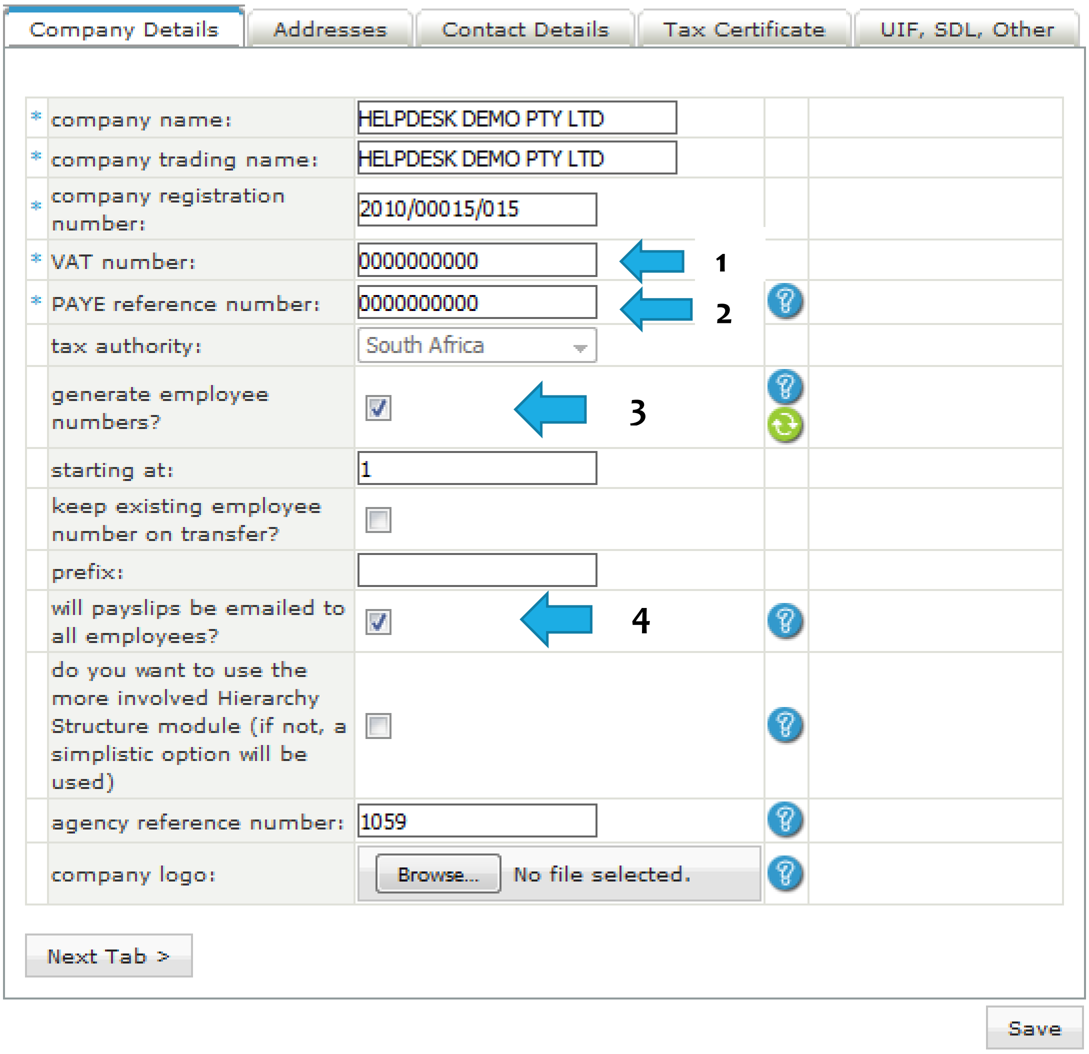
Once you have the above requirements ready, please click "Next Step" or if you require more time to gather the information exit this workflow and revisit it when you are ready.

Next Step >>

Basic Company Information

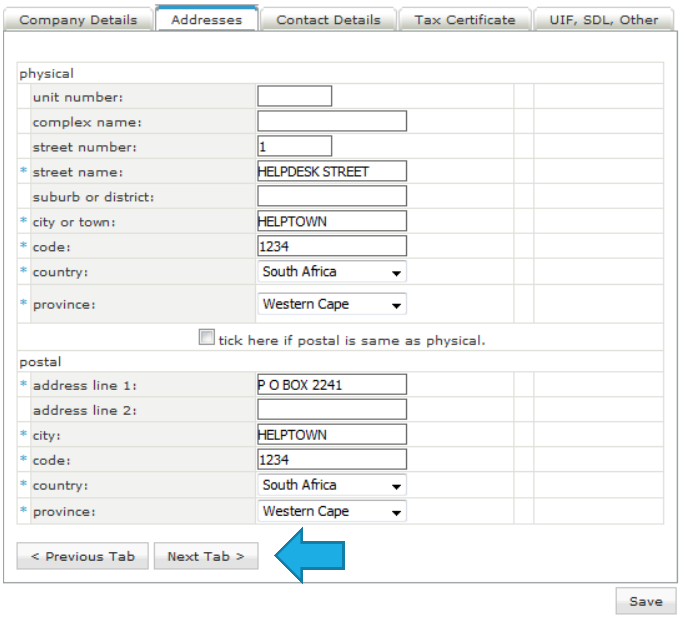
Here, you will setup the name of your business, address, contact details and reference numbers. Some NB info:

1. VAT number: If you do not have a VAT number, you can insert 10 zero's to complete this field
2. PAYE number: this is the number issued to you by SARS when you registered for PAYE. If you have not yet registered or are waiting for your PAYE number to still be registered, you can insert 10 zero's to complete this field
3. Should you wish the system to generate your employee numbers, you can tick the box. If you have your own employee numbers, leave the box unticked.
4. If you want the system to email your employees their payslips once your payroll run is closed, you can tick the box. If not, ensure it is unticked. PLEASE NOTE: If your employees' profile does not have an email address or is not setup for Employee Self Service, they will not receive their Payslip via email.

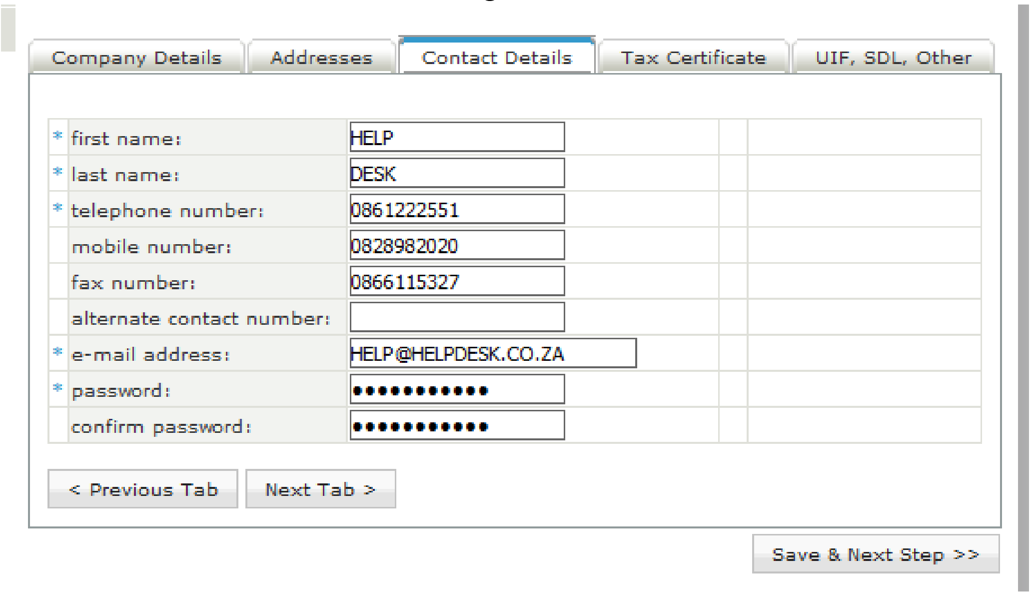


Once you have completed all the fields on this tab, either click on **next tab** or you can click on the **addresses** tab at the top.

This tab is for your physical and postal address of your business. Should the postal address be the same as the physical address, you can tick the box. Once complete, click on **next tab** or the **Contact Details** tab at the top.

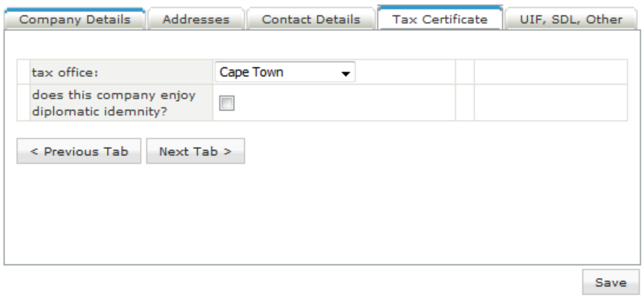


This tab is for all of your contact details. In the password section, your password needs to have a minimum of 8 characters, and must include a capital letter, a number and a symbol. E.g. Password01#



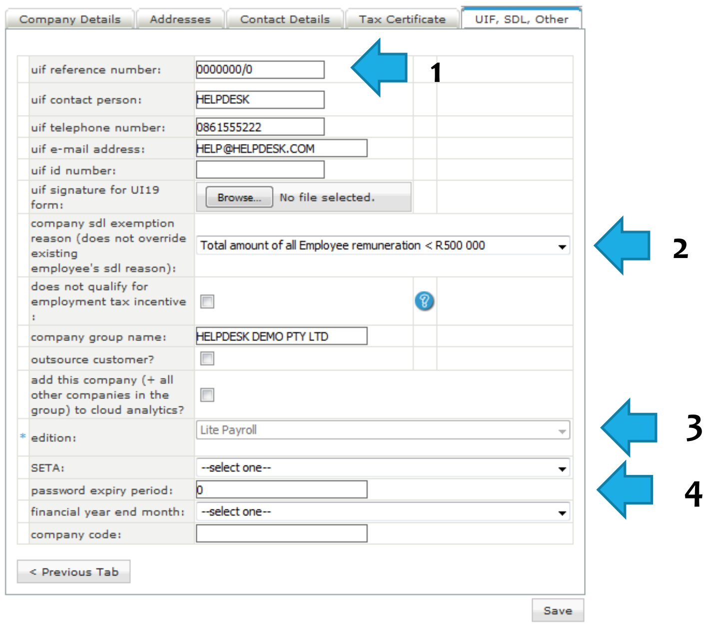
Once complete, click on **next tab** or the **Tax Certificate** tab at the top.

On this tab, please select your nearest Tax office.



Once done, click on **next tab** or **UIF, SDL, Other** at the top.

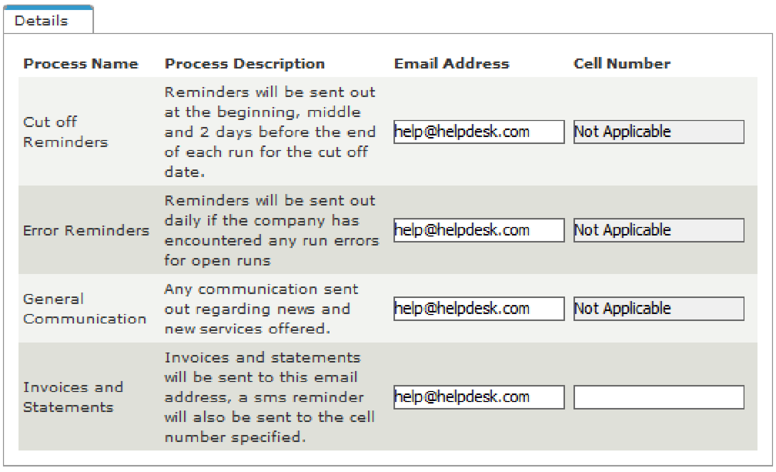
On this tab, you must complete your UIF and SDL information.
1 .NB!!!! Please ensure that the number you put into the UIF Reference number section is the registration number issued by the Department of Labour when you signed up with them. **THIS IS NOT THE SARS UIF REFERENCE NUMBER!** The email address you put in here will receive the updates from the payroll when the UIF data file is sent to the Department of labour.
2. If you do not qualify for SDL, select your reason here.
3. Under product edition, select Lite Payroll. You can always upgrade if necessary.
4. If you want to force your employees to have to change their Employee self service passwords every so often for security reasons, you can set the expiry period up here.



Once done, you can click on **Save & Next Step**.

Reminder Contact Details

You will now be asked to complete the Reminder Contact details tab. Should the payroll want to communicate with you, it needs to know where to send the communication. This includes errors on the payroll, cut off date reminders and any general information that might be required. Once you have completed this information, click on **Save & Next Step**.

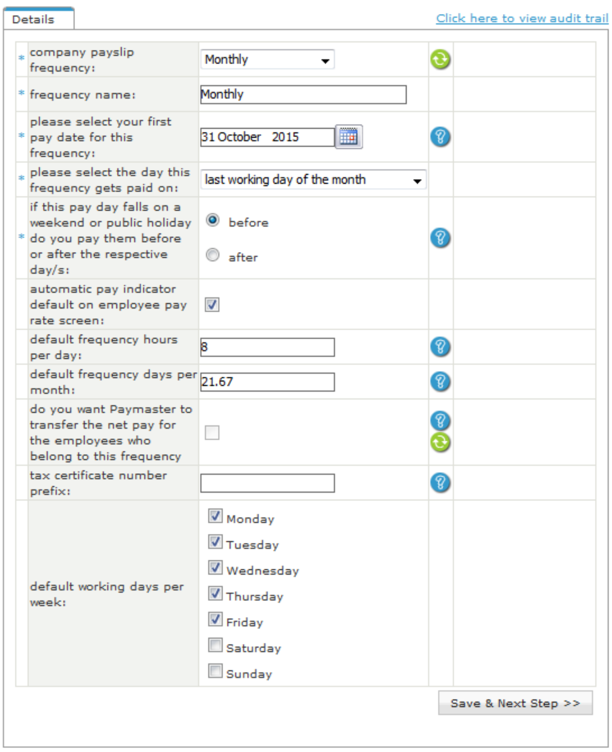

Details

Process Name	Process Description	Email Address	Cell Number
Cut off Reminders	Reminders will be sent out at the beginning, middle and 2 days before the end of each run for the cut off date.	help@helpdesk.com	Not Applicable
Error Reminders	Reminders will be sent out daily if the company has encountered any run errors for open runs	help@helpdesk.com	Not Applicable
General Communication	Any communication sent out regarding news and new services offered.	help@helpdesk.com	Not Applicable
Invoices and Statements	Invoices and statements will be sent to this email address, a sms reminder will also be sent to the cell number specified.	help@helpdesk.com	

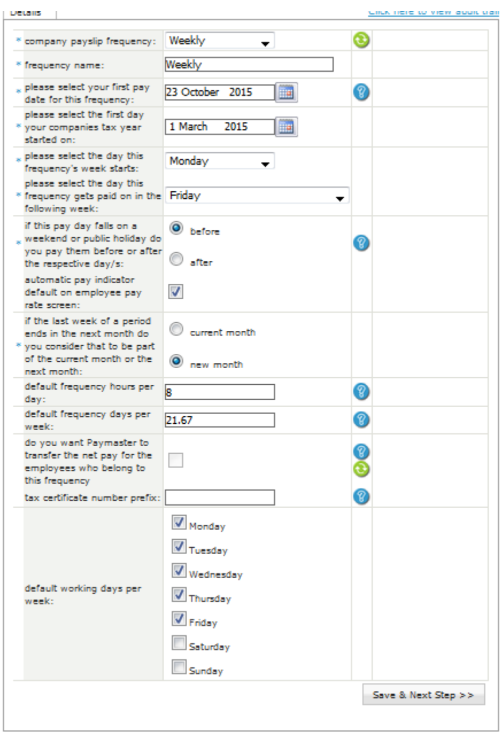
Company Pay Frequencies

This section is one of the most important of all the requirements in the setup. This tab dictates when your payroll dates will run, and if setup incorrectly can have an effect on the tax calculation, especially for weekly payrolls. It will decide whether week 5 of the month falls within the current month, or the following month, affecting the EMP201 report for SARS.

Monthly payment setup

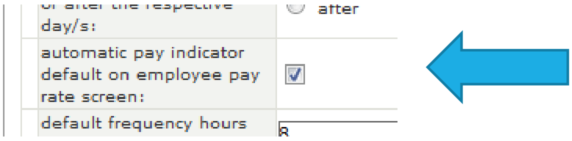


Weekly payment setup



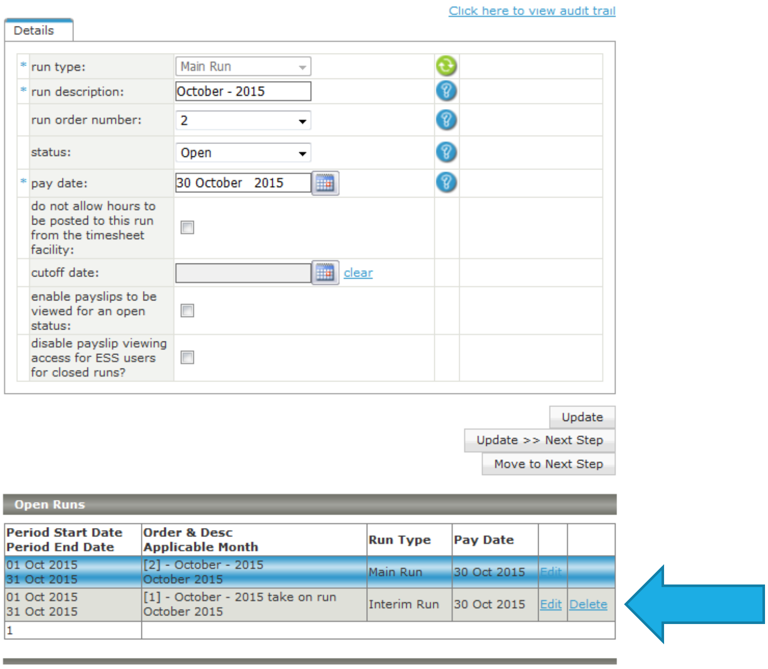
NBNBNBNB: If you are starting your company in the middle of the tax year, and want to take on year to date figures, leave your first pay date as the current month. The system will automatically create the option of adding year to date figures for your employees in a lump sum. However, if you want to add the year to dates in separate months to create payslips and reports (basically recreate the payroll) you must make this first pay date **31 March** (the first month of the tax year).

The **Automatic Pay Indicator** option is selected should you want payslips created automatically for your employees. Always leave this block ticked, so that you have the option to change the selection on the employee setup.



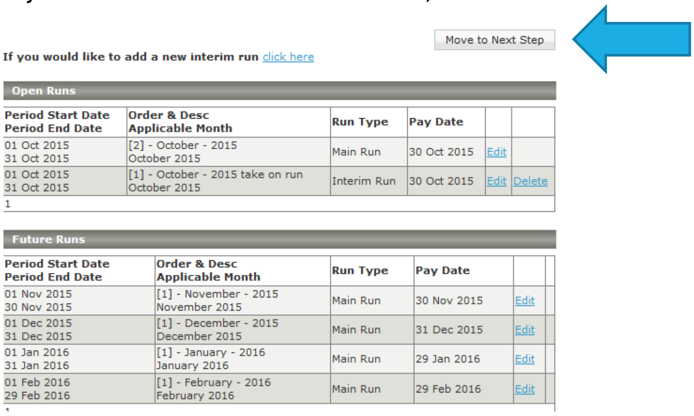
Once you are done here, click **Save & Next Step**.

The payroll will now confirm if your payroll processing dates for future runs are correct. If they are not, click on the **edit** option and correct your input. Once corrected, click on **Update**.



Period Start Date Period End Date	Order & Desc Applicable Month	Run Type	Pay Date		
01 Oct 2015 31 Oct 2015	[2] - October - 2015 October 2015	Main Run	30 Oct 2015	Edit	
01 Oct 2015 31 Oct 2015	[1] - October - 2015 take on run October 2015	Interim Run	30 Oct 2015	Edit	Delete
1					

When you are satisfied that your runs have the correct dates, click on **Move to Next Step**.



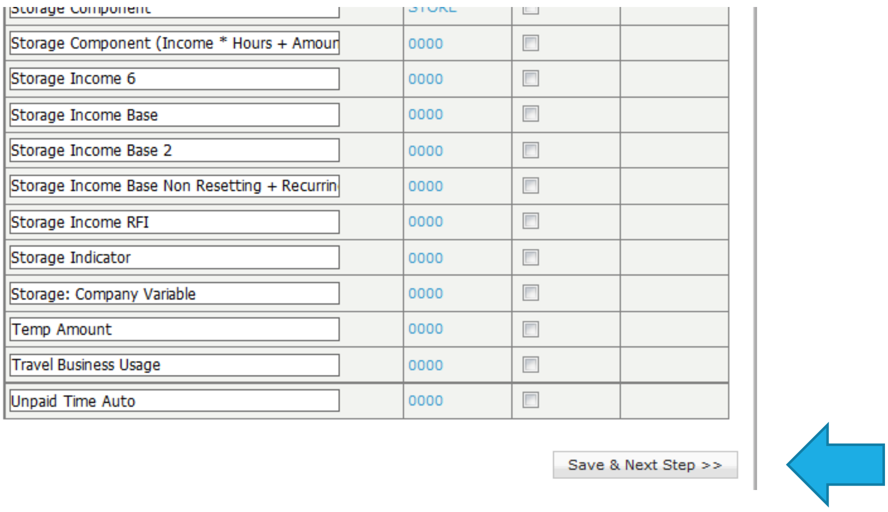
Period Start Date Period End Date	Order & Desc Applicable Month	Run Type	Pay Date		
01 Oct 2015 31 Oct 2015	[2] - October - 2015 October 2015	Main Run	30 Oct 2015	Edit	
01 Oct 2015 31 Oct 2015	[1] - October - 2015 take on run October 2015	Interim Run	30 Oct 2015	Edit	Delete
1					

Future Runs

Period Start Date Period End Date	Order & Desc Applicable Month	Run Type	Pay Date	
01 Nov 2015 30 Nov 2015	[1] - November - 2015 November 2015	Main Run	30 Nov 2015	Edit
01 Dec 2015 31 Dec 2015	[1] - December - 2015 December 2015	Main Run	31 Dec 2015	Edit
01 Jan 2016 31 Jan 2016	[1] - January - 2016 January 2016	Main Run	29 Jan 2016	Edit
01 Feb 2016 29 Feb 2016	[1] - February - 2016 February 2016	Main Run	29 Feb 2016	Edit

Frequency Payroll Components Setup

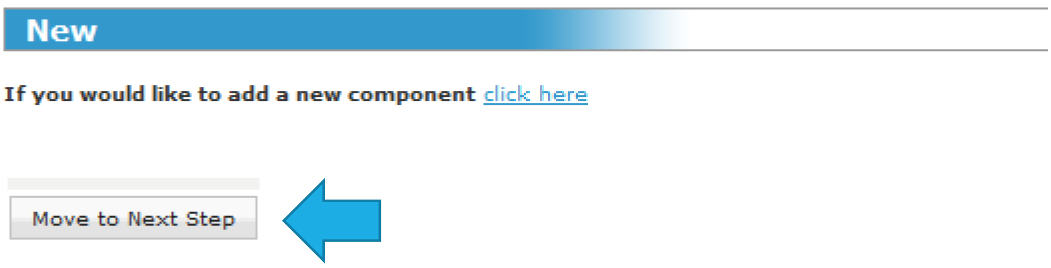
Component is the payroll's word for Earning, deduction, company contribution and fringe benefit. Basically your salary setup. This section can get quite confusing, and I would suggest skipping this step, and adding the components in the components section so there is no confusion. This is a very long list of the original names of the components, and I find it much easier to work in the components section. My suggestion is to scroll right down to the bottom on this page and click on **Save & Next step**. When you need to setup your earnings and deductions, go to the Component Setup module.



Company Payroll Components

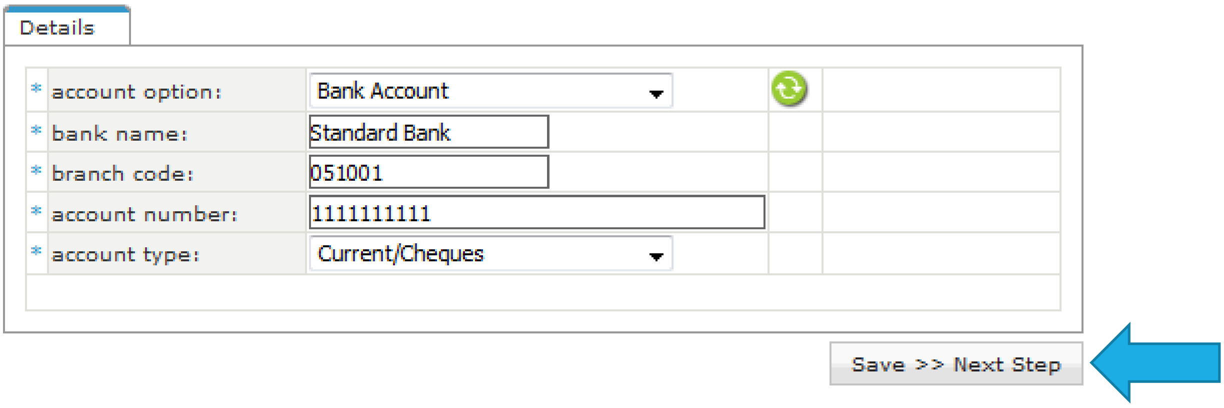
This section is where you will setup all of your salary items. There is a whole module on this, you can find it in the main help desk section.

Click on **Move to Next Step**.



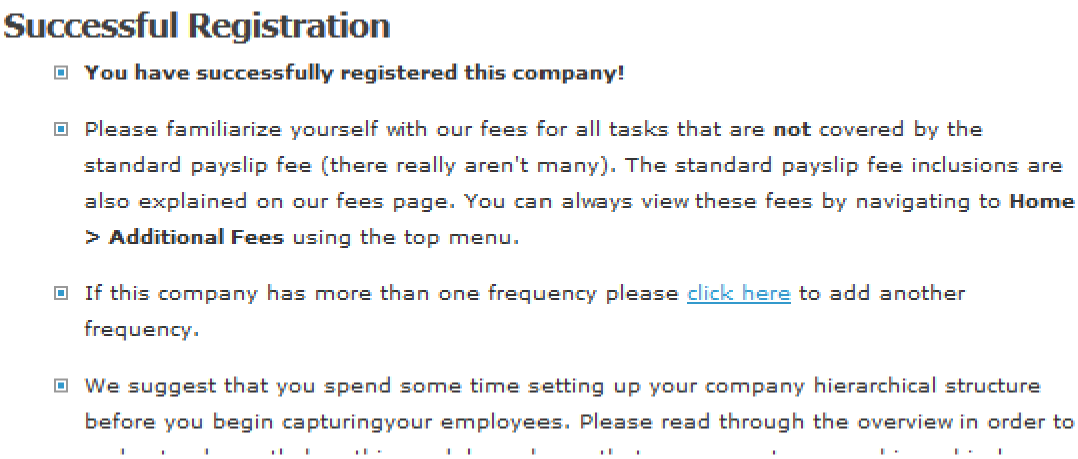
Company Banking Details

Alas, the system is not free. I wish it were, however a system this good is worth the money. If you are a Paymaster Online client, you will need to insert our banking details so that we will be charged by the software company. If you do not know the details, give us a shout. If you are not a Paymaster Online client, this is where you will input your own banking details for the debit order. Once done, click on **Save >> Next Step**.



You are now done!

If you see this screen, you have added your company onto the system successfully. Now you can carry on setting up, adding employees and getting your hard working employees paid.



Here's a little setup secret: When you are adding employees, there are screens required that need to be setup first, like job titles and leave. If you are happy to come back later and complete these sections for your employees (or if you don't use them at all), you can skip that setup and go straight to adding your people. My suggestion is to get the setup done first, then when you add the employees it's all there already. Makes the process much simpler! Check out other topics in the help desk main menu to guide you on your setup journey.