

Paymaster Online Tutorial

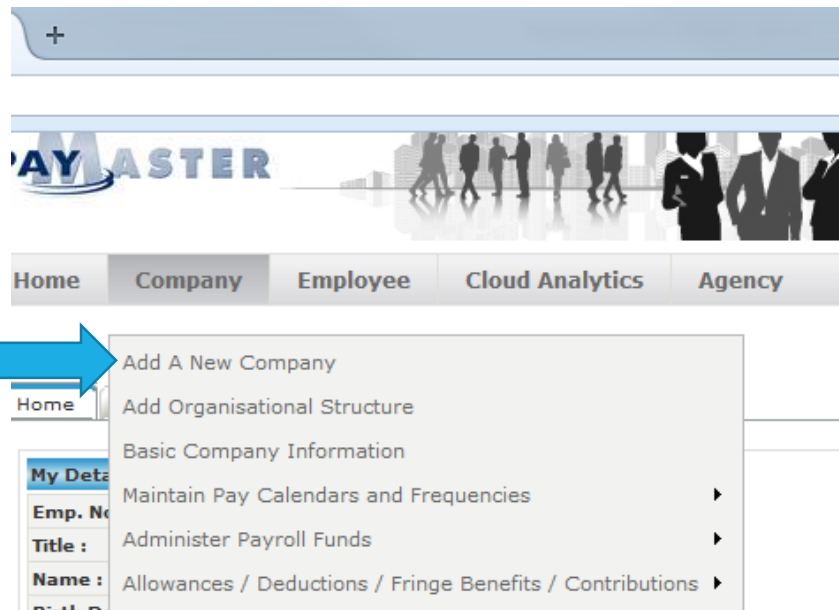
Setting up your company

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.

The screenshot shows the Paymaster Online interface. At the top, there is a search bar and a navigation menu with options: Company, Employee, Cloud Analytics, Agency, and Icon Help. A blue arrow points to the 'Company' option. Below the navigation menu, the user is logged in on 22 Oct 2015 06:53. The main content area includes a 'My Details' section with fields for Emp. No., Title, Name, Birth Date, Cell No., and Email. Below this is an 'Inbox' section with a search bar and a table with columns for Msg Date, Msg Type, Details, and View. The inbox is currently empty, showing 'No Messages' and 'No data'. At the bottom, there is a 'My Leave Summary' section with a calendar for the year 2015, showing leave days for each month from Jan to May.

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.

Company Details	Addresses	Contact Details	Tax Certificate	UIF, SDL, Other
* company name:	HELPDESK DEMO PTY LTD			
* company trading name:	HELPDESK DEMO PTY LTD			
* company registration number:	2010/00015/015			
* VAT number:	0000000000	← 1		
* PAYE reference number:	0000000000	← 2	?	
tax authority:	South Africa			
generate employee numbers?	<input checked="" type="checkbox"/>	← 3	?	↻
starting at:	1			
keep existing employee number on transfer?	<input type="checkbox"/>			
prefix:				
will payslips be emailed to all employees?	<input checked="" type="checkbox"/>	← 4	?	
do you want to use the more involved Hierarchy Structure module (if not, a simplistic option will be used)	<input type="checkbox"/>			
agency reference number:	1059			
company logo:	Browse... No file selected.		?	

Next Tab >

Save

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.

physical	
unit number:	
complex name:	
street number:	1
* street name:	HELPDESK STREET
suburb or district:	
* city or town:	HELPTOWN
* code:	1234
* country:	South Africa
* province:	Western Cape
<input type="checkbox"/> tick here if postal is same as physical.	
postal	
* address line 1:	P O BOX 2241
address line 2:	
* city:	HELPTOWN
* code:	1234
* country:	South Africa
* province:	Western Cape

< Previous Tab Next Tab > Save

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#

Contact Details	
* first name:	HELP
* last name:	DESK
* telephone number:	0861222551
mobile number:	0828982020
fax number:	0866115327
alternate contact number:	
* e-mail address:	HELP@HELPDESK.CO.ZA
* password:	●●●●●●●●
confirm password:	●●●●●●●●

< Previous Tab Next Tab > Save & Next Step >>

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

On this tab, please select your nearest Tax office.

tax office:	Cape Town
does this company enjoy diplomatic idemnity?	<input type="checkbox"/>
<input type="button" value="Save"/>	

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.

uif reference number:	000000/0	1
uif contact person:	HELPDESK	
uif telephone number:	0861555222	
uif e-mail address:	HELP@HELPDESK.COM	
uif id number:		
uif signature for UI19 form:	<input type="button" value="Browse..."/> No file selected.	
company sdl exemption reason (does not override existing employee's sdl reason):	Total amount of all Employee remuneration < R500 000	2
does not qualify for employment tax incentive:	<input type="checkbox"/>	
company group name:	HELPDESK DEMO PTY LTD	
outsource customer?	<input type="checkbox"/>	
add this company (+ all other companies in the group) to cloud analytics?	<input type="checkbox"/>	
* edition:	Lite Payroll	3
SETA:	--select one--	
password expiry period:	0	4
financial year end month:	--select one--	
company code:		
<input type="button" value="Save"/>		

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**.

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.	<input type="text" value="help@helpdesk.com"/>	<input type="text" value="Not Applicable"/>
Error Reminders	Reminders will be sent out daily if the company has encountered any run errors for open runs	<input type="text" value="help@helpdesk.com"/>	<input type="text" value="Not Applicable"/>
General Communication	Any communication sent out regarding news and new services offered.	<input type="text" value="help@helpdesk.com"/>	<input type="text" value="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.	<input type="text" value="help@helpdesk.com"/>	<input type="text"/>

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


Details		Click here to view audit trail
* company payslip frequency:	Monthly	
* frequency name:	Monthly	
* please select your first pay date for this frequency:	31 October 2015	
* please select the day this frequency gets paid on:	last working day of the month	
if this pay day falls on a weekend or public holiday do you pay them before or after the respective day/s:	<input checked="" type="radio"/> before <input type="radio"/> after	
automatic pay indicator default on employee pay rate screen:	<input checked="" type="checkbox"/>	
default frequency hours per day:	8	
default frequency days per month:	21.67	
do you want Paymaster to transfer the net pay for the employees who belong to this frequency	<input type="checkbox"/>	
tax certificate number prefix:		
default working days per week:	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Save & Next Step >>		

Details		Click here to view audit trail
* company payslip frequency:	Weekly	
* frequency name:	Weekly	
* please select your first pay date for this frequency:	23 October 2015	
* your companies tax year started on:	1 March 2015	
* please select the day this frequency's week starts:	Monday	
* please select the day this frequency gets paid on in the following week:	Friday	
if this pay day falls on a weekend or public holiday do you pay them before or after the respective day/s:	<input checked="" type="radio"/> before <input type="radio"/> after	
automatic pay indicator default on employee pay rate screen:	<input checked="" type="checkbox"/>	
if the last week of a period ends in the next month do you consider that to be part of the current month or the next month:	<input type="radio"/> current month <input checked="" type="radio"/> new month	
default frequency hours per day:	8	
default frequency days per week:	21.67	
do you want Paymaster to transfer the net pay for the employees who belong to this frequency	<input type="checkbox"/>	
tax certificate number prefix:		
default working days per week:	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Save & Next Step >>		

NBNBNNB: 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.

automatic pay indicator	<input checked="" type="checkbox"/>
default on employee pay rate screen:	
default frequency hours	



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**.

[Click here to view audit trail](#)

Details

* run type:	Main Run	
* run description:	October - 2015	
run order number:	2	
status:	Open	
* pay date:	30 October 2015	
do not allow hours to be posted to this run from the timesheet facility:	<input type="checkbox"/>	
cutoff date:	<input type="text"/> clear	
enable payslips to be viewed for an open status:	<input type="checkbox"/>	
disable payslip viewing access for ESS users for closed runs?	<input type="checkbox"/>	

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

If you would like to add a new interim run [click here](#)

Open Runs					
Period Start Date	Period End Date	Order & Desc Applicable Month	Run Type	Pay Date	
01 Oct 2015	31 Oct 2015	[2] - October - 2015	Main Run	30 Oct 2015	Edit
01 Oct 2015	31 Oct 2015	[1] - October - 2015 take on run	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	Main Run	30 Nov 2015	Edit
01 Dec 2015	31 Dec 2015	[1] - December - 2015	Main Run	31 Dec 2015	Edit
01 Jan 2016	31 Jan 2016	[1] - January - 2016	Main Run	29 Jan 2016	Edit
01 Feb 2016	29 Feb 2016	[1] - 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.

Storage Component	STORL	<input type="checkbox"/>	
Storage Component (Income * Hours + Amoun	0000	<input type="checkbox"/>	
Storage Income 6	0000	<input type="checkbox"/>	
Storage Income Base	0000	<input type="checkbox"/>	
Storage Income Base 2	0000	<input type="checkbox"/>	
Storage Income Base Non Resetting + Recurrin	0000	<input type="checkbox"/>	
Storage Income RFI	0000	<input type="checkbox"/>	
Storage Indicator	0000	<input type="checkbox"/>	
Storage: Company Variable	0000	<input type="checkbox"/>	
Temp Amount	0000	<input type="checkbox"/>	
Travel Business Usage	0000	<input type="checkbox"/>	
Unpaid Time Auto	0000	<input type="checkbox"/>	



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**.


New


If you would like to add a new component [click here](#)



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**.

Details	
* account option:	Bank Account 
* bank name:	Standard Bank
* branch code:	051001
* account number:	1111111111
* account type:	Current/Cheques

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.

Successful Registration

- ▣ **You have successfully registered this company!**
- ▣ Please familiarize yourself with our fees for all tasks that are **not** covered by the standard payslip fee (there really aren't many). The standard payslip fee inclusions are also explained on our fees page. You can always view these fees by navigating to **Home > Additional Fees** using the top menu.
- ▣ If this company has more than one frequency please [click here](#) to add another frequency.
- ▣ We suggest that you spend some time setting up your company hierarchical structure before you begin capturing your employees. Please read through the overview in order to

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.