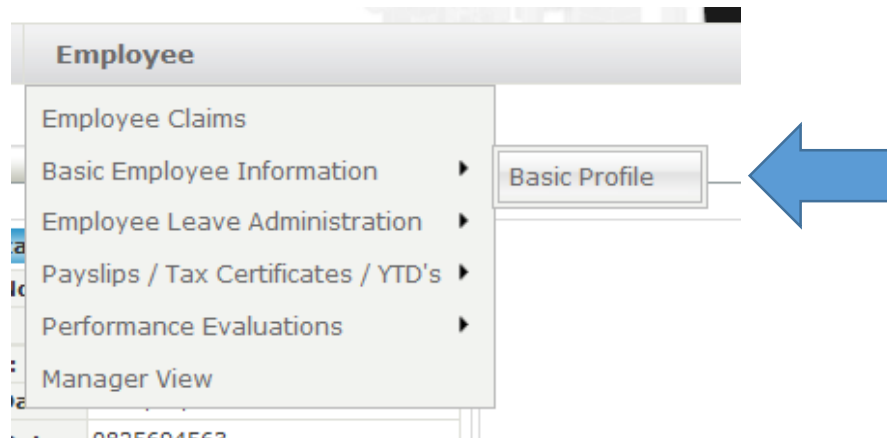


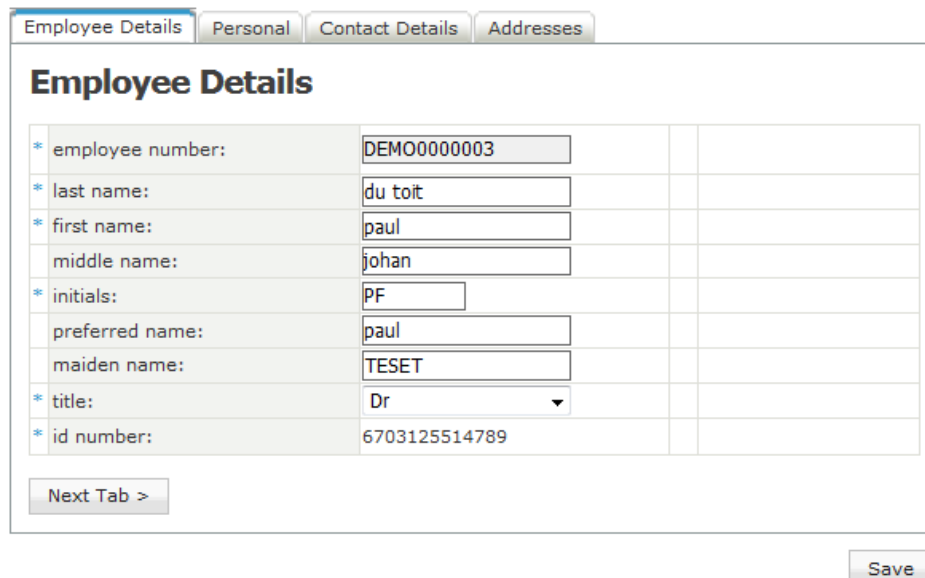
# Paymaster Online Tutorial

## Personal information

If you click on employee, and basic employee information, you can see your own personal details. This includes your address and contact telephone number. Should you move house or change your telephone number, you can change it here.



You have access to the following screens under basic profile:



A screenshot of a web application form titled 'Employee Details'. The form has a tabbed interface with tabs for 'Employee Details', 'Personal', 'Contact Details', and 'Addresses'. The 'Employee Details' tab is active. The form contains several input fields, each with an asterisk indicating it is required. The fields and their values are: 'employee number:' (DEMO0000003), 'last name:' (du toit), 'first name:' (paul), 'middle name:' (johan), 'initials:' (PF), 'preferred name:' (paul), 'maiden name:' (TESET), 'title:' (Dr), and 'id number:' (6703125514789). Below the form is a 'Next Tab >' button. At the bottom right of the page is a 'Save' button.

* employee number:	DEMO0000003
* last name:	du toit
* first name:	paul
middle name:	johan
* initials:	PF
preferred name:	paul
maiden name:	TESET
* title:	Dr
* id number:	6703125514789

[View Data of This Record](#)

Employee Details **Personal** Contact Details Addresses

### Personal

language:	English		
* gender:	Male		
* race:	White		
* nationality:	South Africa		
citizenship:	South Africa		
disabled type:	None		
* birth date:	12 March 1967		
* ethnic group:	None		
marital status:	Married		
foreign national:	<input type="checkbox"/>		
employee photo:	Browse... No file selected.		

< Previous Tab    Next Tab >

Save

Employee Details Personal **Contact Details** Addresses

### Contact Details

home number:	021889562		
work number:	21455869		
work ext:	021556		
cell:	0825694563		
e-mail:	info@paymaster.co.za		

< Previous Tab    Next Tab >

Save

[View Data of This Record](#)

Employee Details Personal Contact Details **Addresses**

### Address Details

physical			
unit number:	123		
complex name:			
street number:	38		
* street name:	tiobelle crescent		
suburb or district:	stel;lenbosch		
* city or town:	jamestown		
* code:	8600		
* country:	South Africa		
* province:	Western Cape		
postal			
is the postal address the same as physical address?:	<input checked="" type="checkbox"/>		
is the postal address a care of address?:	<input type="checkbox"/>		

< Previous Tab

Save

If you are unable to save any changes, your management has put security measures in place to ensure you cannot change the details yourself. Query with your manager if this is the case.