



EMPLOYEE SELF SERVICE

A NEW WORLD OF
PAPERLESS TECHNOLOGY



**A SIMPLE, USER-FRIENDLY ONLINE
EMPLOYEE SELF SERVICE SYSTEM**

**EASILY ACCESSIBLE ON ANY BROWSER
AND DEVICE**

**EASILY UPLOAD DOCUMENT
ATTACHMENTS**

DATA IS SAFE AND SECURE

**A DEDICATED CALL CENTRE
FOR SUPPORT**

**PDF PAYSLEIPS: PRINT OR EMAIL AT
A CLICK OF A BUTTON**




CORE FEATURES

- «✓ View live leave balances.
- «✓ Online leave applications and overtime claims follow an automatic approval process before updating on the live systems.
- «✓ Leave and overtime matrices are available to managers.
- «✓ PDF Payslips can be printed or emailed.
- «✓ It provides direct access to view and print current and previous payslips as well as IRP5s.
- «✓ Payslips for the past 11 months are available.
- «✓ All IRP5s since 2006 are available.
- «✓ It allows for electronic updates of basic employee details by the employee himself/herself, e.g. bank details, address, etc.

ADDED ADVANTAGES

- «✓ PayDay Visual is an affordable Employee Self Service system, perfect for any size business.
- «✓ It gives employees the convenience of being able to access their payslips and IRP5s from anywhere in the world. All that is needed is an internet connection.
- «✓ Employees can also submit leave applications, update their basic information and upload document attachments.
- «✓ Company logo can be uploaded and added to PDF Payslips.
- «✓ PayDay Visual is designed with a responsive view and can therefore be accessed on Computers, Laptops, Tablets and Smartphones.
- «✓ All browsers are supported to ensure accessibility across the board.
- «✓ For added convenience, all admin functionality is done online.

EMPLOYEE BASIC DETAILS



EMPLOYEE SELF SERVICE

MR J SOAP(1227)

Home>AboutSign out

Main Menu

Administrator

Documents

Employee

Basic Details

Address Details

Bank Details

Payslip

IRP5/IT3(A)

Attendance

Current Changes

Training

Education

Industrial Relations

Gift Register

Leave

Claims

Mailbox

Approvals

Basic Details

Personal

Title: Mr

Last Name: SOAP

Initials: J

First Names: JOE

Spouse Name: JOEY

ID No.: 7410035017084

Passport No.: 12345

Passport Country Code: RSA

Contact

Mobile: 0876788890

Home: 0198975210


Fax:

Work Extension: 121

Email Address: joe@gmail.com

Tax

LEAVE APPLICATION



EMPLOYEE SELF SERVICE

MR J SOAP(1227)

Home>AboutSign out

Main Menu

Administrator

Documents

Employee

Leave

Available

History

Application

Cancellation

Planner

Policy

Claims

Mailbox

Approvals

Queries

Application

Capture

Leave Duration : ☒ Days ☐ Time

No.	Start	End	Back In Office	Days	Type	Reason	Document
1	2017/02/02	2017/02/03	2017/02/06	2	Annual	vacation	Browse...

Save

PAYSLIP SCREEN



EMPLOYEE SELF SERVICE

MR J SOAP(1227)

Home About Sign out

Payslip

Payslip

Month: March

Year: 2017

View Print

		TEST COMPANY		DATE	
UIF: 00893184		PO Box 0001		EMPL CODE	
NICKNAME		Pretoria		1227	
JOE		SOAP JOE		PERIOD	
AREA		DEPARTMENT		2017/03/01	
ACCOUNT NO.		ADMIN		PAYPOINT	
081314086		TSH		ADVISE NO	
LEAVE AVAILABLE		PAYMETHOD		1	
HOURS		OCCUPATION		TAXABLE PERKS	
21.75		ACB/BDB		GEN ASSISTANT	
ANNUAL SALARY		379140		COMPANY CONTR	
EARNINGS		DEDUCTIONS		1600	
U.I.F		SALARY		TAX	
148.72		CELL ALL		U.I.F	
		SUBSIDY		3695.25	
		VEHICLE		148.72	



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