

# Employee Self Service


Powered by Softline Pastel Payroll

## Employee Login, Changes to Profile & Payslips

### ESS Website - Login

Web Address: <http://ess.pastelpayroll.co.za>

Use the login details that's been emailed to you to access your profile



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Welcome to ESS, powered by Softline Pastel Payroll

Employee Self Service (ESS) is a web-based application which provides employees with 24/7 access to important job related tasks and information. The ESS system allows employees to update personal details, download copies of payslips, apply for leave online and submit expense claims without unnecessary paperwork. Using an online system like ESS streamlines your company's HR processes and provides employees with the information they need instantly.

The ESS system is set up according to your company's policies and procedures which ensures that any information submitted online reaches only the persons authorised to view your details.

### Login

Username

Password



Image Text

The Image Numbers is a Security Precaution which has been added to prevent inappropriate use of our site. This is not your password nor will it change your account information. Please enter the Image Numbers in the box above and click Login.

### Login

- \* Existing Users
- \* Demo (Test Drive ESS)

### Installs

### Prerequisites

## View or make changes to Personal Details

### Go To Personal Profile / Personal Details

#### Changes

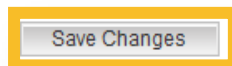
Should you want to change any of your personal details, go to the selected section (tab) and click on the Edit button to make the changes.

#### View

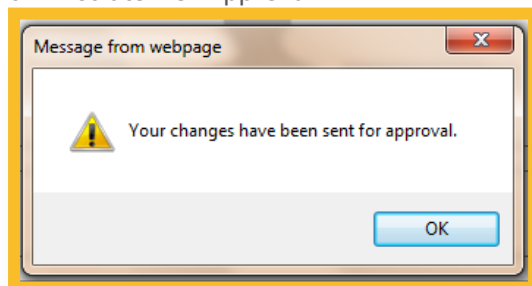
If you want to view your personal details or the Leave Days Due to you, click on the individual tabs on the screen.

The screenshot displays the 'Employee Self Service' interface for user 'Cherize Coetzee'. The left sidebar contains navigation options: 'ESS Home', 'Personal Profile' (expanded), 'Personal Details' (selected), 'Payslips', 'Online Forms', 'Leave Schedule', 'Audit Trail', and 'Show Org Chart'. The main content area is titled 'Details of: Cherize Coetzee' and features several tabs: 'Password', 'Personal' (active), 'Contact', 'Group', 'Bank', 'Leave', and 'Out of Office'. An 'Edit' button is visible under the 'Personal' tab. The 'Employee' section includes fields for Employee Code (M002), Title (Mej), First Names (Cherize), Surname (Coetzee), and Nickname. A 'Select Picture' button is next to a placeholder image. The 'Profile' section shows Country (South Africa) and Language (English). The 'Details' section contains fields for ID Number (8802050012088), Gender (Female), Passport Number, Marital Status (Single), Date of Birth (1988-02-05), No. of Dependents (0), Occupation (0), Revenue Office, and Tax Number. A footer note states 'Powered by Softline Pastel Payroll: SA's best-seller in Payroll and HR'.

Once the changes has been made, click on the 'Save Changes' button that will be in the place of the 'Edit' button.



The following screen will then appear which will send the request through to the System Administrator for Approval.



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Once your changes have been either Approved or Declined by the Administrator, you'll get the following email notifying you if it's been approved or not.

From: Minne, Karin Sent: Thu 2012/01/19 10:11 PM  
To: Minne, Karin  
Cc:  
Subject: Employee Self Service Profile Update

Dear Cherize Coetzee

You have requested the following changes to your personal profile to be applied:

Detail	Before update	After update	Status	Explanation
Title	Mej	Mev	Approved	
Marital Status	Single	Married	Approved	

All approved changes will display on your Employee Self Service Profile next time you login to the website. If you do not agree with the explanations provided for declined updates, please contact your Employee Self Service administrator.

Kind Regards

Pastel Payroll Employee Self Service


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## View Payslips

Should you want to view your payslips that's been uploaded for you by the Administrator, go to: **Personal Profile / Payslips**. Click on the PDF icon right next to the payslip to view, save or print it.

Logged in as Cherize Coetzee | Staff Member (KARIN TEST COMPANY FOR ESS) Log Out


ESS Home ▾ Payslips  
Personal Profile ▾ How to open your payslip?  
Personal Details  
Payslips  
Online Forms ▾ In order to open your payslip you will need Adobe Reader version 5 or newer installed on your computer.   
Leave Schedule ▾ [Play video](#)  
Audit Trail ▾ Drag a column header here to group by that column


Employee Code	Name	Pay Frequency	Period End	
M002	Cherize Coetzee	Weekly	2011/03/07	

A screen will then come up where you can select what you want to do with the payslip

File Download ✕

**Do you want to open or save this file?**

 Name: M002\_07\_Mar\_2011.pdf  
Type: Adobe Acrobat Document, 5.12KB  
From: [ess.pastelpayroll.co.za](http://ess.pastelpayroll.co.za)

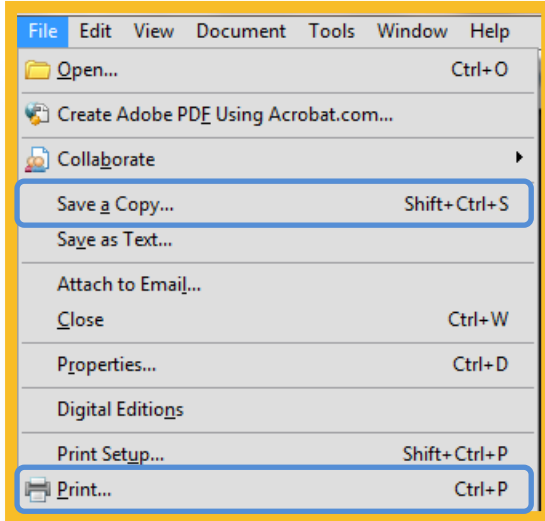
 While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

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Once the payslip is open, you'll have the options left at the top to either print or save the payslip



COMPANY NAME		PERIOD	DATE	
Karin Test Company For ESS		01	07/03/2011	
EMPLOYEE CODE	EMPLOYEE NAME	COST CENTRE		
M002	Mej C Coetzee			
EMPLOYEE CODE	M002	EMPLOYEE NAME	Mej C Coetzee	
DESIGNATION		COST CENTRE		
COMPANY NAME	Karin Test Company For ESS		PERIOD	01
		DATE	07/03/2011	
		RATE	325.00	
INCOME				
DESCRIPTION	QUANTITY	RATE	AMOUNT	
Paid Sick Leave	16.00	325.00	5,200.00	
<b>GROSS EARNINGS</b>			<b>5,200.00</b>	
BENEFITS		COMPANY CONTRIBUTIONS		
DEDUCTIONS				
DESCRIPTION	BALANCE	AMOUNT		
SITE Tax	0.00	0.87		
PAYE Tax	0.00	924.42		
UIF Contribution	0.00	28.79		
<b>TOTAL DEDUCTIONS</b>			<b>954.08</b>	
LEAVE DAYS DUE	6.29	NETT PAY	4,245.92	
3899 Gross Remuneration	4103 Total Employee's Tax	4005 Medical Aid Contributions	4001 Pension Fund - Current	
5,200.00	925.29	0.00	0.00	