

How to Guide: viewing your team's leave



Managers only

1 Navigate to payspace.com

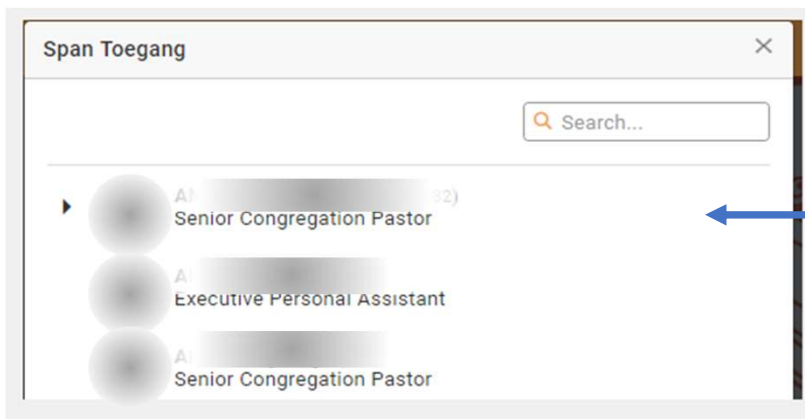
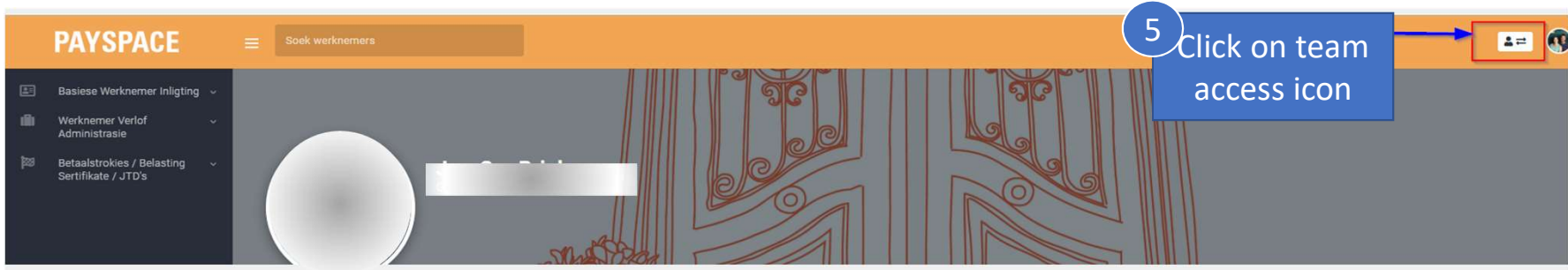
The screenshot shows the top of the payspace.com website. The browser's address bar contains 'payspace.com'. Below the address bar, there is a navigation menu with several buttons: 'REFER & EARN', 'ESS REGISTRATION', and 'CLIENT LOGIN'. The 'CLIENT LOGIN' button is highlighted with a blue callout box containing the number '2' and the text 'Click on "Client Login"'. Other menu items include 'Payroll & HR Software', 'Payroll Outsourcing For Africa', 'Product Training', 'Services', 'Product Options', and 'Contact Us'. The website header also includes contact information: 'Sales Enquiry: +27 87 250 2500 | sales@payspace.com'.

3 Enter your Shofar email and click "Next"

This screenshot shows the login page on the PAYSPACE website. The page has a language dropdown menu set to 'English'. The 'PAYSPACE' logo is prominently displayed. Below the logo, there is a form with an 'Email Address' label. The email address 'hanno.oostenbrink@shofaronline.org' is entered into the text field. A 'Next' button is located below the email field and is highlighted with a blue callout box containing the number '3' and the text 'Enter your Shofar email and click "Next"'. At the bottom of the page, there are links for 'Privacy Policy' and 'Terms and Conditions of Use'.

4 Enter your Shofar password and click "Login"

This screenshot shows the same login page as the previous one, but now the password field is filled with a masked password (represented by dots). A blue callout box with the number '4' and the text 'Enter your Shofar password and click "Login"' points to the password field. The 'Login' button is now visible and highlighted. The 'Reset Password' link is also present to the right of the password field. The 'PAYSPACE' logo and language dropdown remain at the top.



7 Click on Employee Leave Administration to view leave balances, applications and the employee leave calendars

