

How to Guide: Download your Payslip



1 Navigate to payospace.com

payospace.com

Sales Enquiry: +27 87 250 2500 | sales@payospace.com

REFER & EARN | ESS REGISTRATION | CLIENT LOGIN

Payroll & HR Software | Payroll Outsourcing For Africa | Product Training | Services | Product Options | Contact Us

2 Click on "Client Login"

This screenshot shows the payospace.com website. A blue callout box with the number 1 points to the address bar containing 'payospace.com'. In the top right navigation bar, a blue callout box with the number 2 points to the 'CLIENT LOGIN' button. The website header includes contact information and a list of services.

English

PAYSPACE

Email Address

Next

3 Enter your Shofar email and click "Next"

Privacy Policy | Terms and Conditions of Use

This screenshot shows the login page. A blue callout box with the number 3 points to the email input field, which contains the email address 'hanno.oostenbrink@shofaronline.org'. The 'Next' button is visible below the input field. The page includes a language dropdown set to 'English' and links for 'Privacy Policy' and 'Terms and Conditions of Use'.

English

PAYSPACE

← hanno.oostenbrink@shofaronline.org

Password

Login | Reset Password

4 Enter your Shofar password and click "Login"

Conditions of Use

This screenshot shows the login page with the password field highlighted. A blue callout box with the number 4 points to the password input field, which contains masked characters '.....'. The 'Login' button is visible below the input field. The page also shows a back arrow next to the email address and a link for 'Reset Password'.

5
Navigate to
payslips

The screenshot shows a software interface with a search bar at the top containing the text "Search for employees". Below the search bar is a profile picture placeholder. To the right, there are sections for "Inbox" and "Leave" with a value of "0.00 Annual Leave Days". A navigation menu is open, listing several options: "Biographical", "Payslips", "Compare Payslips", "Tax Certificates / Historical Drill Down", and "Leave". The "Payslips" option is highlighted with a red rectangular box.

6
Click on the
download icon
to download
payslip

Run	Run Type	Period	
<input type="checkbox"/>	(All)	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Shofar Christian Church			
<input type="checkbox"/> September - 2019	Main Run	September 2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> August - 2019	Main Run	August 2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> July - 2019	Main Run	July 2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> June - 2019	Main Run	June 2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> May - 2019	Main Run	May 2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> April - 2019	Main Run	April 2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>