# **E-PaySlip USER GUIDE**

# E-Pay Slip IE 6, 7, 8, 9, 10

(.net Version)



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# **3.0 Administrator Guide for view e-Pay Slip 3.1 How to Generate e-Pay Slip**

In the TIMESPAY 8.0 application, login to the pay period you wish to generate the payslip:

Log in Entry User ID : MASTER Password : <sup>secen</sup> Period : 201303 ♠ / E ▼	Change Password
✓ <u>L</u> ogin	🗶 Logout

Go to Payroll Reports > Internal Reports > Pay Slip > E- Pay Advice:



### Select Payslip:



Select the Pay Period you wish to generate and click on Generate Payslip:

Payslip Parameter	X
Parameter     Select Pay Period	
C Mid Month	Special
Special Period	Claim 1
C Bonus Period	Claim 2
C Mid & End Month	Week1
C Week2	Week2
C Week3	Week3 🗖
C Week4	Week4 🔲
C Week5	Week5 🗖
From Employee 001 Sort Payslip By :	
Employee No	
To Employee 033 C Name	
C Dept#	
MVC option None C Cost Centre	
Disk forward and C Supervisor	
Print Annual Leave?	
Print Occupation?	
Print Category?	-
Print Bank Payment Amount?	
Print Employee's Address? Payslip Msg from:	
Print MSD? C Employee	
Print YTD amount?	
Exclude Net Salaries <= 0?	
Print Bank details?	
Excludes Benefits entry ?	
Process Status	
L	
View Payslip Info Clear PaySlip Generate Payslip Preview	

## 3.2 View Payslip Password

To view the payslip password, the payroll user is required to go to Internal Report > Pay-Slip > Pay Advice:



Go to the Payslip Password tab

Payslip Parameter	
Parameter Payslip Password Free Field	
Password generation option	
C Generate password using NHIC/FIN/Passport#?	
C denerate password using strong password?	
Generate Payslip Password for all Employees	
Reset Password Function	=
Employee# New Password :	
Reset Password	
Release Lock	
Print Password	
Preview Payslip Password	
Print Payslip Password	
View E.Pay Slip Clear E. PaySlip Print Preview	

Select Preview Payslip Password to view the list of payslip password:

Payslip Parameter		-	×
Parameter Payslip Password Free Field			
Password generation option			
C Generate password using NHL/HN/Passport#?			
Password Generation			
Generate Payslip Password for all Employees			
Reset Password Function			
Employee# New Password :			
Reset Password			
Delever Leels			
Print Password			
Preview Payslip Password			
Dist Dentis Desenad			
View E.Pay Slip Clear E. PaySlip	Print	Preview	<u>L</u> lose

Search Characters			
Employee Name	Employee#	Password	<b>^</b>
Abdul Rahman bin Ali (MOSQ Contribution)	002	S2345678H	
BEN ONG	B0001	S9011131J	
Bruce Mok	069	S3229878H	
Christy Chong (PR1 Paid PR_ER)	005	S1234567D	
Christy Chong (PR1 Paid PR_ER)	022	S1234567D	
Elderweiss Lee (Employee over 60)	065	S4132133D	
Emily Wen Fang (Voluntary ER CPF)	008	S7023456D	
Enders Mok (EMATE TEST CASE)	021	S8132453J	
Hong Yi Ping (CPF Excess)	009	S9876543C	
Jessica Leong (Resignee with CPF Short)	004	S3456789A	
John Lim (Active staff with CPF Short)	007	S8765432Z	-
Search <u>B</u> y	<ul> <li><u>•</u></li> </ul>	<u>IK</u> Can	▼ cel