

E-Module

USER GUIDE

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

(.net Version)



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3.0 User's Guide for view e-Pay Slip

3.1 View e-Pay Slip

Select E-PaySlip from the Drop down list

The screenshot shows the 'Apply Leave' form in the eLeave application. The breadcrumb trail is 'eLeave >> Employee >> Apply Leave'. The form includes a summary bar with YTD Total: 15, B/F: 0, Adjust: 0, YTD Enttl: 15, and YTD Taken: 0. The main form fields are: Leave Code (ANNUAL LEAVE), Employee (Law Kun Sun, Henry), Department (SUPPORT DEPARTMENT), Start Date (08/10/2012), End Date (08/10/2012), No Of Days (1), AM/PM (dropdown), Reference No. (text field), Reason (text field), and Approver (Law Kun Sun, Henry). A 'Submit' button is at the bottom. A left sidebar contains a menu with 'ePaySlip' selected, and sub-items like 'View Leave', 'Calendar', 'Leave Policy', 'Change Password', 'Report', 'Supervisor', 'Check/Approve Leave', 'View Staff Leave', 'Staff Calendar', and 'Report'.

- 1) Enter the password and click the 'Preview' button to view the pay slip.
- 2) Default password is 'NRIC' number.

The screenshot shows the 'Online Payslip Viewer' interface. At the top left is the 'TIMES SOFTWARE' logo. The top right shows 'User Info: LKS001 - Law Kun Sun, Henry' and 'Date Time: 19/02/2009 13:37:30' with an 'Exit' link. The breadcrumb trail is 'ePaySlip >> Employee >> View PaySlip'. The main form includes a 'Password' field, a 'Period' dropdown (set to 200902E), and a 'Preview' button. A left sidebar contains a menu with 'E-Payslip' selected, and sub-items like 'View Payslip', 'View Pay History', and 'Change Password'.

