E-MODUle USER GUIDE

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

(.net Version)



Prepared by	Justin Tan
Date	18 March 2013
Company Registration No	199804415D

Contents

2.0	Useria Cuida fanuisur a Deu Clin	
<u>3.0</u>	<u>User's Guide for View e-Pay Slip</u>	2
	3.1 View e-Pay Silp	3
	3.2 Change Password / Retrieve Password	4
		-

3.0 User's Guide for view e-Pay Slip 3.1 View e-Pay Slip

Select E-PaySlip from the Drop down list

	Penda: 201210					
					Ŷ	
	_					
eLeave	.eave You are in page ▶▶ eLeave ▶▶ Employee ▶▶ Apply Leave					
eClaim						
eLeave	YTD Total: 15	B/F: 0	Adjust: 0	YTD Enttl: 15	YTD Taken: 0	
	Leave Code:		FΔVF	-		
View Leave	E					
🛒 Calendar	Employee:	Law Kun S	Sun, Henry	_		
Leave Policy						
Change Password	Department:	SUPPORT	DEPARTMENT			
Report	Start Date:	08/10/201	2 🗸			
		00/10/201	-			
Supervisor *	Ford Dates					
View Staff Leave	End Date:	08/10/201	2 💙			
Ftaff Calendar						
Depart	No Of Days:	1				
E Report	AM/PM:		Edit Dotaile2			
	D		Eult Details?			
	Reference No:					
	Reason:					
	Approver:	Law Kun S	un, Henry			
		Subm	it			

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

SOFTWARE	User Info: LKS001 - Law Kur Date Time: 19/02/2009 13:3	n Sun, Henry 37:30 <u>Exit</u>	
ePaySlip 👻	You are in page 🕨 Employee	View PaySlip	
	Online Payslip Viewer		
View Payslip	Password		
View Pay History	Period	200902E 👻	
🕼 Change Password		Preview	

Below is the example of the pay-slip

ePaySlip Employee View Payslip Change Password	
PAYSLIP ADVICE	
NONE DEPID	2012
	1012
NAME - LAW KUR SUI, NUMY EMPLOYEE . UUT	
DESCRIPTION HOURS/DAYS RATE TOTAL SALARY HOURS/DAYS	DEDUCTIONS
BASIC WAGES 2,000.00 O EMPLOYEE CPF	-400.00
CHINESE DEV'T ASST. FUND	-1.00 N
TOTAL SALARY SGD 2,000.00 TOTAL DEDUCTIONS SGD BANK : CASH ACF : 1,593.00 CURRENT	-401.00 Y.T.D BALANCE

3.2 Change Password / Retrieve Password

To change the password, please enter old password, assign new password and confirm the password. After which, click the 'Submit' button.

(Password minimum length is 8 characters, maximum length is 12 characters)

ePayslip 💌	You are in page 🕨 Employee 🕨 Change Password		
E-Payslip *	This function allows you to change your existing password.		
View Payslip	Employee :	DARIUS LOW 💌	
Change Password	Old Password :		
pa	New Password :		
	Confirm Password :		
		Submit	

Important note: If the user forgotten the password after he / she reset the password, the only way to find out the password is check with the payroll officer.