



Payroll End-User Guide



Introduction

This guide will show end-users how they can utilize the payroll module via the website and mobile app.

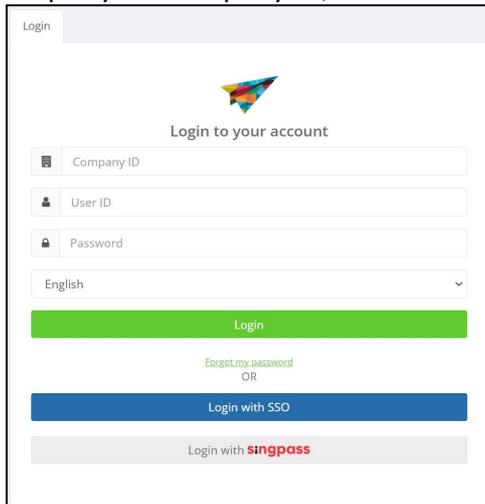
Website

VIEWING and DOWNLOADING THE PAYSLIP

This is where you can see and download your payslip for a particular month

Step 1: Login to your account

- Input your company ID, User ID and Password



The screenshot shows a login page with the following elements: a 'Login' header, the 'justlogin' logo, the text 'Login to your account', three input fields for 'Company ID', 'User ID', and 'Password', a language dropdown menu set to 'English', a green 'Login' button, a link for 'Forgot my password', an 'OR' separator, a blue 'Login with SSO' button, and a grey 'Login with singpass' button.

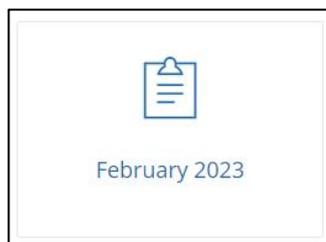
Step 2: Click on



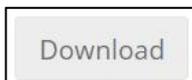
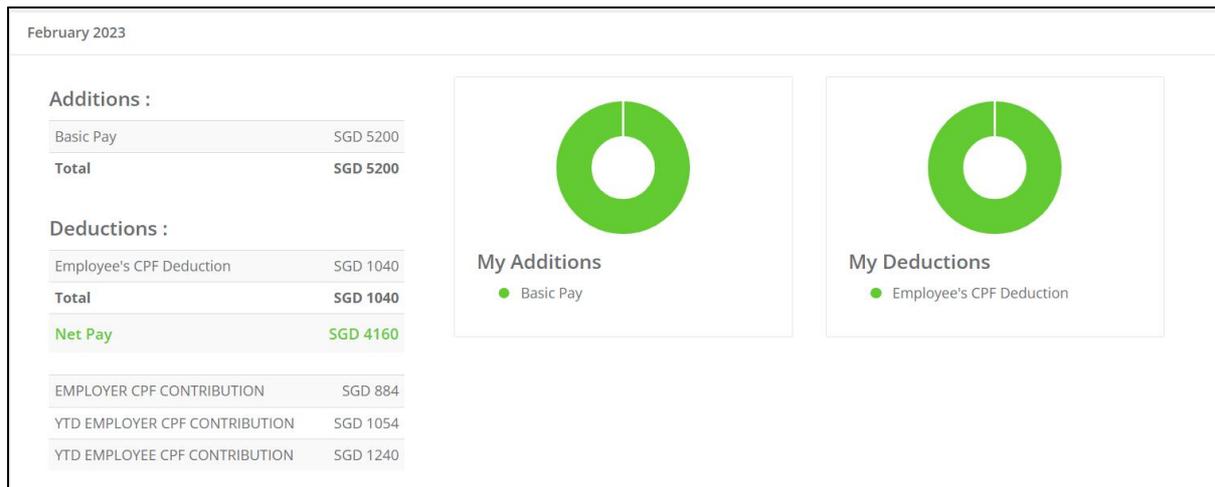
Step 3: Click on

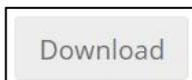


Step 4: Click on



This will bring you to another page, where you can see your salary details for that month.



Step 5: To download, click on  below the salary information.

Step 6: The system will then download a PDF copy of the Payslip on the computer.



VIEWING and DOWNLOADING TAX DOCUMENTS

The tax documents tab is where you can find the IR8A form as released by your Company



Step 1: Click on



Step 2: Click on

By clicking on the link, the system will download a PDF copy of the IR8A Form



Step 3: You can view the downloaded file in your computer. You should see something like this:

2023

FORM IR8A

Return of Employee's Remuneration for the Year Ended 31 Dec 2022
 Fill in this form and give it to your employee by 1 Mar 2023
 (DO NOT SUBMIT THIS FORM TO IRAS UNLESS REQUESTED)

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Please read the explanatory notes when completing this form.

Employer's Tax Ref. No. / UEN	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)		
Full Name of Employee as per NRIC / FIN nielsie	Date of Birth 25/11/1995	Sex Female	Nationality SINGAPORE CITIZEN
Residential Address . Singapore, Singapore	Designation Manager	Bank to which salary is credited Oversea-Chinese Banking Corporation Ltd	
If employment commenced and/or ceased during the year, state: (See Explanatory Note 7)	Date of Commencement	Date of Cessation	
INCOME (See Explanatory Note 11 unless otherwise specified)			\$
a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay			.20389
b) Bonus (non-contractual bonus paid in 2022 and/or contractual bonus)			0
c) Director's fees (approved at the company's AGM/EGM on .../.../...)			0
d) Others:			
1. Allowances: (i) Transport \$ 0.00 (ii) Entertainment \$ 0.00 (iii) Others \$ 0.00			0.00
2. Gross Commission for the period to * Monthly and/or other adhoc payment			0.00

VIEWING and DOWNLOADING PAYROLL YEARLY REPORT

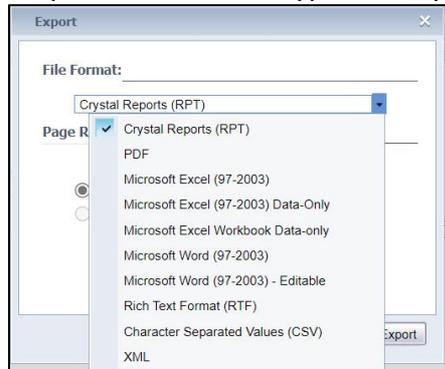
This is a report of your salary for the chosen year, broken down into each month. It also includes the CPF paid.

Step 1: Click on

Step 2: Indicate the Year that you want to generate the report for and click on GO

Step 3: Once you can view the report, you can save it in your computer by click on

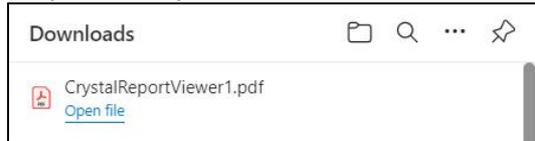
Step 4: Choose what type of file you would like to save it as



Step 5: Click on



Step 6: The system will download the file based on the file format chosen.



VIEW SALARY PROGRESSION:



Step 1: Click on

Once clicked, you will see the salary progression page, wherein you can see the effectivity date of your salary as well as any changes and when it was done.

Effective Date	Basic Pay	Previous Pay	Action Date	Action By	Reason	Remark
1/10/2022	5200.00	5000.00	19/10/2022	nielsie	Annual Increment	
1/1/2020	5000.00	0.00	19/10/2022	nielsie		

Mobile App

This guide will show you how to install, login, use the Payroll Feature found in the Justlogin Individual App.

Installing Justlogin Individual App

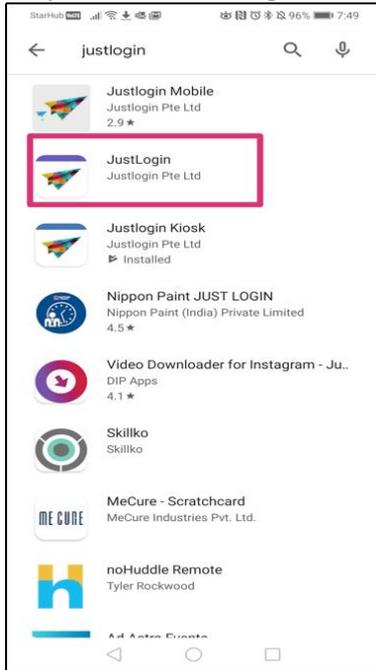
Step 1: Select Google Play on your (Android) handphone or Apple App store (for iPhones)

Step 2: On the search box, type in "Justlogin" and click on search

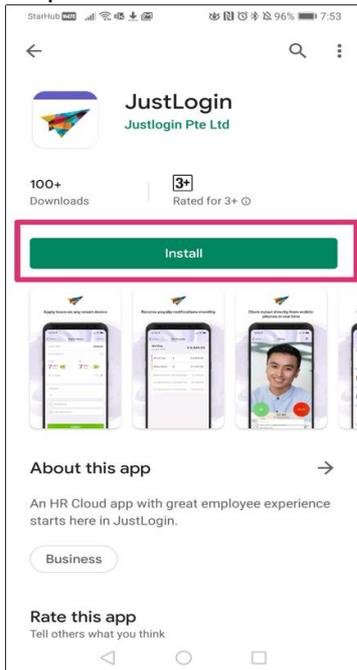




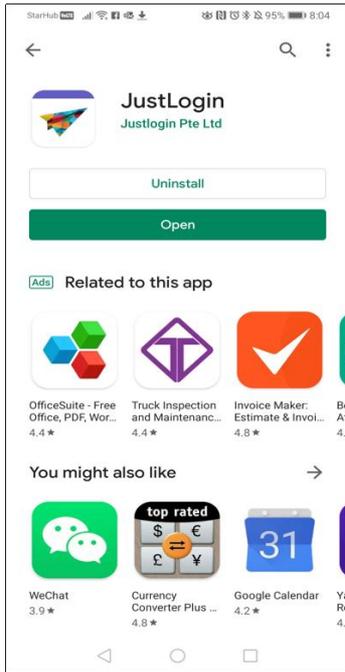
Step 3: The following list will appear, select Justlogin as shown.



Step 4: Click the Install button to download the application.

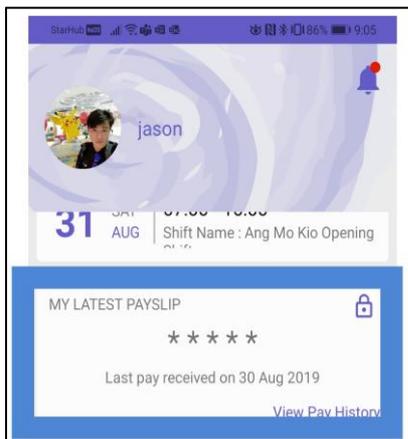


Step 5: You may open the app once installation has been completed.



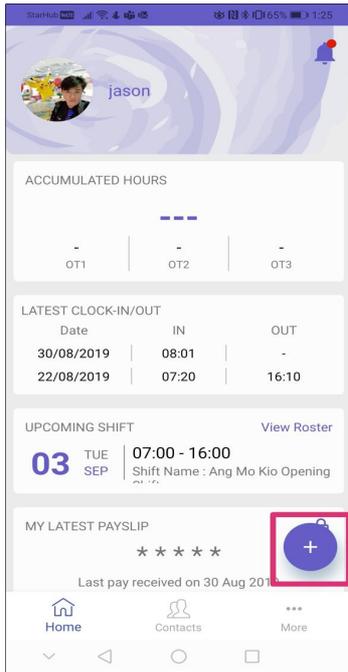
Justlogin Dashboard Interface

My latest payslip allows the user to see their pay. User can click on **View Pay History** to see past payslips



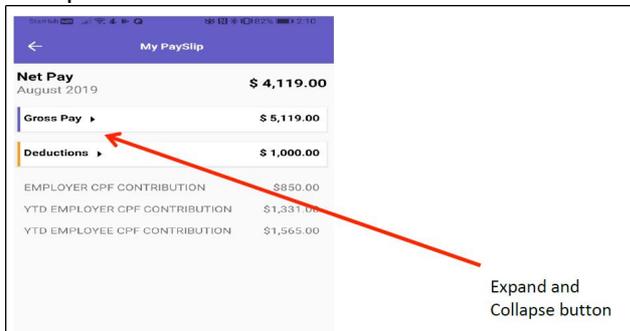
How to access payslip

Step 1: Click on + button as shown below:



Step 2: Click on My Payslip

Step 3: The following screen will appear. To see more details, click on the expand and collapse button.



Pay History



The user can see and download their past payslips via

When user clicks on this option, the app will display this:

