

# **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

- In	put vo	our company ID. User	ID and Password
Logi	n	,	
l	Company		
4	User ID		
•	Password		
	English		~
		Login	
		Forgot my. password OR	
		Login with SSO	
		Login with <b>singpass</b>	
	г		
		🙆 Payroll	
Step 2: Clio	ck on L	(Berl	
	Г		
		My Payslip	
Step 3: Clio	ck on L		
	Г		
		February 2023	
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This will bring you to another page, where you can see your salary details for that month.



Additions :			
Basic Pay	SGD 5200		
Total	SGD 5200		
Deductions :			
Employee's CPF Deduction	SGD 1040	My Additions	My Deductions
Total	SGD 1040	Basic Pay	Employee's CPF Deduction
Net Pay	SGD 4160		
EMPLOYER CPF CONTRIBUTION	SGD 884		
YTD EMPLOYER CPF CONTRIBUTION	SGD 1054		
YTD EMPLOYEE CPF CONTRIBUTION	SGD 1240		

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.

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4	977613E9C86D44DE8E2E76AFF Open file	OCD12CC	.pdf	

## VIEWING and DOWNLOADING TAX DOCUMENTS

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



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





#### FORM IR8A

Emp	oloyer's Tax Ref. No. / UEN	Employee's Tax Ref. No. : *N	IRIC / FIN (Foreign	Identification No.)
-ull niel	Name of Employee as per NRIC / FIN sie	Date of Birth 25/11/1995	Sex Female	Nationality SINGAPORE CITIZEN
Resi	idential Address Japore, Singapore	Designation Manager	Bank to which Oversea-Chin	salary is credited ese Banking Corporation Ltd
f en See	nployment commenced and/or ceased during the year, state: Explanatory Note 7)	Date of Commencement	Date of Cessa	ition
a)	Gross Salary, Fees, Leave Pay, Wages and Overtime Pay			20399
<b>)</b> )	Bonus (non-contractual bonus paid in 2022 and/or contractua	al bonus)		
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 navment	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.

	My Payroll Yearly Report	
Step 1: Click on	AL 25 PULS AL	

#### 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.

Downloads	Ľ	Q	 $\Diamond$
CrystalReportViewer1.pdf			

#### **VIEW SALARY PROGRESSION:**

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**

Step 1:

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

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



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

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100+ Downloads	3+ Rated	for 3+ ①		
	Install			
			And an	
About this ap	р		-	>
An HR Cloud app v starts here in Just	with great e Login.	mployee ex	perienc	e
Business				
Rate this app	think			
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Step 5: You may open the app once installation has been completed.



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	Uninstall		
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You might a	lso like	$\rightarrow$	
<b>1</b>	top rated \$ £ ¥	31	
WeChat 3.9 ★	Currency Converter Plus 4.8 *	Google Calendar 4.2★	Ya Re 4.
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# 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:



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jas	on	1	
ACCUMULATED H	OURS		
- 0T1	- 0T2	- 0T3	
LATEST CLOCK-IN, Date 30/08/2019 22/08/2019	/OUT IN 08:01 07:20	OUT - 16:10	
UPCOMING SHIFT	07:00 - 16:00 Shift Name : Ang	View Roster Mo Kio Opening	
MY LATEST PAYSI	_IP <b>* * * * * *</b> received on 30 A	ug 201	
Home	Contacts	••• More	
	0		

Step 2: Click on My Payslip 720

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

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Starkfub 📰 🚓 🤹 4. 🕨 Q 🛛 🕸 🔃 🖇	10182% (10) 2:10			
← My PaySlip	PaySlip			
<b>Vet Pay</b> August 2019	\$ 4,119.00			
Gross Pay 🕨	\$ 5,119.00			
Deductions >	\$ 1,000.00			
EMPLOYER CPF CONTRIBUTION	\$850.00			
YTD EMPLOYER CPF CONTRIBUTION	\$1,331.00	-		
YTD EMPLOYEE CPF CONTRIBUTION	\$1,565.00			
				<b>`</b>
				Expand and Collapse butt

## **Pay History**

The user can see and download their past payslips via

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



← Pay History	
2023	
February Pay Period: 01-28 Feb Gross Pay Net Pay	SGD 5,200.00 SGD 4,160.00
January Pay Period: 01-31 Jan	J
Gross Pay Net Pay	SGD 1,000.00 SGD 800.00
2022	
November Pay Period: 01-30 Nov Gross Pay Net Pay	SGD 5,200.00 SGD 4,160.00
October Pay Period: 01-31 Oct Gross Pay Net Pay	SGD 5,661.54 SGD 4,000.49
September Pay Period: 01-30 Sep Gross Pay Net Pay	SGD 5,200.00 SGD 4,200.00

If the user wishes to download their payslips, they can click on the icon on the month they want to download.

Once the app completes the download, the icon will turn into To see the downloaded file, user can click on the icon and the app will show a preview of the payslip.

		Strictly F	Private & Cr	onfidential		
Nielsie Test						
ALARY ADVICE FROM 014	02/2023 TO 28/02	/2823		Staff Name & Address		
Department Ma	nagers			nietsie		
Pay Basis: Mo	nthiy			Manager		
nay nensa: Mo Ray Moder Da	neny w			S75028350		
Parement Date: 25/	02/2023					
				SINGAPORE		
,	DOITIONS			DEDUCTIONS		
Description Date Par		AMOUNT 6 200 00	Errolouma CR	- Onderson	AMOUNT 1.043.03	
Total Ad	ditions 5GD	5,290.00		Tetal Defections SGD	1,040.01	
			1	Net Income SGD	4,150.00	
EMPLOYER'S OPF CONTRI	BUTION	S60	884.00			
YTD EMPLOYER CPF CONT	RIBUTION:	SGD	1,054.00	YTD EMPLOYEE CPF CONTRIBUTION:	SGD 1,248.0	
	This is	<b>a computer-gene</b> Main Ste	rated payslip. ret, #01, Singaps	No signature is required. ee 614782.		