



# Vanilla PayroEnd-User Guide



## Introduction

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

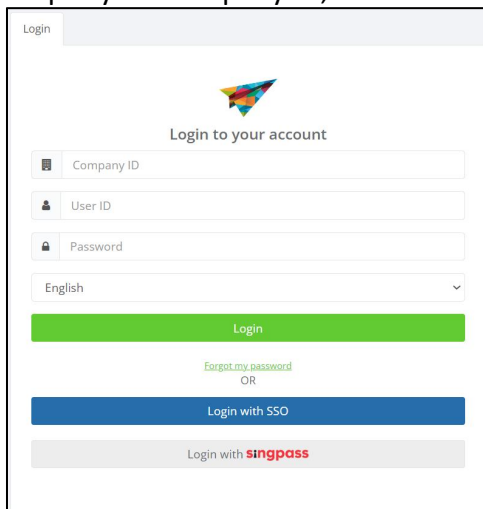
## Website

### 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.

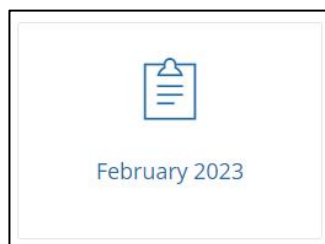
Step 2: Click on



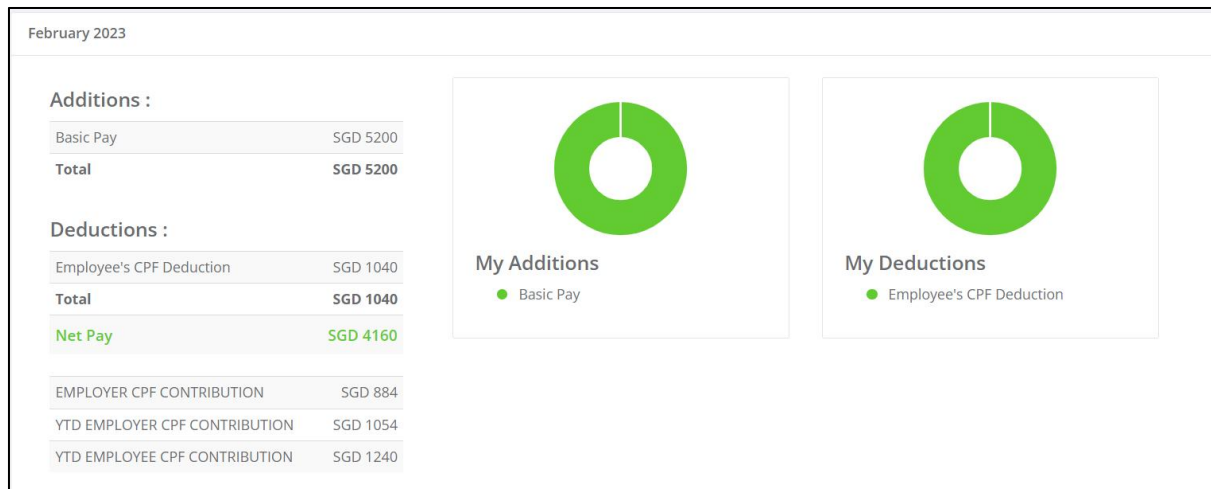
Step 3: Click on



Step 4: Click on



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



Download

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

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



## VIEWING and DOWNLOADING PAYROLL YEARLY REPORT

This is a report of your salary for the chosen year, broken down into each month.

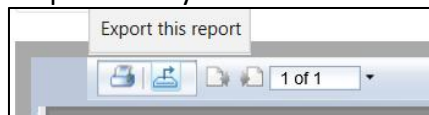
My Payroll Yearly Report

Step 1: Click on My Payroll Yearly Report

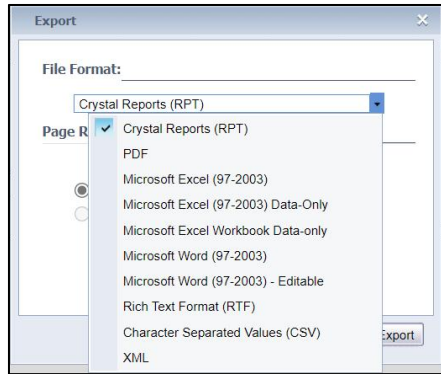
Step 2: Indicate the Year that you want to generate the report for and click on GO




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

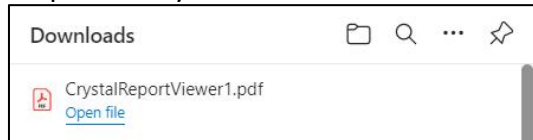


Step 4: Choose what type of file you would like to save it as



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		

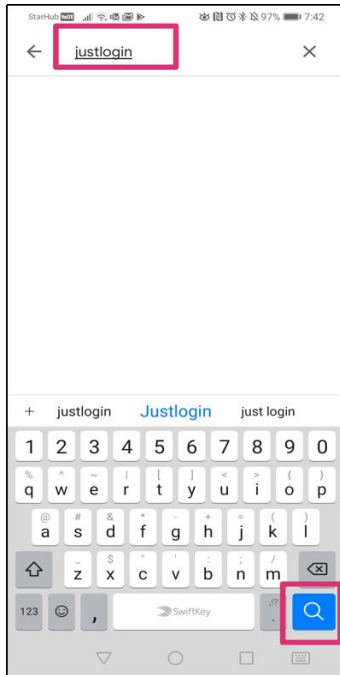
## Mobile App

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

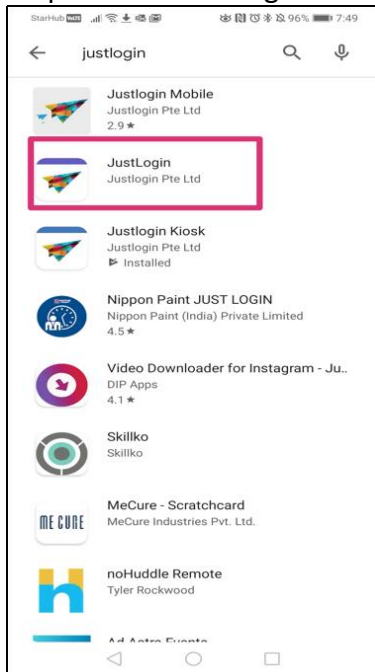
### Installing Justlogin Individual App

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

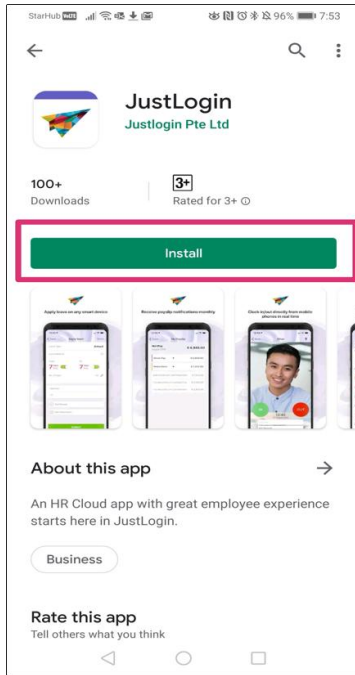
Step 2: On the search box, type in "Justlogin" and click on search



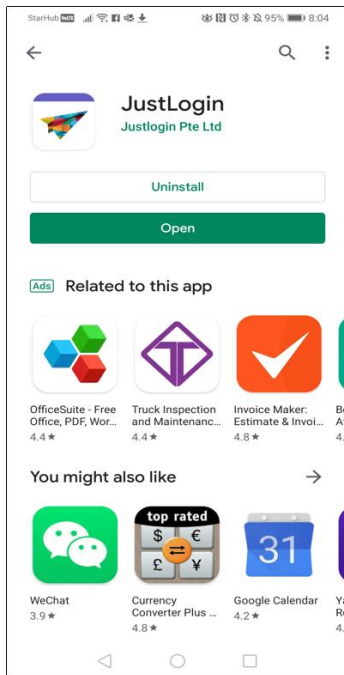
Step 3: The following list will appear, select Justlogin as shown.



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

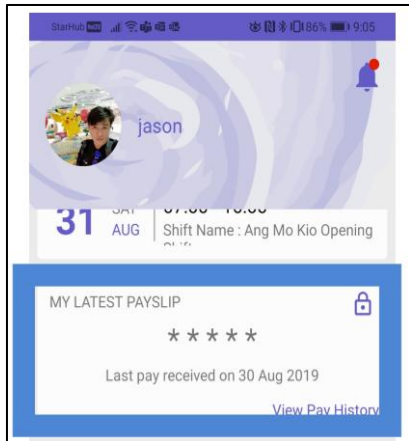


Step 5: You may open the app once installation has been completed.



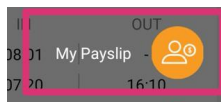
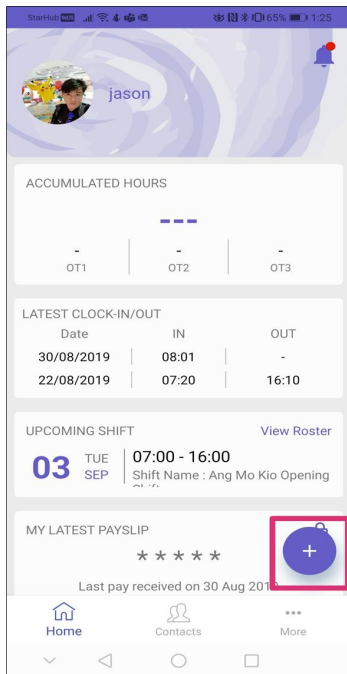
### Justlogin Dashboard Interface

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



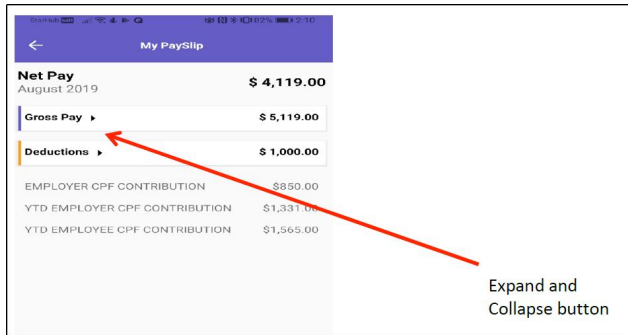
## How to access payslip

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.

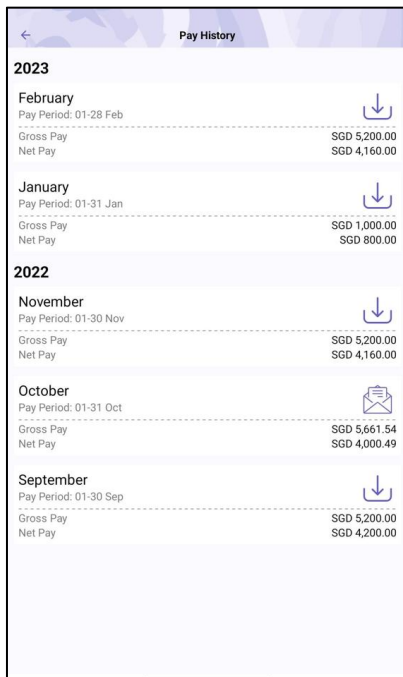



## Pay History


The user can see and download their past payslips via



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



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.



←
My Payslip
↶

Strictly Private & Confidential

**Nielsie Test**

<p style="font-size: 8px; margin: 0;">SALARY ADVISE FROM 01/10/2023 TO 28/02/2023</p> <p style="font-size: 8px; margin: 0;">Department:   Marketing</p> <p style="font-size: 8px; margin: 0;">Pay Basic:       Monthly</p> <p style="font-size: 8px; margin: 0;">Pay Period:     Monthly</p> <p style="font-size: 8px; margin: 0;">Pay Mode:       Cash</p> <p style="font-size: 8px; margin: 0;">Payment Date:  28/02/2023</p>	<p style="font-size: 8px; margin: 0;">Staff Name &amp; Address</p> <p style="font-size: 8px; margin: 0;">Nielsie</p> <p style="font-size: 8px; margin: 0;">Manager</p> <p style="font-size: 8px; margin: 0;">Employee ID:  LN007000</p> <p style="font-size: 8px; margin: 0;">SINGAPORE</p>
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ADDITIONS		DEDUCTIONS	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Basic Pay	5,200.00	Employee CPF - Ordinary	1,540.00
Total Additions SGD		Total Deductions SGD	
	5,200.00		1,540.00
		Net Income SGD	
		4,160.00	

EMPLOYEE'S CPF CONTRIBUTION	SGD	984.00	YTD EMPLOYEE CPF CONTRIBUTION	SGD	1,248.00
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This is a computer-generated payslip. No signature is required.

Main Street, #01, Singapore 011712