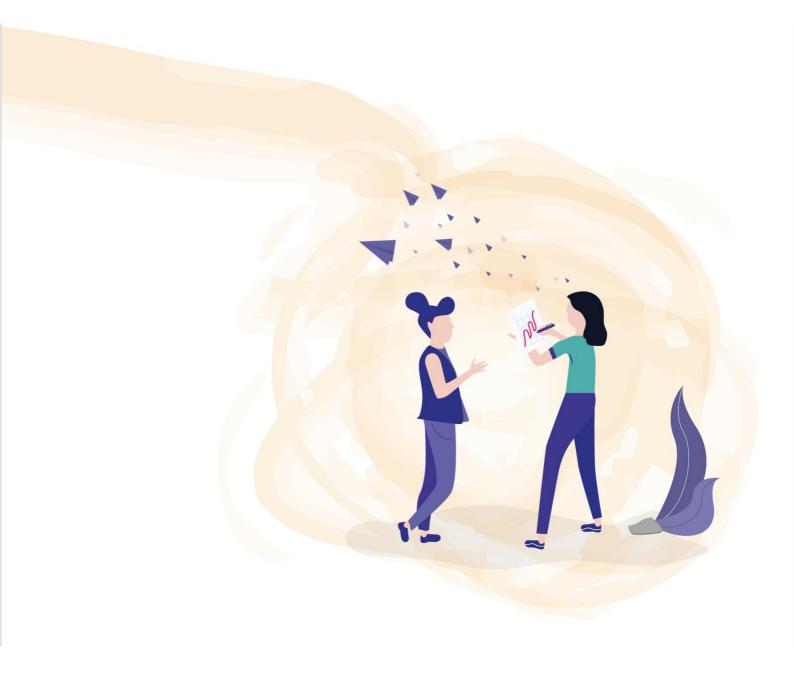


# Hongkong PayroEnd-User Guide





# 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

	-	our company ID, Use	r ID and Password
Logi		,	
l	Company	Login to your account	
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		
	Г		
		My Payslip	
Step 3: Clio	ck on L		
	Б		
		February 2023	
Step 4: Clio	-k on		
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This will bring you to another page, where you can see your salary details for that month.



dditions :			
asic Pay	SGD 5200		
otal	SGD 5200		
eductions :			
mployee's CPF Deduction	SGD 1040	My Additions	My Deductions
otal	SGD 1040	Basic Pay	Employee's CPF Deduction
let Pay	SGD 4160		
MPLOYER CPF CONTRIBUTION	SGD 884		
TD EMPLOYER CPF CONTRIBUTION	SGD 1054		
TD 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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A IS	977613E9C86D44DE8E2E76AFF0 Open file	CD12CC	.pdf	

#### VIEWING and DOWNLOADING PAYROLL YEARLY REPORT

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



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

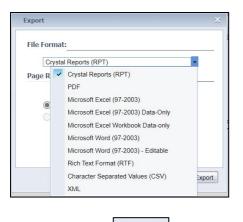


Step 3: Once you can view the report, you can save it in your computer by click on

Export thi	s report		
34		1 of 1	•

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







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



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

Step 1: Click on My 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**

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

#### Installing Justlogin Individual App

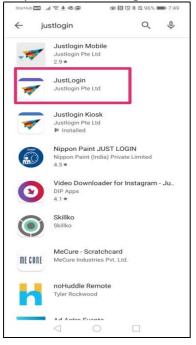
Step 1: Select Google Play on your (Android) handphone or Apple App store (for iPhones)

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.

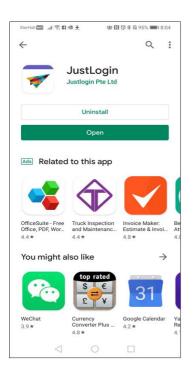


Step 4: Click the Install button to download the application.



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100+ Downloads	3+ Rat	ed for 3+ ©		
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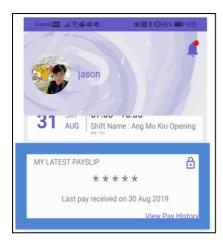
Step 5: You may open the app once installation has been completed.



## 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:

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jas	on	
ACCUMULATED H	OURS	
- 0T1	- 0T2	OT3
LATEST CLOCK-IN, Date 30/08/2019 22/08/2019	/OUT IN 08:01   07:20	OUT - 16:10
	07:00 - 16:00	View Roster Mo Kio Opening
MY LATEST PAYSI	LIP * * * * * * received on 30 A	ug 201
	R	•••
Home	Contacts	More



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



Pay History

1 A

← My PaySlip		
l <b>et Pay</b> ugust 2019	\$ 4,119.00	
Gross Pay 🕨	\$ 5,119.00	
Deductions +	\$ 1,000.00	
EMPLOYER CPF CONTRIBUTION	\$850.00	
YTD EMPLOYER CPF CONTRIBUTION	i \$1,331.00	
YTD EMPLOYEE CPF CONTRIBUTION	\$1,565.00	
		Expand and
		Collapse butto

## **Pay History**

The user can see and download their past payslips via

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

← Pay Histo	ry
2023	
February Pay Period: 01-28 Feb Gross Pay Net Pay	SGD 5,200.00 SGD 4,160.00
<b>January</b> Pay Period: 01-31 Jan 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
downloaded file, user can click on the icon and the app will show a preview of the payslip



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Nicisie Test					
SALARY ADVICE FR	010 01/02/2023 TO 28/	12/2823		Staff Name & Address	
Department:	Managers			nielsie	
Pay Basis: Pay Period:	Monthly Monthly			Manager Employee ID :	
Pay Period: Pay Mode:	Bank			575073350	
Payment Date:	28/03/2023				
				SINGAPORE	
DESCRIPTION	ADDITIONS	AMOUNT	DESCRIPTION	DEDUCTIONS	AMOUNT
Basic Pay:		5 200.00	Employee CP1		1.040.00
				,	
	otal Additions SGD	5,200.00		Total Deductions SGD Net Income SGD	1,040.00
EMPLOYER'S CPF	CONTRIBUTION	5GD	884.00	minimum SGD	~
YTD EMPLOYER CF	F CONTRIBUTION:	SCD	1,054.00	YTD EMPLOYEE CPF CONTRIBUTION:	SGD 1,248.00
	This			No signature is required.	
		Main Stre	et, #01, Singapo	e 614782.	