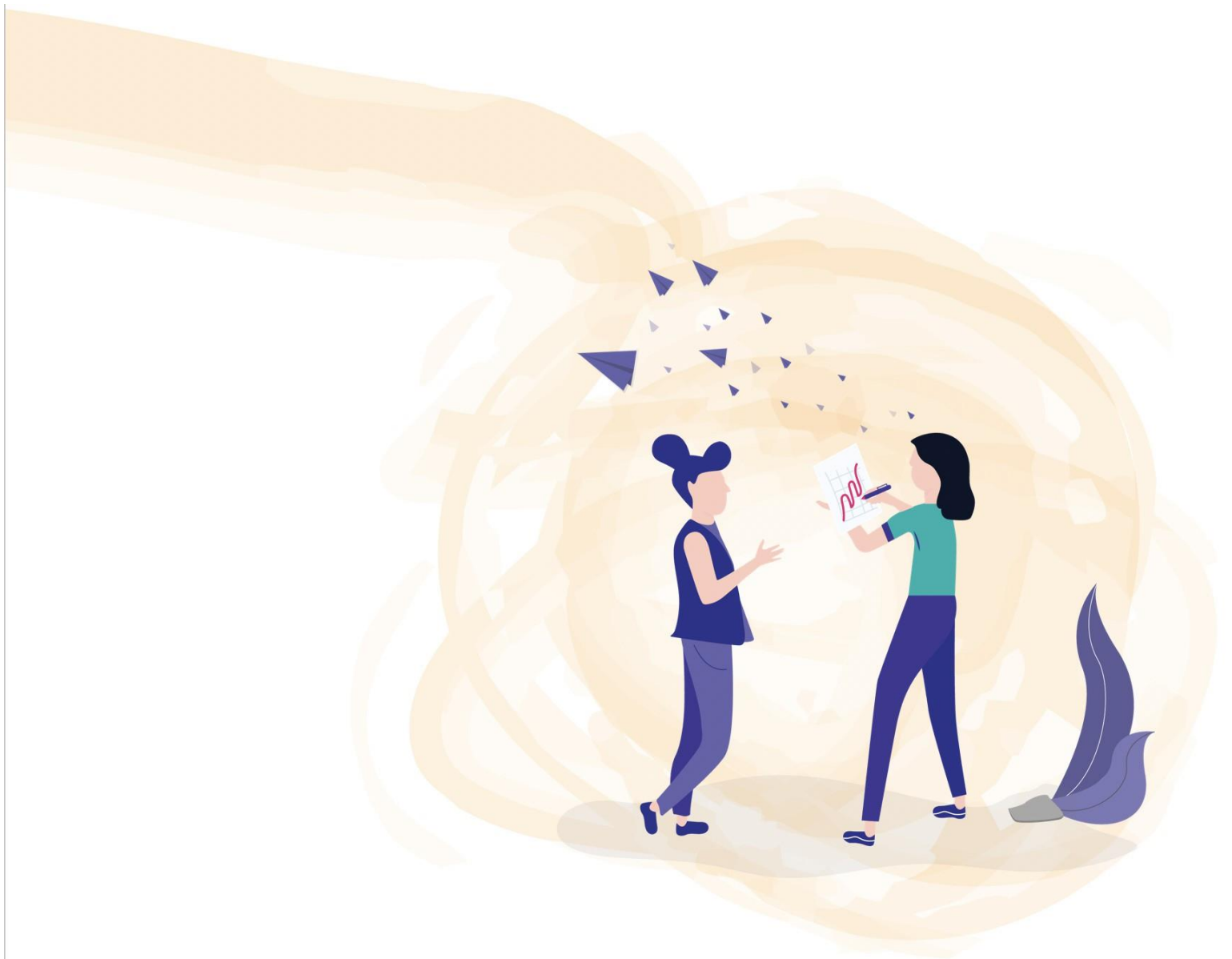




Vanilla Payroll End-User Guide





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

justlogin

Login to your account

Company ID

User ID

Password

English

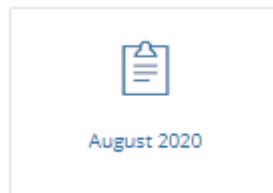
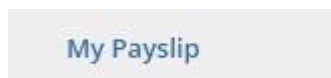
Login

[Forgot my password](#)

Step 2: Click on

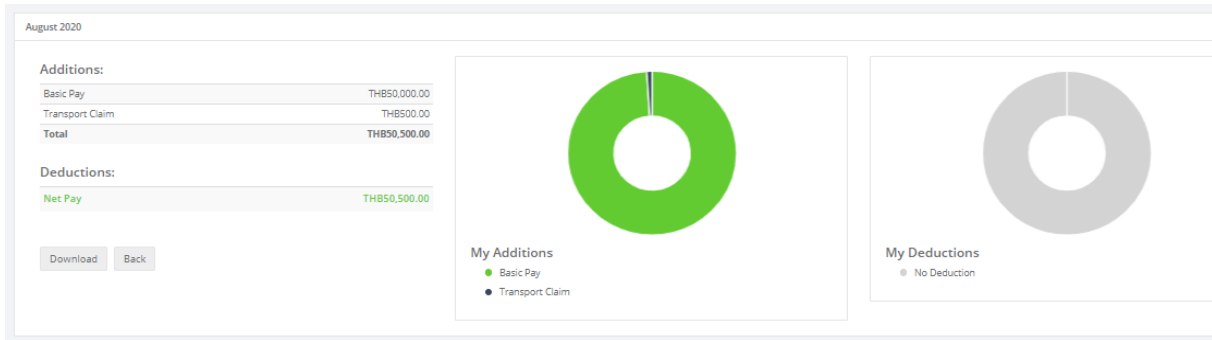


Step 3: Click on



Step 4: Click on

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

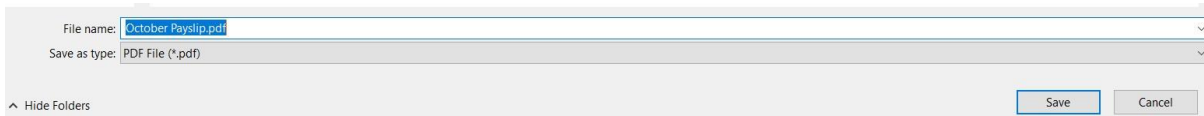


Step 5: To download, click on



below the salary information

Step 6: You will be routed to the page wherein you can rename the file and choose where you want to save it



Click on save and you should have the file saved in your computer.

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.

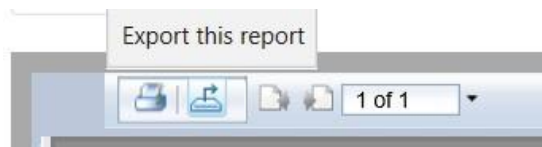
Step 1: click on



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

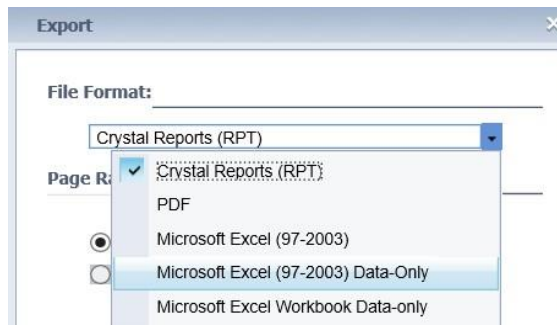


Step 3: Once you can view the report, you can save it in your computer by click on





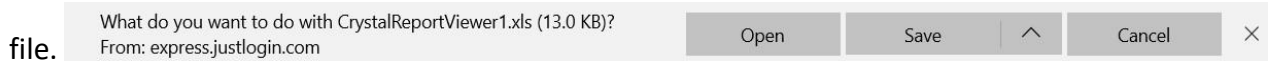
Step 4: Choose what type of file you would like to save it as



Step 5: Click on



Step 6: You will be prompted to choose whether you would like to save or just open the exported



Step 7: Choose “Save” and then you can view the file directly from your computer

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
1/1/2020	8000.00	0.00	09/07/2020	productionmycoqa1		



Mobile App

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

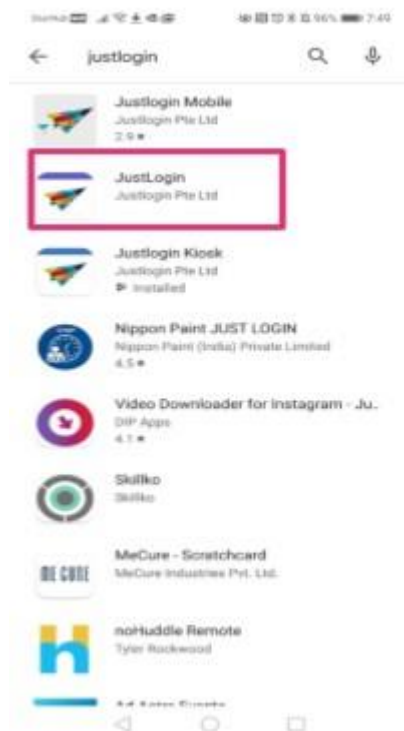
Installing Justlogin Individual App

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

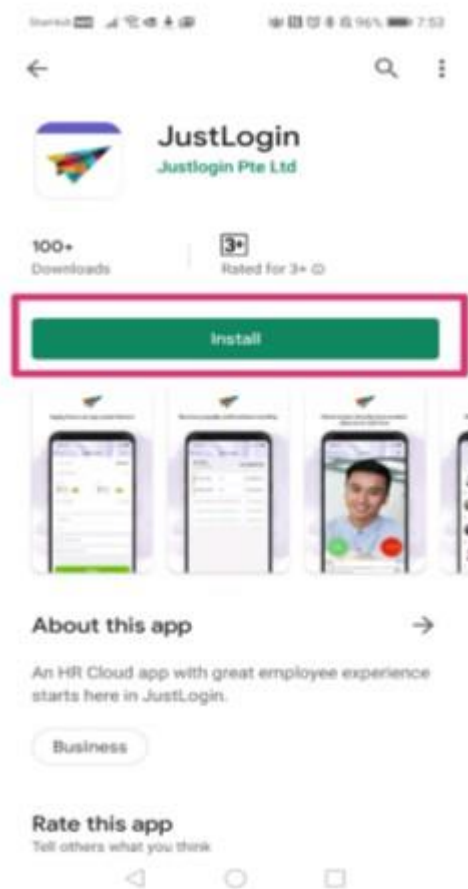


Step 3: The following list will appear, select Justlogin as shown

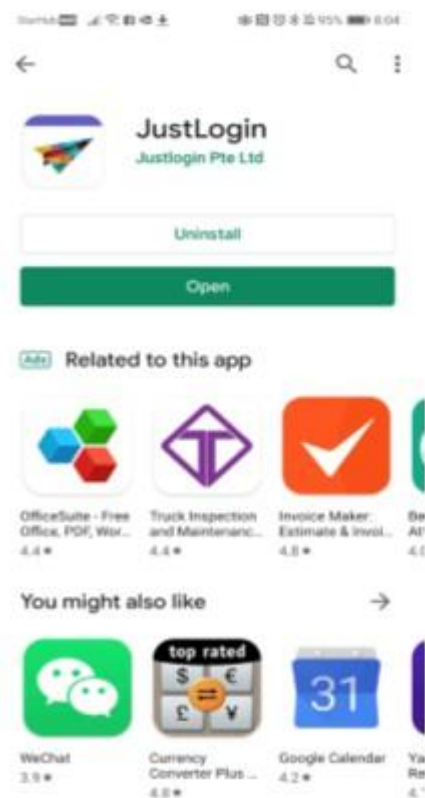




Step 4: Click on the install button to install the application

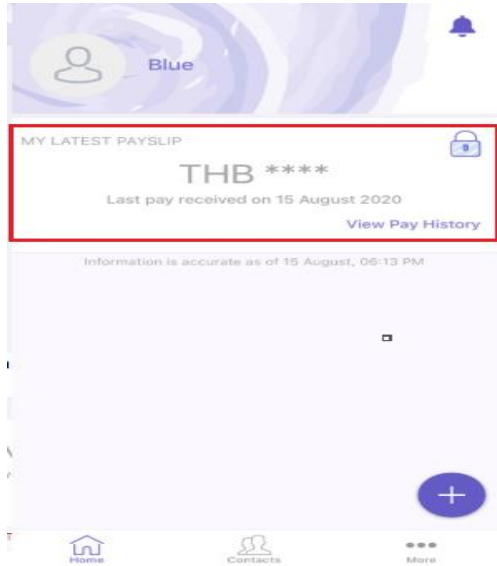


Step 5: You should see this once you have completed the installation of the app



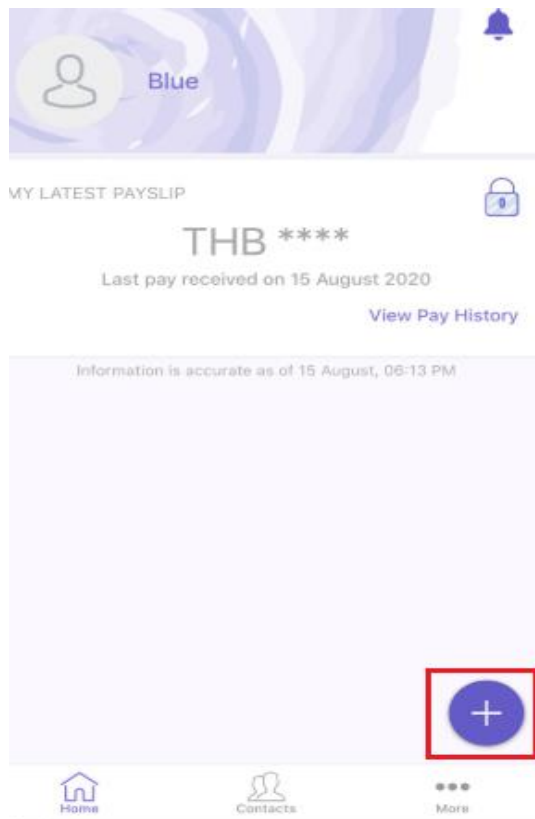
Justlogin Dashboard Interface

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

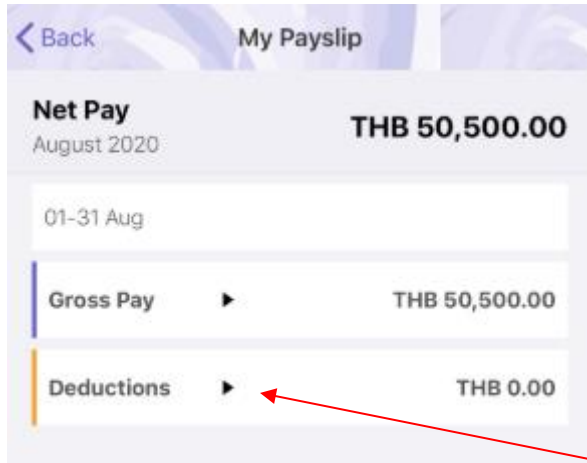
Step 1: Click on + button as shown below:





Step 2: Click on My Payslip

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



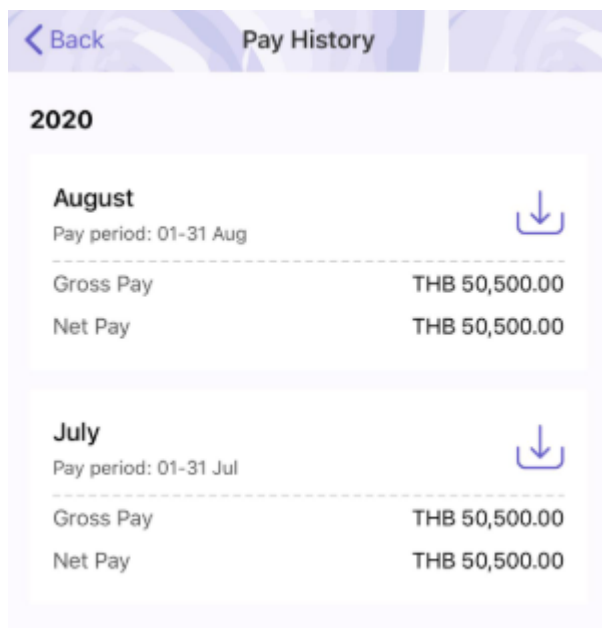
Expand and Collapse button

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