



## HK Payroll Administration Guide





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# Introduction

The Hong Kong Payroll module will help companies from Hong Kong to compute the salary of the staff. In this document, we will run through the process of doing a payrun to generate the salary of your staff.

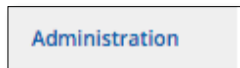
## Administration

### Employee Pay Details

Employee Pay Details will show you your employees pay information. This is also the page that allows you to mass edit the pay elements or to use a template to upload pay elements.



**Step 1:** Click on













**Step 2:** Click on

**Step 3:** You will see your staff's employee pay details.

Employees Pay Details

Show  entries Search:

Name	Department	Pay Period	Pay Mode	Basic Pay	Actions
Anson Chan	Finance	Monthly	Bank	4000.00	
Bernard	Training	Monthly	Bank	2000.00	
Charlotte Wong	Finance	Monthly	Bank	30000.00	
Cliff Tan	Casual	Monthly	Bank	25000.00	
Jeremiah Sy	Ops	Monthly	Bank	23000.00	
Jim lee	Finance	Monthly	Bank	30000.00	
Justin Lee	Marketing	Monthly	Cheque	25000.00	
Kate Li	Marketing	Monthly	Bank	50000.00	
Kelvin	HR	Monthly	Bank	3000.00	
Kelvin1	HR	Monthly	Bank	3000.00	

Showing 1 to 10 of 19 entries Previous **1** 2 Next

[Download Pay Elements Template](#)
[Import Pay Elements](#)
[Choose Export Type](#)



**Step 4:** You can manually update your staff's pay details by clicking on the pencil icon under the **Actions** tab.

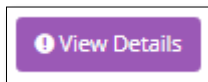
**Step 5:** You will be taken to this page where you can update your staff's pay information.

Update Pay Information

Anson Chan [Save as template](#)

Employee Info	Additions	Deductions
<p><b>HKID*</b> A940160(4)</p> <p><b>Date of Birth*</b> 01/03/1990</p> <p><b>Join Date*</b> 01/12/2019</p> <p><b>Confirm Date</b> Please enter confirm date</p> <p><b>Cessation Date</b> Please enter cessation date</p> <p><b>Passport</b> </p>	<p><input checked="" type="checkbox"/> <b>Basic Pay</b> <span style="float: right;">x ⚙</span></p> <p>BasicPay</p> <p><input checked="" type="checkbox"/> <b>MPF Payable</b></p>	
	<p>Actual Hr <span>▼</span> <a href="#">Add</a></p>	<p>Job Incentive <span>▼</span> <a href="#">Add</a></p>




NOTE: If you click on the  button, you will get more detailed information of the staff, like Employee, Pay, Statutory and Tax information.

1. Employee Information – allows the admin to enter the Personal and Employment details of the employee. This is where you can assign the work week, department and cost centres as necessary.

Update Pay Information

← Anson Chan →

**Employee Information** Pay Information Tax Information MPF Information

<b>Full Name</b>	<input type="text" value="Anson Chan"/>	<b>Alias Name</b>	<input type="text"/>
<b>SurName *</b>	<input type="text" value="Chan"/>	<b>Chinese</b>	<input type="text"/>
<b>Given Name *</b>	<input type="text" value="Anson"/>	<b>Chinese</b>	<input type="text"/>
<b>Employee ID</b>	<input type="text" value="Enter employee ID here"/>		
<b>HKID *</b>	<input type="text" value="A940160(4)"/>		
<b>Passport</b>	<input type="text" value="Enter passport number here"/>		
<b>Passport Issued Date</b>	<input type="text" value="Enter Issued Date"/>		
<b>Issuing Country</b>	<input type="text"/>		▼
<b>Passport Expiry Date</b>	<input type="text" value="Enter Expiry Date"/>		

<b>Date of birth *</b>	<input type="text" value="01/03/1990"/>
<b>Join Date</b>	<input type="text" value="01/12/2019"/>
<b>Confirmation Date</b>	<input type="text" value="This will be used to compute pro-rated bonus."/>
<b>Cessation Date</b>	<input type="text" value="This will be used to compute pro-rated pay elements of resigned er"/>
<b>Department</b>	<input type="text" value="Finance"/>
<b>Cost Center Code</b>	<input type="text"/>
<b>Payroll Group</b>	<input type="text"/>
<b>Work Week</b>	<input type="text" value="Normal"/>

Back

2. Pay Information – this is where the admin updates the bank information of the employee.

Employee Information	<b>Pay Information</b>	Tax Information	MPF Information
<b>Basic Pay*</b>	<input type="text" value="4000.00"/>		
<b>Pay Period *</b>	<input checked="" type="radio"/> Monthly * <input type="radio"/> Half-Monthly *		
<b>Pay Mode *</b>	<input checked="" type="radio"/> Bank <input type="radio"/> Cheque <input type="radio"/> Cash		
<b>Bank Name</b>	<input type="text"/>		
<b>Account Number</b>	<input type="text" value="Do not type hyphen (-) or space ( ) when entering the accour"/>		
<b>Branch Code</b>	<input type="text"/>		
<b>Branch Name</b>	<input type="text"/>		

3. Tax Information – This is where the Tax Details of the staff can be updated.

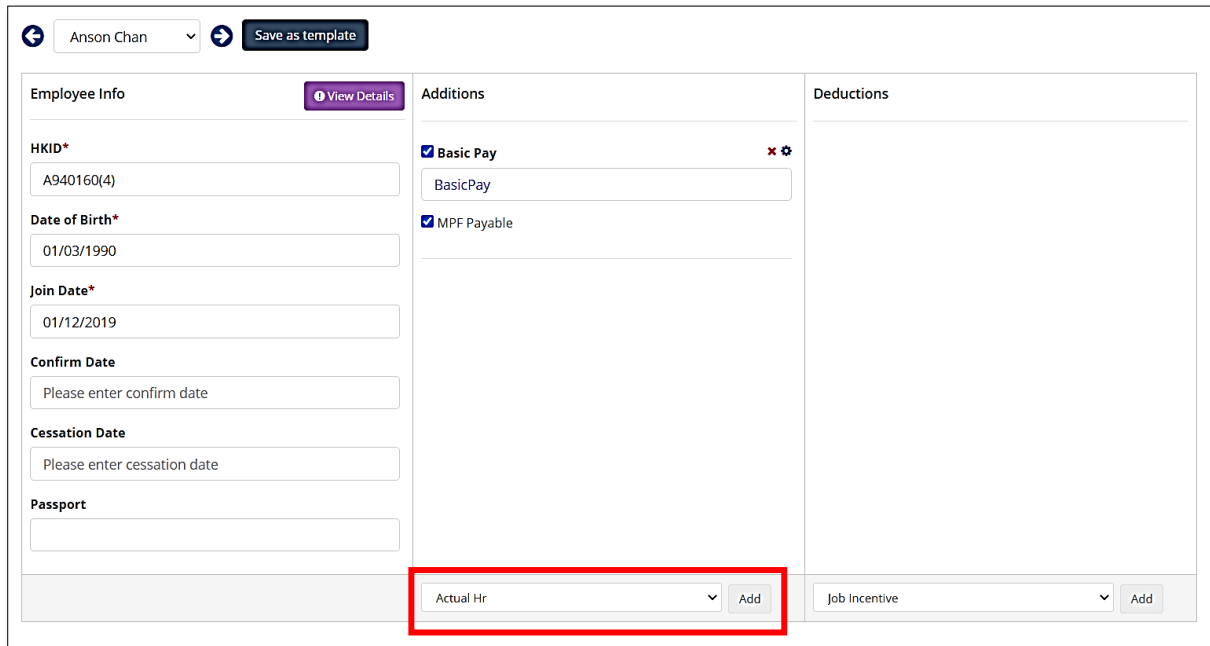
Employee Information	Pay Information	<b>Tax Information</b>	MPF Information
<b>Is Part Time</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Tax Reference No</b>	<input type="text" value="Singapore"/>		
<b>Designation</b>	<input type="text" value="Web Developer"/> + Add designation		
<b>Gender</b>	<input type="text" value="Male"/>		
<b>Marital Status</b>	<input type="text" value="Single"/>		
<b>Nationality</b>	<input type="text" value="NON-SINGAPORE CITIZEN"/>		
<b>Residential Address</b>	<input type="text" value="1 Company Lane"/>		
<input type="checkbox"/> <b>Provided by Employer</b>	From <input type="text"/> To <input type="text"/>		
<b>Nature of Place</b>	<input type="text"/>		

Residential Area Code	H - Hong Kong Island	▼
Postal Code	<input type="text"/>	
Correspondence Address	<input type="text"/>	<input type="checkbox"/> Use Residential Address
<input type="checkbox"/> Provided by Employer	From <input type="text"/>	To <input type="text"/>
Nature of Place	<input type="text"/>	
Residential Area Code	H - Hong Kong Island	▼
Postal Code	<input type="text"/>	
Receiving Overseas Income	<input type="radio"/> Yes <input checked="" type="radio"/> No	

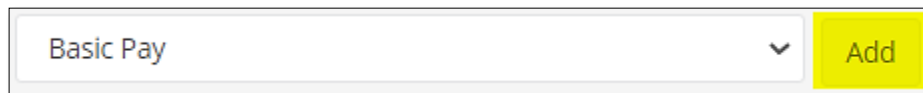
4. MPF Information – overall tax details of the employee. This should match the government’s data in which the employee has declared.

Employee Information	Pay Information	Tax Information	<b>MPF Information</b>
Employee Type	Regular		
MPF Scheme	<input type="text"/>		
<input type="checkbox"/> Covered by Overseas Retirement Scheme			
Scheme Member Account No.	<input type="text"/>		
MPF Trustee	<input type="text"/>		
Date Joined MPF	<input type="text"/>		
Employee MPF Start Date	01/01/2020	Employer MPF Start Date	01/12/2019
30th Day Of Employment	30/12/2019	60th Day Of Employment	29/01/2020
First Contribution Date	10/02/2020		
<input type="checkbox"/> Voluntary Contribution			

## To add Pay Elements under the Additions or Deductions columns

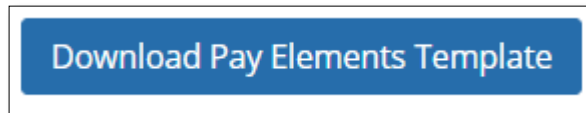
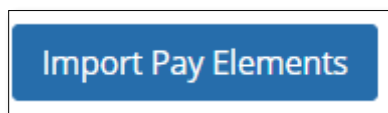


- A. Click on the highlighted areas in the image above, choose the pay element you want to add, then please do not forget to click on the “Add” button.



- B. Another option is to import pay elements, which can also be found on the Employees Pay Details page.

Step 1: From the Employees Pay Details page, scroll down and click on



Step 2: Click on

Step 3: You will be getting an Excel file with the list of users in your system, all the pay elements available and remarks column wherein you can put the individual payslip remarks.

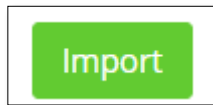
Step 4: Complete the template with the necessary information, then save the file

Step 5: Drop the file into this field:



Upload file

Drop File Here



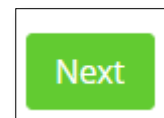
Step 6: Click on the  button

Step 7: Once you click on the Import button, your page will change to the “mapping” function. Please double check the mapping of your data to avoid any errors in the import process

**Import Employee Pay Elements**


Please double check the mapping of the headers between the system and the csv file.

Headers provided in the system	Headers in csv file
UserID	User Name



Step 8: Once you have verified the mapping of data, click on

Step 9: Confirm the import process by clicking on YES

 Justlogin says...

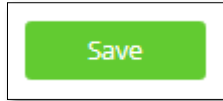
Are you sure you want to submit your employee pay elements now?

Step 10: After importing, you can check on the details of your staff. All information included on the template will appear on each staffs’ pay information.

**Step 6:** You can enter information or small notes under the **Remarks Box** if you wish to.

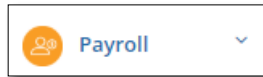
Remarks

Display remarks in payslip

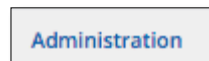


**Step 7:** Click on the button for any changes made.

## Process Leave Items



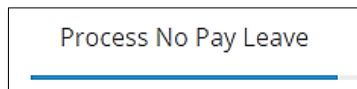
**Step 1:** Click on



**Step 2:** Click on



**Step 3:** Click on tab at the top



**Step 4:** Click on

**Step 5:** Search the appropriate month for the No Pay Leave

Search for:

You should see this screen with a small write out of the key elements you would want to focus on

Process No Pay Leave    Process Leave Encashment

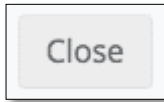
\* Please make sure that the No Pay Leave field for the leave type to be transferred here is checked in JustLogin Leave >> Leave Setup >> Leave Type.  
 \* The field must be checked before the employee has applied the leave.  
 \* Only the approved records will be transferred to and displayed in ePayroll.

Search for:

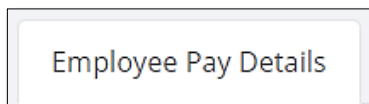
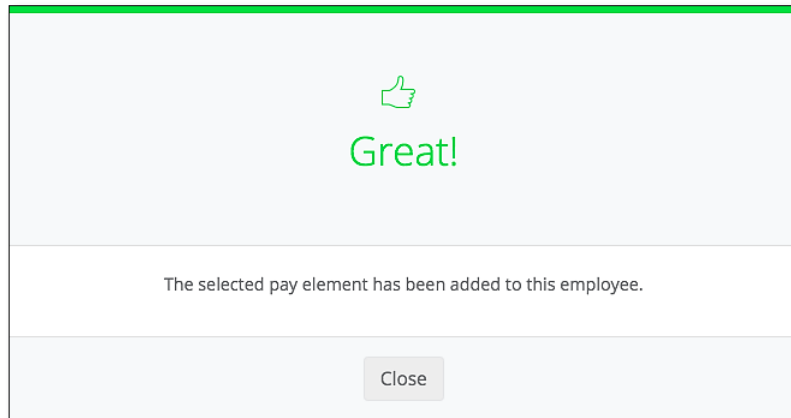
Employee Name	Days	Leave From	Leave To	Month	Year	Status	Processed Date	Leave Cancelled	Pay Back (Note)	Leave Type (Note)	Pay Element (Note)
Sofia	3	1/2/2021	3/2/2021	February	2021	Processed	17/2/2021	No		No Pay	No Pay Leave
Anson Chan	1	22/2/2021	22/2/2021	February	2021	Pending		No		No Pay	No Pay Leave



**Step 6:** To include the No Pay to the Deduction in the staff's pay, click on the **You**



should see this message appearing. Click



**Step 7:** Click on

and look for the staff that you have



added the No Pay Leave Pay Element. Click on . You should see the No Pay Leave under the deductions column.

Update Pay Information

Anson Chan Save as template

Employee Info	Additions	Deductions
<b>HKID*</b> A940160(4)	<input checked="" type="checkbox"/> Basic Pay BasicPay	<input checked="" type="checkbox"/> No Pay Leave 142.86
<b>Date of Birth*</b> 01/03/1990	<input checked="" type="checkbox"/> MPF Payable	<input checked="" type="checkbox"/> MPF Payable
<b>Join Date*</b> 01/12/2019		
<b>Confirm Date</b> Please enter confirm date		
<b>Cessation Date</b> Please enter cessation date		
<b>Passport</b>		

## Process Leave Items – Leave Encashment



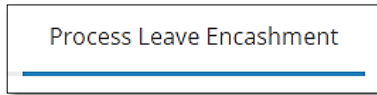
**Step 1:** Click on



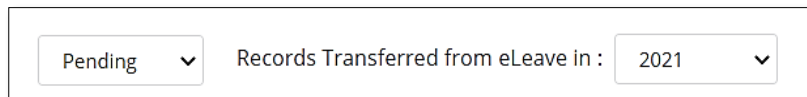
**Step 2:** Click on



**Step 3:** Click on



**Step 4:** Click on



**Step 5:** Select the year

Process No Pay Leave    Process Leave Encashment

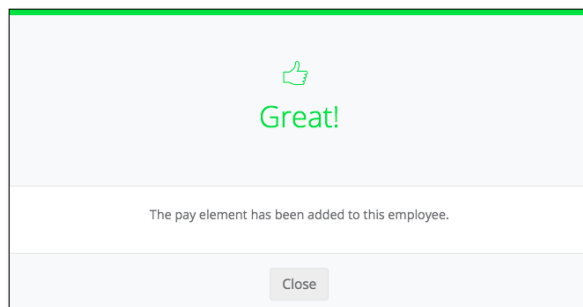
1. Please go to JustLogin eLeave >> Leave Admin >> Adjustment  
 2. Select Employee(s).  
 3. Select Leave Type to encash.  
 4. Enter Adjustment Days and select Adjustment Type: Leave Encashment.

Pending    Records Transferred from eLeave in : 2021

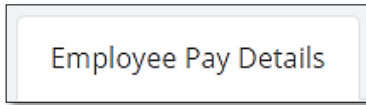
Employee Name	For Year	Days	Formula/Amount (Note)	Status	Processed Date	Leave Type (Note)	Remarks	Pay Element (Note)
Anson Chan	2021	2	$((4000*12)/(52*7)) *$	Pending		Encash (Annual)		Leave Encashment (Sys)




**Step 6:** Click on the icon to proceed. You should see the below message. Click on “Close”.



**Step 7:** To check whether the Leave Encashment has been successfully transferred, click on



Look for the staff that you have added the leave encashment to. Click on the  icon.

You should see Leave Encashment added in the Addition portion.

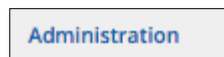
## Process OT

After you had done the Pending OT, you can make the required amendment (if you wish) in the Process OT tab.

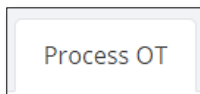
**Step 1:** Click on



**Step 2:** Click on

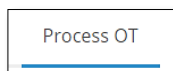


**Step 3:** Click on



tab at the top

**Step 4:** Click on



The following page would appear

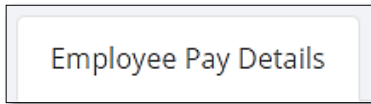
Pending OT (eTimeclock) Process OT

Show 10 entries Search:

<input type="checkbox"/>	Name	Hrs Worked		OT 1.0		OT 1.5		OT 2.0		Incomplete Hrs		OT Formula	Actual Hr Formula
<input type="checkbox"/>	Anson Chan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BasicPay*12/(52*44)	BasicPay
<input type="checkbox"/>	Bernard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BasicPay*12/(52*44)	BasicPay
<input type="checkbox"/>	Charlotte Wong	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BasicPay*12/(52*44)	BasicPay
<input type="checkbox"/>	Cliff Tan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BasicPay*12/(52*44)	BasicPay

**Step 5:** Update the OT time accordingly, then click on or

**Step 6:** To check that the OT data is transferred correctly to the employee, click on

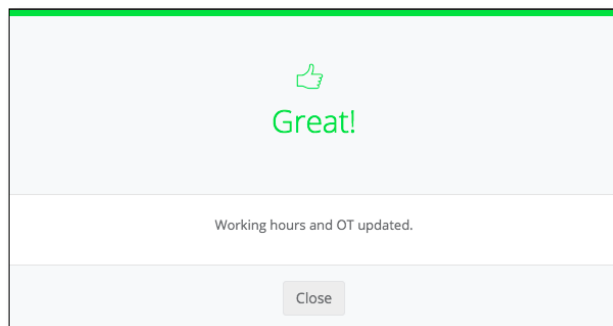


**Step 7:** Select the staff that you had done the OT transfer and click on the . Scroll down and you should see the **Working hours and OT field**

Working hours and OT

Actual Hours	Incomplete Hours	OT1 (Hrs.)(Amt.)	OT2 (Hrs.)(Amt.)	OT3 (Hrs.)(Amt.)	OT Formula	Actual Hour Formula
0 0.00	0 0.00	0 0.00	12 377.62	0 0.00	BasicPay*12/(52*44)	BasicPay

**Step 8:** Click on and the system will show you this message.



**Step 9:** You should see that the OT will be added onto the Additions column.

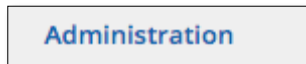
## Process Claims

If your company subscribed to JustLogin eClaim (eForm), you can pull the claim information from eClaim to Payroll and place those claims as part of the staff pay once the claims are reimbursed by the claim administrator.

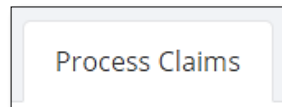
To process claim, do the following:



**Step 1:** Click on



**Step 2:** Click on



**Step 3:** Click on You should see a list of claims the claim administrator had processed.

eForm Claim(s)		Expense Claim(s)						
This page is linked to JustLogin's Expense module. Only the claims passed from Expense module will be displayed here.								
All		2021		Pending				
<input type="checkbox"/>	Employee Name	Pay Element Name	Amount	Status	Transferred Date	Transferred By	Processed Date	Processed By
<input type="checkbox"/>	Cliff Tan	Air Travel	650.00	Pending	2/22/2021 1:58:33 PM	Jim lee		

**Step 4:** You can refine the list based on months or based on status.



**Step 5:** Select those claims you wish to approve or click to approve all pending claims without selecting.

## Check Processed Claim

You can check the system had successfully transferred the process claims to the staff by doing the following:



**Step 1:** Click on

Administration

Step 2: Click on

Employee Pay Details

Step 3: Click on



Step 4: Find the staff that you did the claim transfer on and then click on the icon. Check whether the transferred claim appears in the **Additions** column

Employee Info	Additions	Deductions
<b>HKID*</b> V454339(4)	<input checked="" type="checkbox"/> Air Travel 650.00	
<b>Date of Birth*</b> 28/11/1979	<input type="checkbox"/> MPF Payable	
<b>Join Date*</b> 07/06/2019	<input checked="" type="checkbox"/> Basic Pay BasicPay	
<b>Confirm Date</b> Please enter confirm date	<input checked="" type="checkbox"/> MPF Payable	
<b>Cessation Date</b>		

## Salary Progression

The Salary Progression is useful when you need to change the staff salary. This is also the page which you can see the salary progression history.

### Changing Salary

To change the salary of the staff, do the following:



Step 1: Click on

Administration

Step 2: Click on



Salary Progression

**Step 3:** Click on

**Step 4:** The system will show you the staff list

Search For  in Employee Name

Name	Effective Date	Current Pay	Previous Pay	Reason	Remark	Action Date	Action By	Actions
Anson Chan	14/12/2020	4000.00	5000.00			14/12/2020	Jim lee	
Bernard	1/4/2020	2000.00	0.00			24/12/2020	Jim lee	
Charlotte Wong	1/1/2020	30000.00	0.00			10/12/2020	Jim lee	
Cliff Tan	1/12/2020	25000.00	3000.00			01/12/2020	Jim lee	
Jeremiah Sy	23/5/2018	23000.00	0.00	Starting Pay		07/08/2018	Jim lee	
Jim lee	1/11/2017	30000.00	0.00	Starting Pay		26/04/2018	Jim lee	



**Step 5:** Look for the staff you wish to update the pay and click on the icon

**Step 6:** The following form will appear. Make the required changes

justlogin
Employee Pay Details
Process Leave Items

### Add New Pay

Name : Chia Lee Teck Melvin

\* Basic Pay :  Enter new pay

\* Effective Date :  Date in which new pay will take effect

Reason :  Reason for adjustment

Remark :

Visible To Employee:  Whether staff can see the reasons of pay adjustment

Submit

**Step 7:** Click on

## Process Pay

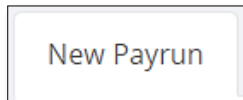
New Payrun for all Employees



**Step 1:** Click on



**Step 2:** Click on




page

The system will automatically place you at the

**Step 3:** Select the month you wish to run the payrun for

Payrun for \* Feb 2021  [Prev](#) | [Next](#)


**Step 4:** Select the Pay Period

Pay Period \* Monthly   
Employee Selection \* Monthly  
Half-Monthly  
Adhoc

**Step 5:** Select whether you wish to run the payrun for all or for specific employees through this option

Employee Selection \*  
 All current employees plus any resigned/terminated employees from the listing box below.  
 All current employees excluding selected employees from the listing box below.  
 Include only the selected employees from the listing box below

**Step 6:** Select the option of how you wish to release the payslip

Payslip Release \*  Manual Release   Immediately after approval  Selected date after approval

**Manual Release** - requires you to manually release the payslip before the employees can receive their payslips.

**Immediately after approval** - once you approve the pay, the system will automatically send out the payslip.

**Selected date after approval** - you can pre-approve the pay but will not release the payslip until your specified release date.

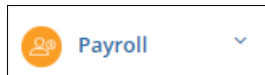
**Step 7:** (Optional) The remark field allows you to enter a remark to which would appear in the payslip.

Payslip Remarks	Remarks
-----------------	---------

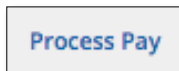


**Step 8:** To proceed with the payrun, click on

### New Payrun for Selected Employees



**Step 1:** Click on



**Step 2:** Click on

The system will automatically go to the



page

**Step 3:** Select the month you wish to run the payrun for at

Payrun for *	Feb 2021		Prev   Next
--------------	----------	--	-------------

**Step 4:** Select the Pay Period

Pay Period *	Monthly	▼
Employee Selection *	Monthly	
	Half-Monthly	
	Adhoc	


<input checked="" type="radio"/> Include only the selected employees from the listing box below
---

**Step 5:** Select



**Step 6:** Select

**Step 7:** You can indicate the department you wish to search for in the Search field on the top right.

 **Employee Selection**

Search:

<input type="checkbox"/>	Name	Username	Department	Status	Created Date
<input type="checkbox"/>	Anson Chan	Anson	Finance	Active	24/11/2020
<input type="checkbox"/>	Bernard	Bernard	Training	Active	24/12/2020
<input type="checkbox"/>	Charlotte Wong	CharlotteWong	Finance	Active	10/12/2020
<input type="checkbox"/>	Jeremiah Sy	Test	Ops	Active	07/08/2018
<input type="checkbox"/>	Jim lee	jason	Finance	Active	02/08/2017

**Step 8:** Click on the top check box to select all




**Step 9:** Click on the

The selected users will appear in the Employee Selection

Include only the selected employees from the listing box below

Anson Chan  
Bernard  
Charlotte Wong



**Step 10:** Select the option of how you wish to release the payslip

**Payslip Release \***   
  Manual Release    
  Immediately after approval   
  Selected date after approval

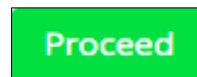
**Manual Release** - requires you to manually release the payslip before the employees can receive their payslips.

**Immediately after approval** - once you approve the payrun, the system will automatically send out the payslip.

**Selected date after approval** - you can pre-approve the payrun but will not release the payslip until your specified release date.

**Step 11:** (Optional) The remark field allows you to enter a remark to which would appear in the payslip.

Payslip Remarks	Remarks
-----------------	---------



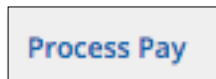
**Step 12:** To proceed with the payrun, click on

### Approving Pending Payrun

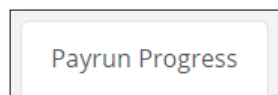
This article shows you how to use the Payrun Progress page to approve payrun and how to delete previously executed payrun.



**Step 1:** Click on



**Step 2:** Click on

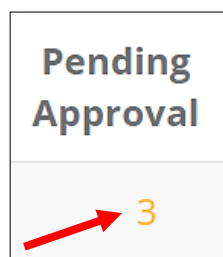


**Step 3:** Click on

**Step 4:** Select the month you want to approve the payrun

Payrun for:	Feb 2021	« Prev   Next »
-------------	----------	-----------------

**Step 5:** Click the number at the **Pending Approval** column

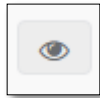




**Step 6:** You can click on the icon to see each individual staff payrun or you may



click on the button to approve without going through the staff payrun.



**Step 7:** If you select the the system will show you the payrun of the staff you have selected. You can choose to delete the payrun, to approve, reject or to approve and go to the next staff.

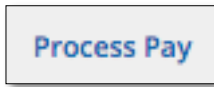
Individual Payrun Details			
Anson Chan			
Status: <span style="background-color: #f4a460; padding: 2px;">Pending</span>			
Name : Anson Chan		Month : Feb 2021 (Monthly)	
<b>Total Additions</b>		<b>Total Deductions</b>	
Basic Pay:	4,000.00	No Pay Leave:	142.86
Leave Encashment (Sys):	263.74		
<b>TOTAL:</b>	<b>4,263.74</b>	<b>TOTAL:</b>	<b>142.86</b>
Net Pay			<b>4,120.88</b>
Other Details:			
Employer's MPF Contribution			192.86
YTD Employer's Contribution			192.86

### Deleting Payrun

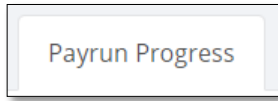
Even after you have approved the payrun, you will still be able to delete the payrun. This is to ensure that you can redo the required if you make any mistake. To delete a payrun, do the following:



**Step 1:** Click on

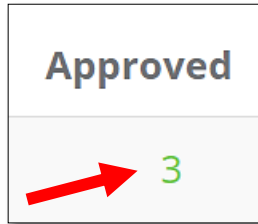


Step 2: Click on



Step 3: Click on

Step 4: Click on the number at the Approved column



Step 5: You will see this page.

Payrun Details

APPROVED Monthly  
jim lee | 22/02/2021 02:15 PM  
Total Employees: 3

Approved

Show 10 entries Search:

<input type="checkbox"/>	Name	Basic Pay	Gross Pay	Total Deductions	Net Pay	Status	Actions
<input type="checkbox"/>	Anson Chan	4,000.00	3,857.14	142.86	4,120.88	Approved	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Bernard	2,000.00	2,050.00	0.00	2,050.00	Approved	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Charlotte Wong	30,000.00	30,000.00	0.00	30,000.00	Approved	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 3 of 3 entries

Previous 1 Next

Back Delete

Step 6: Look for the staff whose pay you want to delete the payrun and then click on the



to delete the payrun.



Step 7: The system will prompt you if are you sure of the deletion. Click on

The system will show you the number of records you deleted at the **Rejected** column.

Payrun for: Feb 2021 « Prev | Next »

\* Click the numbers to view the list of employees under each status.

Status	PayRun Date	Period	Run By	Total Employee	In Queue	Failed	Pending Approval	Approved	Rejected
Completed	22/02/2021 02:20 PM	Monthly	Jim lee	3	0	0	0	2	1

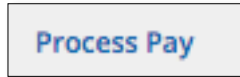
Previous 1 Next

## Payrun Summary

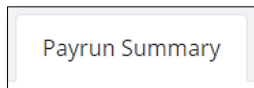
The Payrun Summary is the page that you would go to release the pay slips to the employees.



**Step 1:** Click on



**Step 2:** Click on



**Step 3:** Click on

Payrun for: Feb 2021 « Prev | Next »

Show 10 entries Search:

<input type="checkbox"/>	Name	Pay Period	PayRun Date	Approved By	ApprovedDate	Pay Mode	Release Status	Release Date	Email	Cheque No
<input type="checkbox"/>	Anson Chan	Monthly	22/02/2021	Jim lee	22/02/2021	Bank	Not released		anson@email.com	<input type="text"/>
<input type="checkbox"/>	Charlotte Wong	Monthly	22/02/2021	Jim lee	22/02/2021	Bank	Not released		Charlotte@email.com	<input type="text"/>

Previous 1 Next

[Update Payment Date](#)

Release Release All Resend Payslip Resend All Payslip


**Step 4:** (Optional) If you are paying someone by cheque, you can enter the Cheque No that you issue to the staff.



**Step 5:** You can click on

to release the payslip to all the staff without selecting.



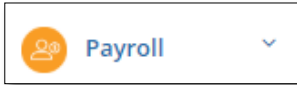
Alternatively, you can selectively release payslip to the staff you want by clicking on the checkbox located before the name. Then click on the  button.

## Reports

Reports allow you to generate the reports in Payroll.





























### Generating Reports

The steps in using Reports are:

**Step 1:** Click on 

**Step 2:** Click on 

**Step 3:** Click on the name of the report that you want to run

Payroll Reports		
1(a)	MPF Contribution Report	 
2.	Payroll Listing Report	 
3(a)	Monthly Payroll Detail Report (Gross Pay)	 
4.	Pay Slip Report	 
6.	Payment Advice Report	 
1(b)	ORSO Contribution Report	 
3(b)	Monthly Payroll Detail Report (Total Additions)	 
5.	Staff Ledger Report	 
7.	Net Salary Summary Report	 
8.	Salary Reconciliation Report	 
9.	Payroll Yearly Report	 
10.	Salary Increment Report	 
11.	Pay Slip Report (for paper size 9.5in x 5.5in)	 
12.	Payroll Selected Pay Elements Report	 
13.	Payroll Yearly Report By Employee	 



**Step 4:** Click on The system will start to generate the report.



**Step 5:** Click on to print to PDF or click on the



to export the report to another format such as CSV or Excel.

### Bookmark Reports

You can bookmark the reports that you need to constantly use. Once the report is bookmarked, the report will appear at the top of the list, as well as on the Payrun Dashboard, which makes it more accessible. Please follow the steps below:



**Step 1:** Click on



**Step 2:** Click on



**Step 3:** At the report that you wish to bookmark, click on the . You will notice that

that report will move all the way to the top and the



will change to



**Step 4:** If you click on



, that report will be placed at the Post Payroll column

