PAYSLIP NAVIGATION

Process 1. LOGIN PAGE
(Enter username and password)

Process 2.
(Click ‘UPM PAYSLIP’)

Process 3.

(This window will pop out, then fill out the ‘PAYSLIP DATE’)

NOTE: Payslip date format – DD-MMM-YYYY

Process 4.

(Also to fill out the Payslip date click the icon to view the calendar)

Process 5.

(Click ‘SUBMIT’ to generate the Payslip)
Process 6. Request Form

(Click ‘REFRESH’ to complete the RUNNING STATUS)

Process 7. Completed Status

(When the request is complete click the icon to view the Payslip)
<table>
<thead>
<tr>
<th>ACCOUNT CODE</th>
<th>FOR THE PERIOD</th>
<th>TOTAL AMOUNT DUE =</th>
<th>TOTAL DEDUCTION =</th>
<th>NET PAY</th>
</tr>
</thead>
</table>

This is an HRIS generated report.