

#### Republic of the Philippines DEPARTMENT OF HEALTH REGIONAL OFFICE NO. VII Osmeña Boulevard, Cebu City, 6000 Philippines



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# **Payroll System's Manual**

## 1. Login

DOHRO7 Payroll	
Sign in to start your session 06184 Remember Me	
Sign in Sign in Sign in	



- User enters his/her ID number as LOGIN ID
- If user hasn't changed his PIN , the default value for PIN is 1234.
- See Figure 1

### 2. Payslip List

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- After Logging in, you will be redirected to your list of Payslips.
- See Figure 2.1

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 By clicking the circled button, you can view/print the details of your payslip. - See Figure 2.2

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- After clicking the circled button, you can now print/view your payslip for that month.
- See Figure 2.3

## 3. Change PIN

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Figure 3.1

- If you want to change your PIN for security purposes, click the "Change PIN" under settings icon.
- See Figure 3.1

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Figure 3.2

- Fill up required fields before you click the encircle one.
- See Figure 3.2