



Payroll System's Manual

1. Login

Sign in to start your session

0618

1234

Remember Me

[System Manual](#)

Figure 1

- 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

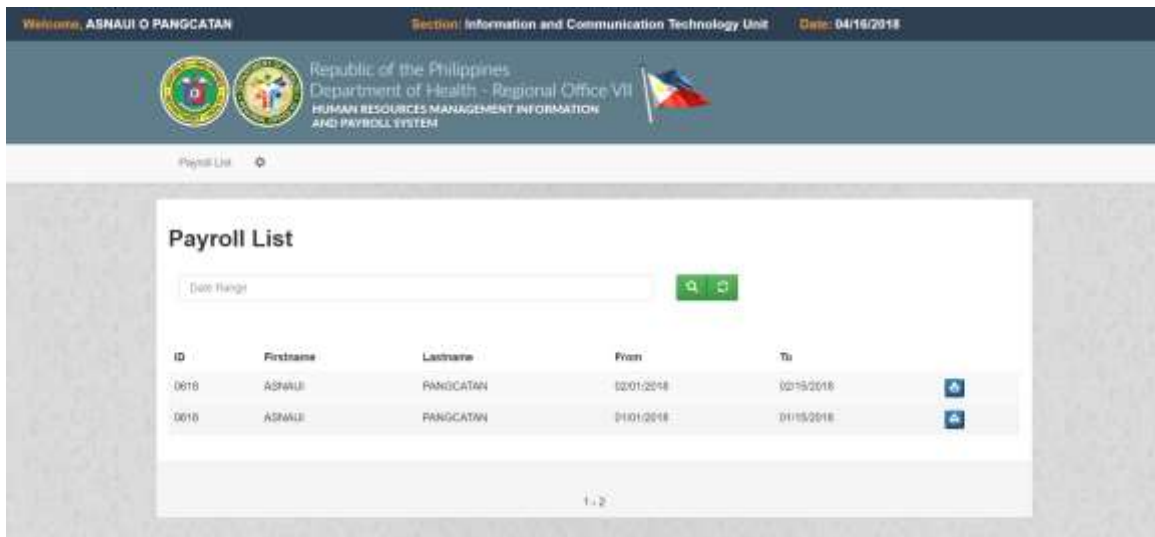


Figure 2.1

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

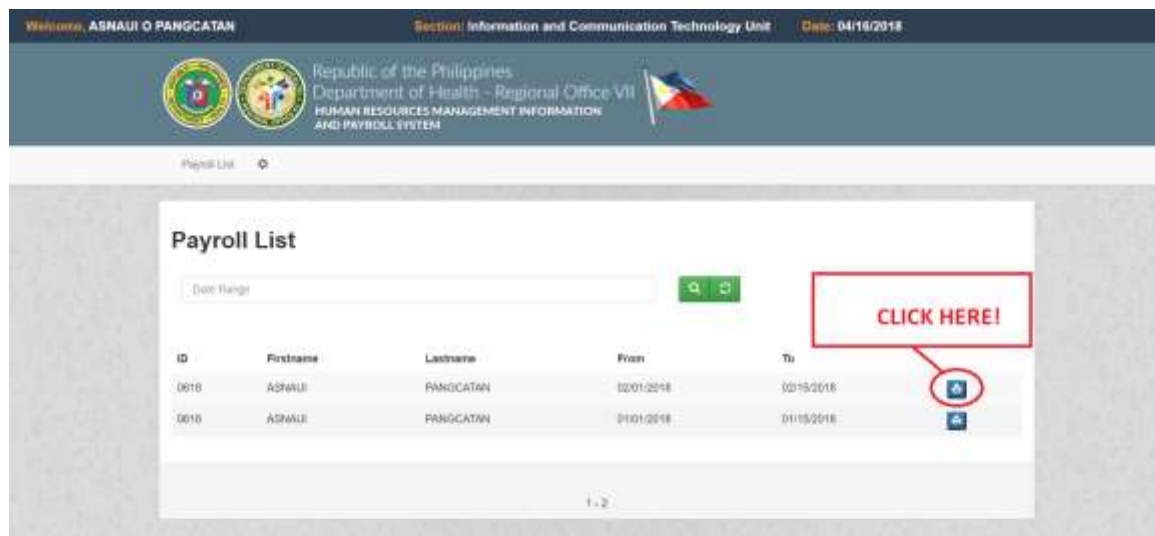


Figure 2.2

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



Figure 2.3

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

3. Change PIN

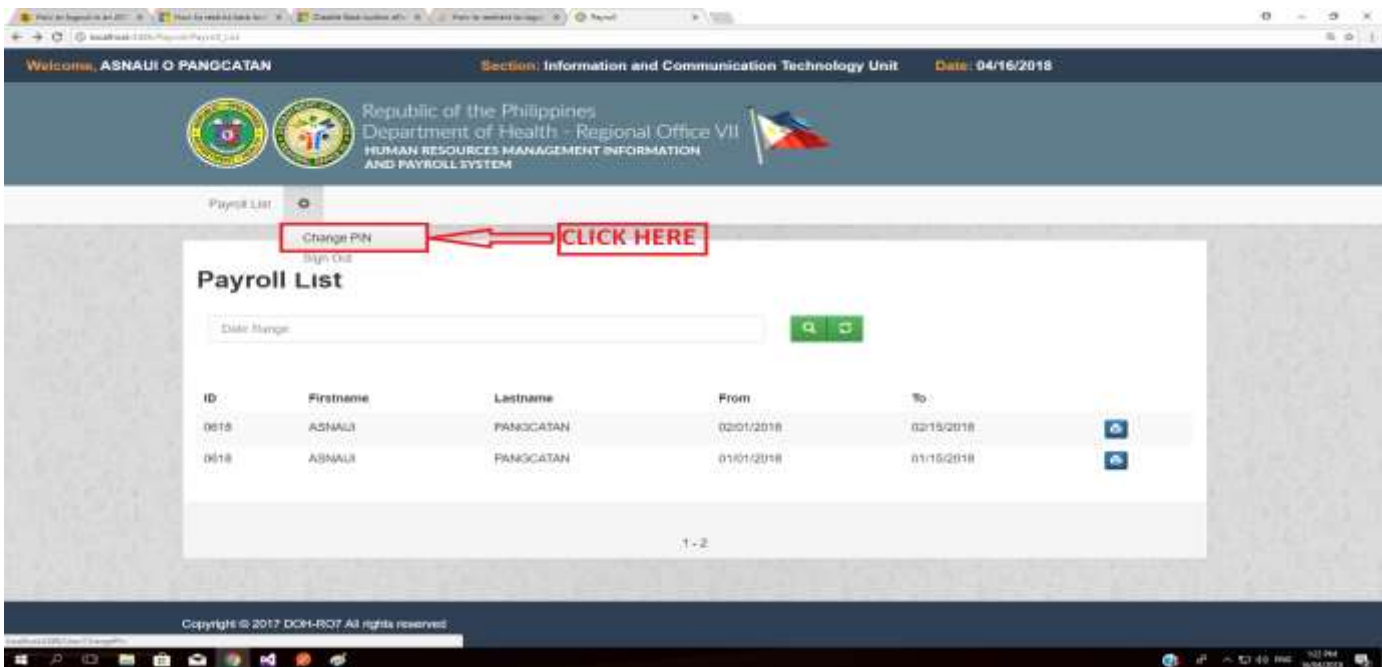


Figure 3.1

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

Welcome, ASNAUI O PANGCATAN Section: Information and Communication Technology Unit Date: 04/16/2018

Republic of the Philippines
Department of Health - Regional Office VII
HUMAN RESOURCES MANAGEMENT INFORMATION
AND PAYROLL SYSTEM

Print | Mail

Change PIN

Old PIN

New PIN

Confirm PIN

Fill necessary fields

Figure 3.2

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