



24x7 Support
You may reach us at **0920-PAYROLL**

PayrollPinas Corporation
Unit WS-1807, West Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Centre, Pasig City Philippines
Telephone Number +63(2)655.37.63 Wireless Number +63(2)346.84.39 email: customercare@PayrollPinas.com

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INTRODUCTION

There is a saying that: “You always have been and always will be your own best competitor.” This is the reason why Payrollpinas keeps on innovating and never gets satisfied and fulfilled with what it has. It keeps up with the changing times.

Employees play an important role in the success of any company, and at Payrollpinas we wanted to make them feel that they are equally important as well. We find ways to make them comfortable and make life easier for them; listen to what they need and do our best to satisfy these needs. This is the reason why Payrollpinas came up with something to give back to the employees. Something where they will feel welcome and make them feel that they are special.

The classic Payrollpinas' Employees Page had been of service to Payrollpinas' clients ever since it has begun with some changes on the side. Now, Payrollpinas made a complete makeover of the said page. It has evolved into a fresher look fully equipped with new features to make Employees' monitoring of accounts much easier and simpler.

In connection to this change, Payrollpinas deemed it right to publish a manual to guide the old and new users on how to maximize the use of the new design of the Employees' Page.

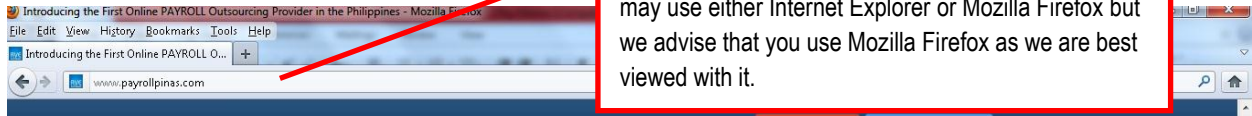
Should you need more help with the use of the new Employees' Page, do not hesitate to get in touch with us. Send your queries, suggestions and comments to customercare@payrollpinas.com.

Thank you for staying with Payrollpinas!

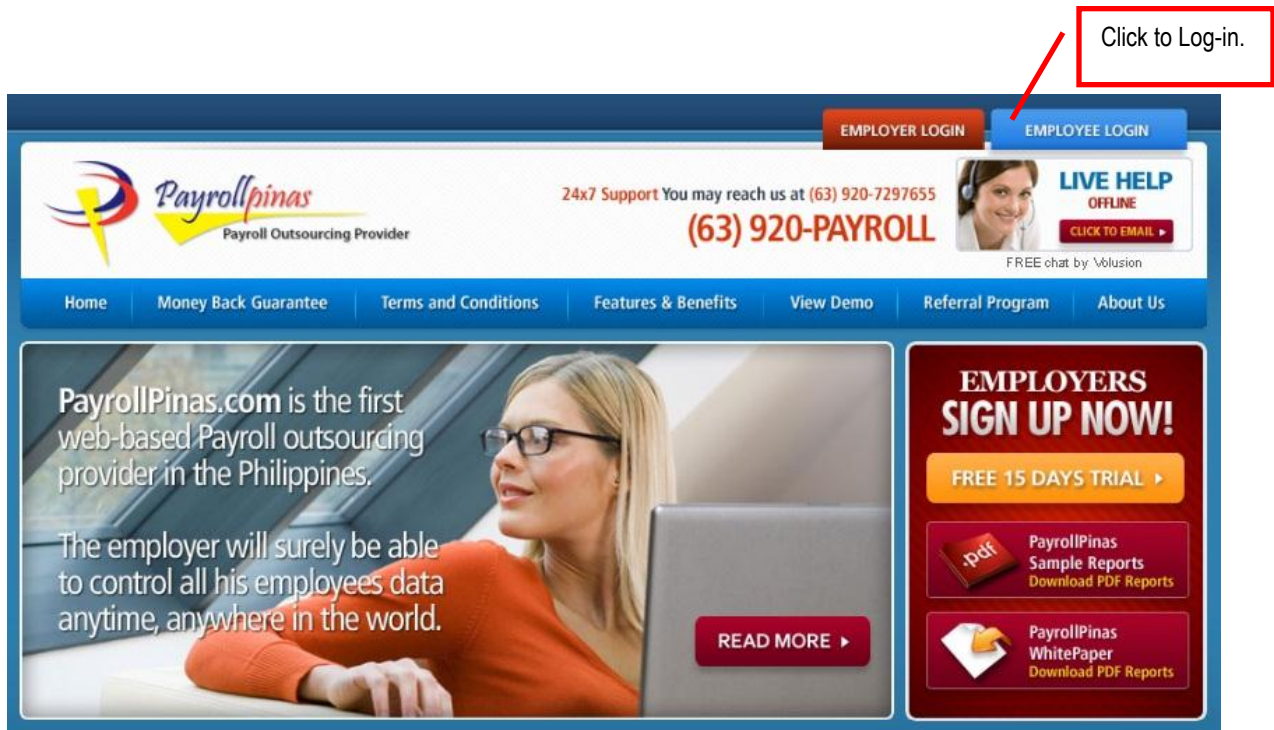
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SIGNING UP

Go to <http://www.payrollpinas.com>.

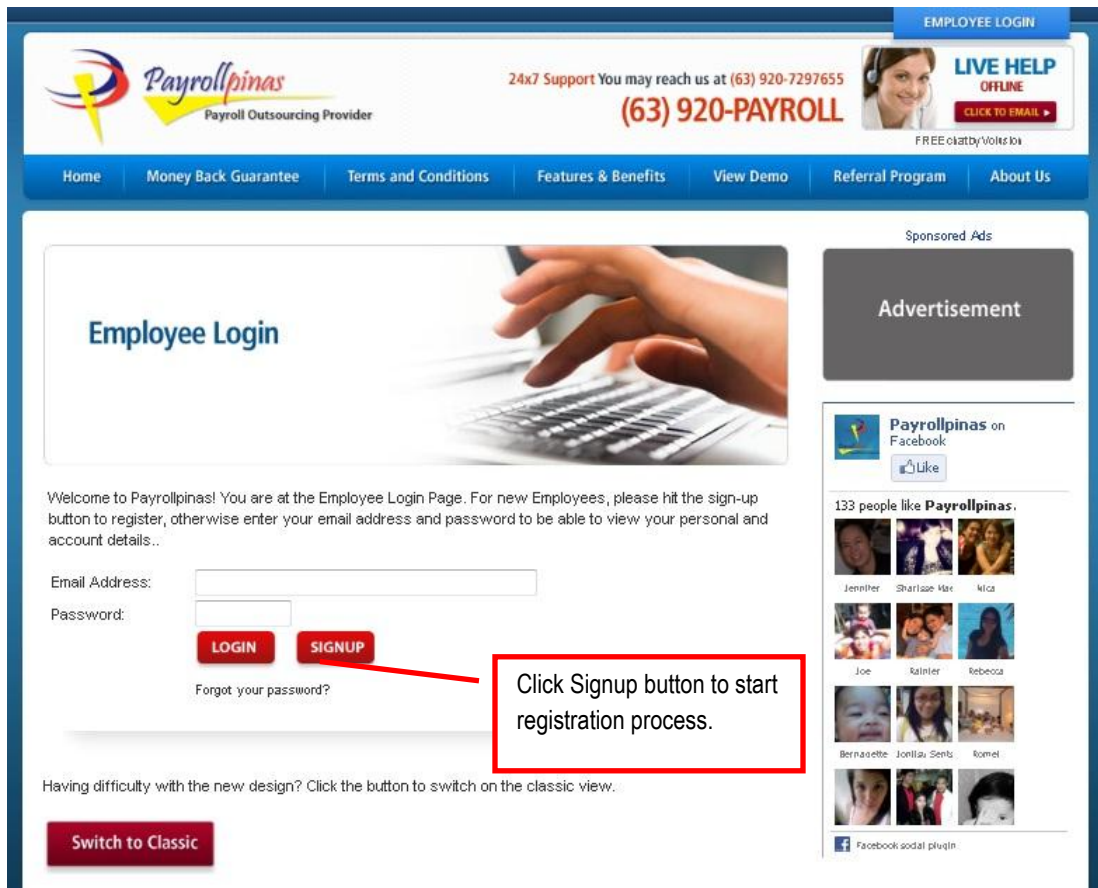


Click on Employee Login



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As a first-time user, click the Signup button.



EMPLOYEE LOGIN

Payrollpinas
Payroll Outsourcing Provider

24x7 Support You may reach us at (63) 920-7297655
(63) 920-PAYROLL

LIVE HELP
OFFLINE
CLICK TO EMAIL

FREE chatbyVolts by

Home Money Back Guarantee Terms and Conditions Features & Benefits View Demo Referral Program About Us

Employee Login

Welcome to Payrollpinas! You are at the Employee Login Page. For new Employees, please hit the sign-up button to register, otherwise enter your email address and password to be able to view your personal and account details..

Email Address:

Password:

LOGIN **SIGNUP**

Forgot your password?

Click Signup button to start registration process.

Having difficulty with the new design? Click the button to switch on the classic view.

Switch to Classic

Sponsored Ads

Advertisement

Payrollpinas on Facebook

Like


133 people like Payrollpinas.

Jennifer Sharisae Mae kica
Joe Rainier Rebecca
Bernadette Jonilla Senti Romel

Facebook social plugin

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Kindly fill up all fields especially those marked with an asterisk (*) for your Account Information.



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Advertisement

Advertisement

Welcome to Payrollpinas! You are just a few steps away to be able to have your virtual income file and be able to experience the convenience of checking and viewing your Pay Slips anytime, anywhere. First, we need you to enter the details below. All fields with asterisk (*) sign are required

Employee Signup

* Indicates required field

Account Information

Your Email Address *

First Name *

Last Name *

Password *

Re-Type Password *

Payrollpinas on Facebook

Like

133 people like **Payrollpinas**.

Ray John	Nelsa	Kenneth
Jennifer	Francoz Able	Lareigh

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Enter all required details. Please take note that your Employee ID/Account ID was the one issued by your company.

Company Verification
Please ensure that all details entered below matches the corresponding details on our records to have a successful registration.

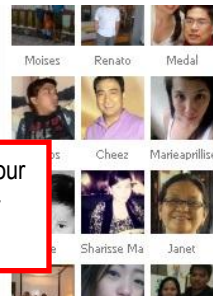
Name of Company

Employee ID/Account ID

SSS Number - -

Date of Birth Day Month Year

This should be issued by your company. Please use your Employee ID Number.



Moises Renato Meda
Cheez Marieaprilis
Shariisse Ma Janet

Verify your registration by entering the code shown and read the Terms of Service before hitting the Signup button.

Registration Verification

Enter Code Shown

pkhngbeh

Terms of Service

By using our website you are bound to comply with the following terms and conditions of use, which together with our Privacy Policy govern PayrollPinas' relationship with you regarding our website.

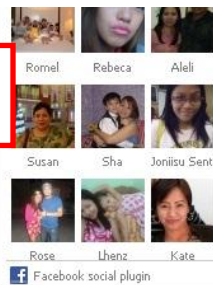
The term "PayrollPinas" or "us" or "we" refers to the owner of the website, PayrollPinas Corporation. The term "you" refers to the user of our website. "Website" refers to www.PayrollPinas.com Your use of this website and any dispute arising out of such use of the website is subject to the laws of the Republic of the Philippines. [Read More](#)

By clicking the "Signup" button below, I certify that I have read and agree to the Payrollpinas Terms of Service and Privacy Policy.

SIGNUP ▶

Please enter the code as shown on the box.

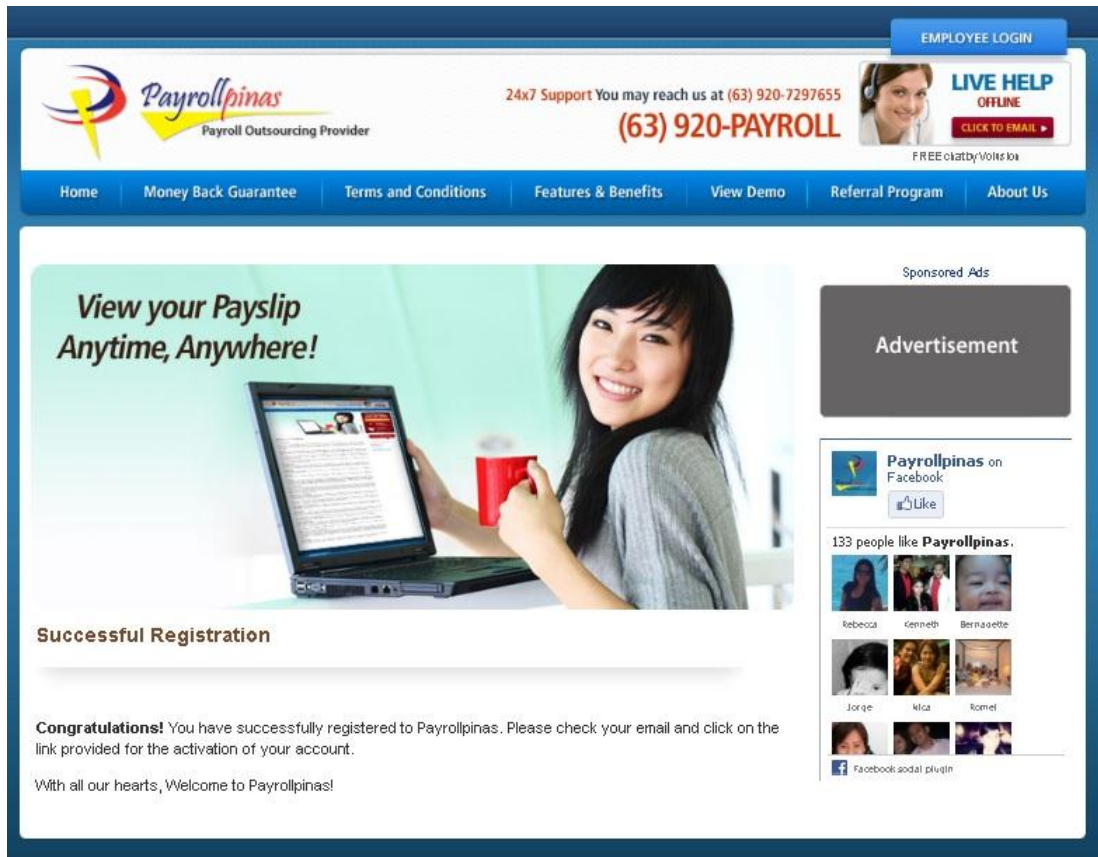
Click the Signup button to continue with the registration.



Rommel Rebeca Aleli
Susan Sha Jonisu Sent
Rose Lhenz Kate
Facebook social plugin

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Successful Registration! Check your email for the activation of your account.



The screenshot shows the Payrollpinas.com website interface. At the top, there is a navigation bar with links: Home, Money Back Guarantee, Terms and Conditions, Features & Benefits, View Demo, Referral Program, and About Us. A blue button for 'EMPLOYEE LOGIN' is also present. The main content area features a large banner with the text 'View your Payslip Anytime, Anywhere!' and an image of a smiling woman looking at a laptop. Below this banner, a 'Successful Registration' message reads: 'Congratulations! You have successfully registered to Payrollpinas. Please check your email and click on the link provided for the activation of your account. With all our hearts, Welcome to Payrollpinas!'. To the right of the banner, there is a 'Sponsored Ads' section with a placeholder for an advertisement. Below the ad, there is a Facebook social media widget showing 'Payrollpinas on Facebook' with a 'Like' button and a list of 133 people who like the page, including Rebecca, Kenneth, Bernaollette, Jorge, Lisa, and Romel.

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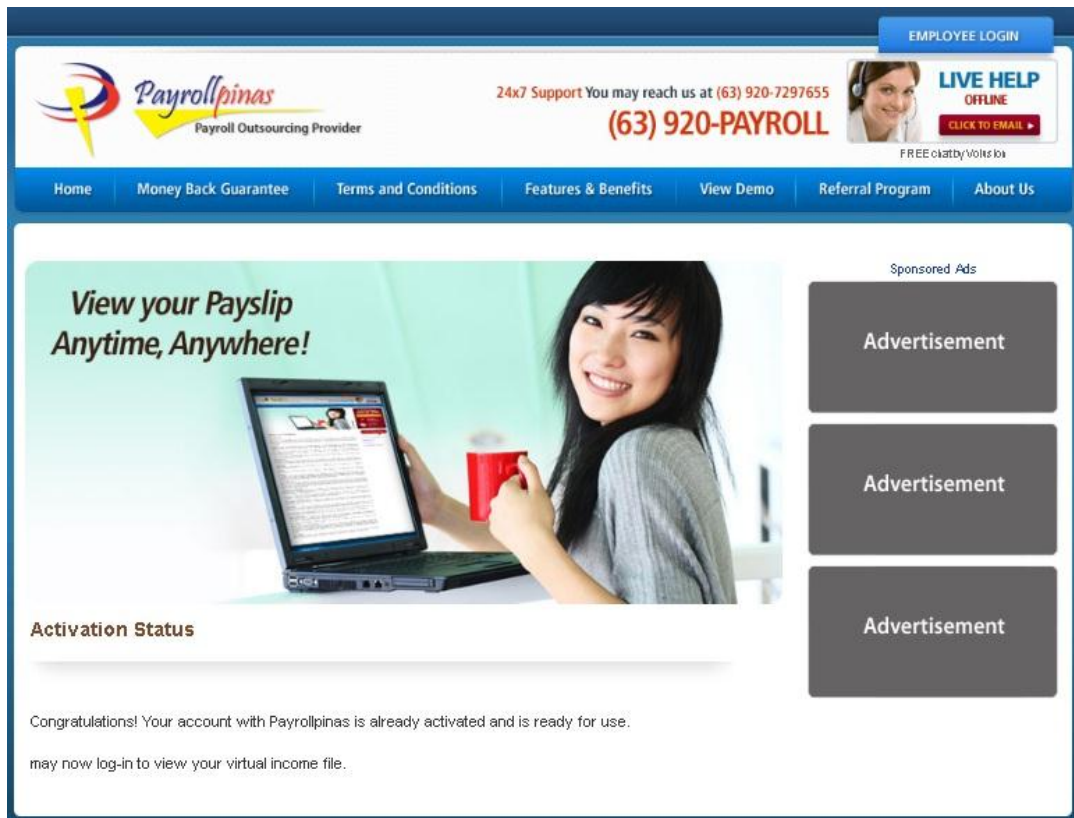
An email notification will be sent automatically containing the link to activate your account. Click on the activation link to finish your registration.



Click the Activation Link to finish your registration.

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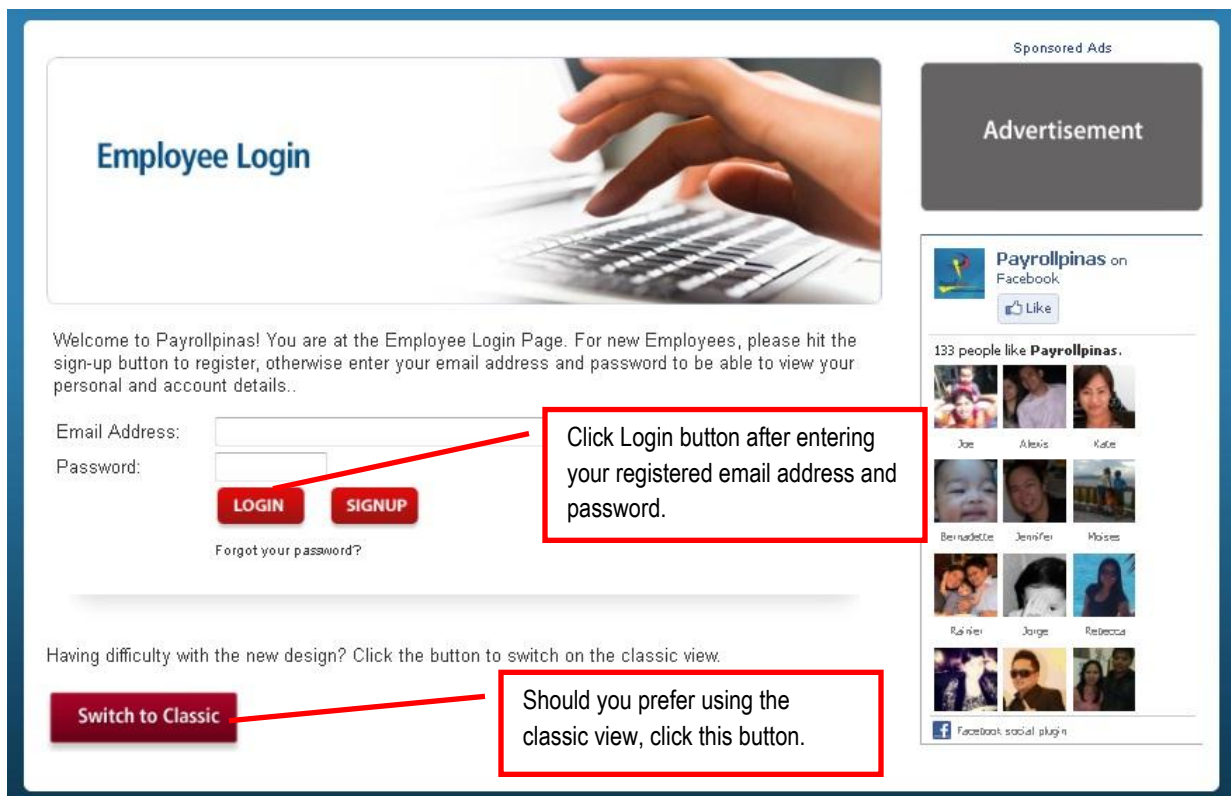
Activation Successful. Your account is now ready for utilization.



The screenshot shows the Payrollpinas.com website interface. At the top, there is a navigation bar with the company logo, contact information (24x7 Support, (63) 920-7297655, (63) 920-PAYROLL), and a live help chat button. Below the navigation bar, there is a main content area with a large banner image of a woman smiling while looking at a laptop. The banner text reads "View your Payslip Anytime, Anywhere!". To the right of the banner, there are three stacked "Advertisement" boxes. Below the banner, there is a section titled "Activation Status" with the following text: "Congratulations! Your account with Payrollpinas is already activated and is ready for use. may now log-in to view your virtual income file."

LOGGING IN

After successfully activating your account, you may now proceed and log-in to your Payrollpinas account. Enter your registered email address and password and click Login.




The screenshot shows the 'Employee Login' page. At the top left, there is a header image with the text 'Employee Login'. Below this is a welcome message: 'Welcome to Payrollpinas! You are at the Employee Login Page. For new Employees, please hit the sign-up button to register, otherwise enter your email address and password to be able to view your personal and account details..'. The login form includes fields for 'Email Address:' and 'Password:', followed by 'LOGIN' and 'SIGNUP' buttons. A 'Forgot your password?' link is located below the password field. A red box highlights the 'LOGIN' button with the text: 'Click Login button after entering your registered email address and password.' Below the form, there is a link: 'Having difficulty with the new design? Click the button to switch on the classic view.' A red box highlights the 'Switch to Classic' button with the text: 'Should you prefer using the classic view, click this button.' On the right side of the page, there is a 'Sponsored Ads' section with an 'Advertisement' placeholder. Below that is a Facebook social plugin showing 'Payrollpinas on Facebook' with a 'Like' button and a grid of 133 people who like the page, including names like Joe, Alexis, Kate, Bernadette, Jennifer, Moises, Rainier, Jorge, and Rebecca.

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After successfully logging in, you will then see your Active Account Profile.

Active Profile of CUT



CHITO U. TORRELLA III

OPERATIONS COORDINATOR
OPERATIONS Department
With Php 22000 Salary per Month

Employee ID: PPD18176 is Active since 2011-07-10

Viewing your Latest Payslip

To be able to download and save or print your corresponding payslip in pdf format, please click the 'Lock' button otherwise click the 'Mail' button to have it sent to your registered email address.

Dec-31-2011		Dec-15-2011	
Nov-30-2011		Nov-15-2011	
Oct-31-2011		Oct-15-2011	
Sep-30-2011		Sep-15-2011	

Sponsored Ads

Advertisement

Advertisement

Advertisement

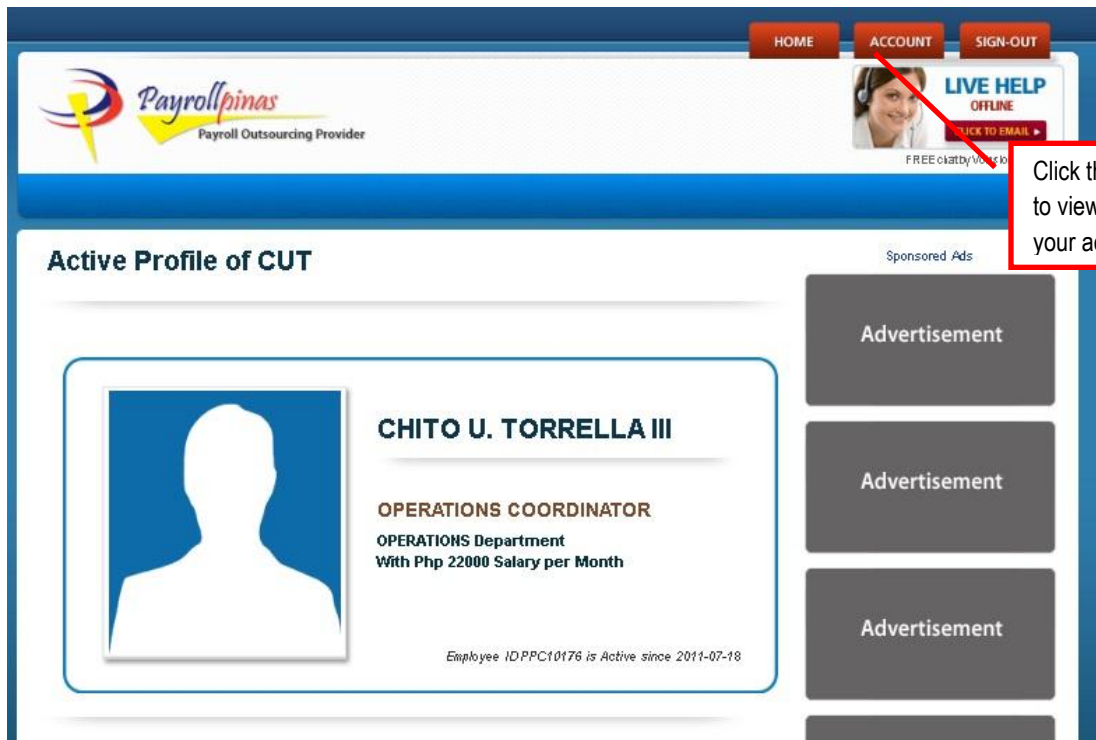
Advertisement

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While logged on, you may view your personal account details by clicking on Account.



The screenshot shows the PayrollPinas.com website interface. At the top right, there are navigation buttons for HOME, ACCOUNT, and SIGN-OUT. Below these is a LIVE HELP section with OFFLINE and CLICK TO EMAIL options. A red box highlights the ACCOUNT button with the text: "Click the Account button to view your profile and your account details." The main content area displays the "Active Profile of CUT" for CHITO U. TORRELLA III, an OPERATIONS COORDINATOR in the OPERATIONS Department with a salary of Php 22000 per month. The profile is active since 2011-07-18. To the right of the profile are several "Advertisement" placeholders.

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Your Profile Page with your Personal and Account Details.



CHITO U. TORRELLA III
OPERATIONS COORDINATOR
OPERATIONS Department

My Profile

Employee IDP	PPC10178
Alternate IDP	
Date of Birth	1982-01-19
Sex Status	MC1

Address	
Contact Details	
Email Address	customer.care@payrollpinas.com

Account Details

Hiring Date	2011-07-12
Employment Status	
Date Promoted	

Assigned Cost Centre	OPERATIONS
Grade Level	

TIN	000-000-000
SSS Number	00-0000000-0
Philhealth Number	00-00000000-0
Pag-ibig Number	0000-000000-00

Name of Bank	PSB
Account Number	0000000000

Allowed to Render Overtime	Yes
Additional Pag-Ibig	0

Sponsored Ads

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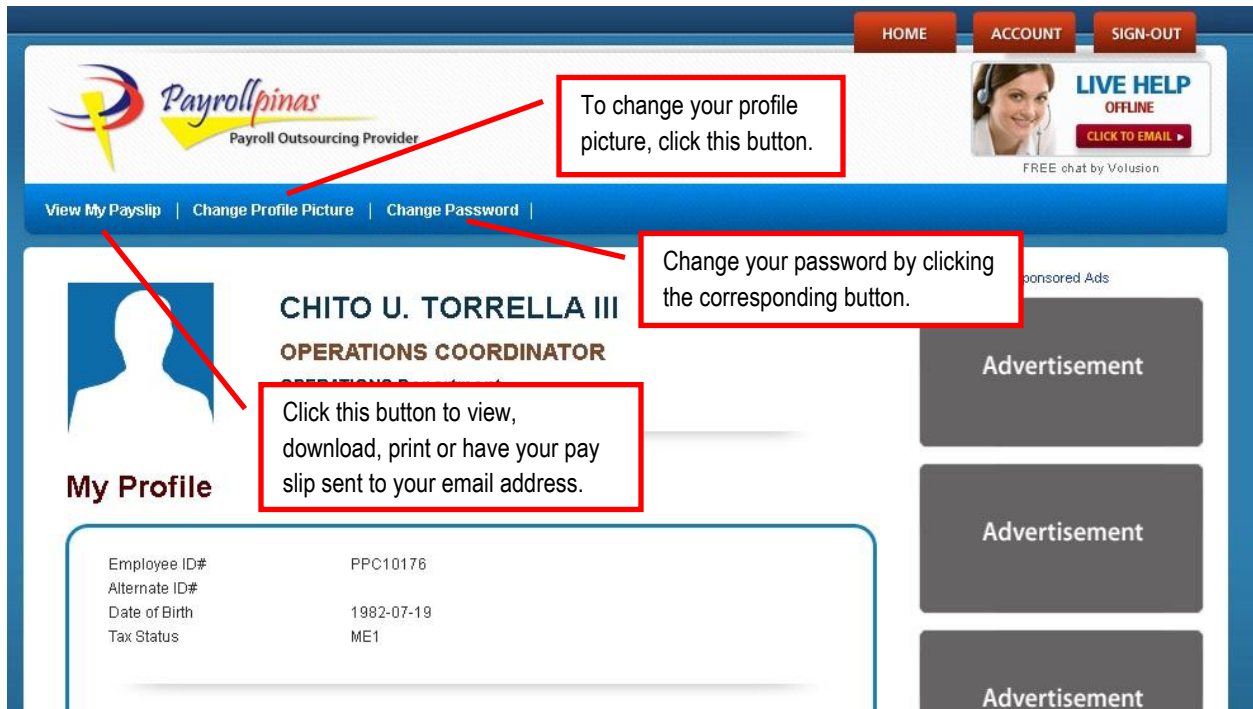
Advertisement

Advertisement

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While you are on your Account Page, you may view your Pay Slip, Change your Profile Picture and/or Change your Password.



The screenshot shows the user's account page. At the top right, there are navigation buttons for HOME, ACCOUNT, and SIGN-OUT. Below these is a LIVE HELP chat window. A blue navigation bar contains links for View My Payslip, Change Profile Picture, and Change Password. The main profile section displays the user's name, CHITO U. TORRELLA III, and title, OPERATIONS COORDINATOR. A table lists employee details. Three advertisement placeholders are visible on the right side.

Annotations:

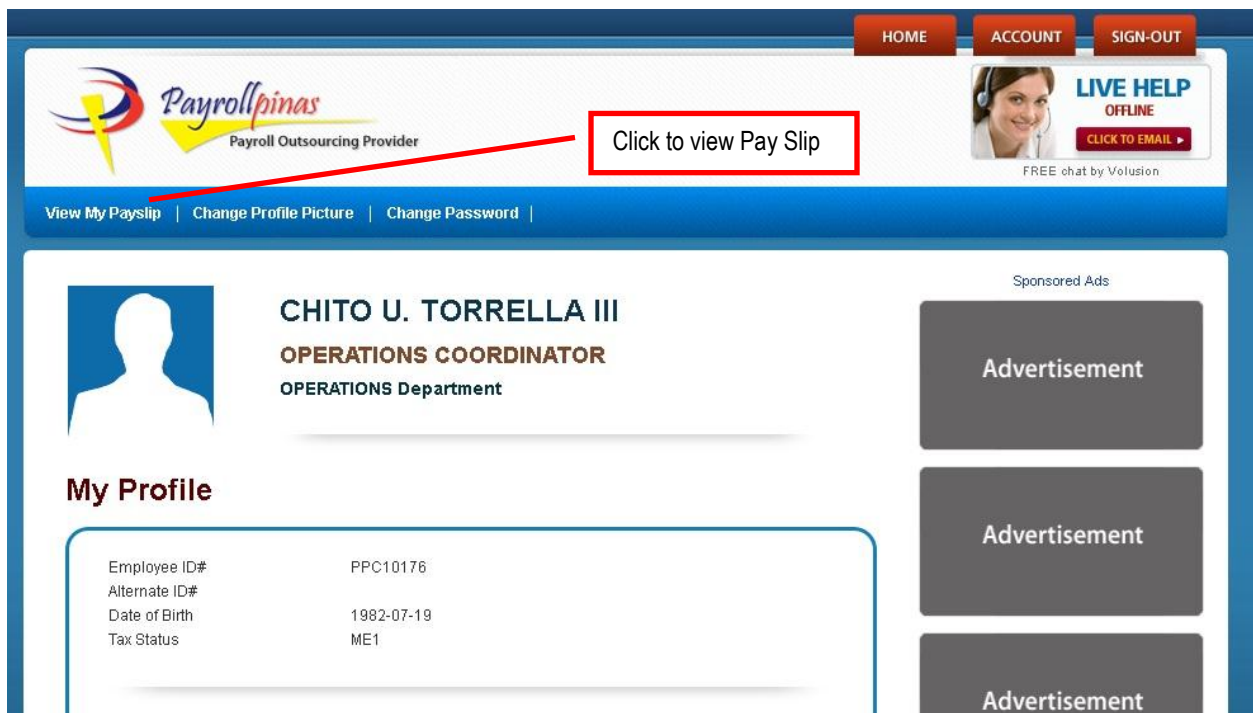
- A red box around the "Change Profile Picture" link with the text: "To change your profile picture, click this button."
- A red box around the "Change Password" link with the text: "Change your password by clicking the corresponding button."
- A red box around the "View My Payslip" link with the text: "Click this button to view, download, print or have your pay slip sent to your email address."

Employee ID#	PPC10176
Alternate ID#	
Date of Birth	1982-07-19
Tax Status	ME1

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VIEWING YOUR PAY SLIP

While you are on your account page, click 'View My Pay Slip'.



The screenshot shows the user account page for Chito U. Torrella III. At the top, there are navigation buttons for HOME, ACCOUNT, and SIGN-OUT. The Payrollpinas logo and name are on the left, and a 'LIVE HELP OFFLINE' chat button is on the right. A red box highlights the 'Click to view Pay Slip' link, with a red arrow pointing to it from the text above. Below the navigation bar, there are links for 'View My Payslip', 'Change Profile Picture', and 'Change Password'. The user's profile information is displayed, including their name, title, and department. A 'My Profile' section contains a table with employee details. On the right side, there are three 'Advertisement' placeholders under the heading 'Sponsored Ads'.

HOME ACCOUNT SIGN-OUT

Payrollpinas Payroll Outsourcing Provider

Click to view Pay Slip

LIVE HELP OFFLINE
CLICK TO EMAIL

FREE chat by Volusion

View My Payslip | Change Profile Picture | Change Password |

CHITO U. TORRELLA III
OPERATIONS COORDINATOR
OPERATIONS Department

Sponsored Ads

Advertisement

Advertisement

Advertisement

My Profile

Employee ID#	PPC10176
Alternate ID#	
Date of Birth	1982-07-19
Tax Status	ME1
















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You may view, download or print your pay slips or have it sent to your email address.

To view, download and print your pay slip:

Viewing your Latest Payslip

To be able to download and save or print your corresponding payslip in pdf format, please click the "Lock" button otherwise click the "Mail" button to have it sent to your registered email address.

Dec-31-2011			Dec-15-2011		
Nov-30-2011			Nov-15-2011		
Oct-31-2011			Oct-15-2011		
Sep-30-2011			Sep-15-2011		

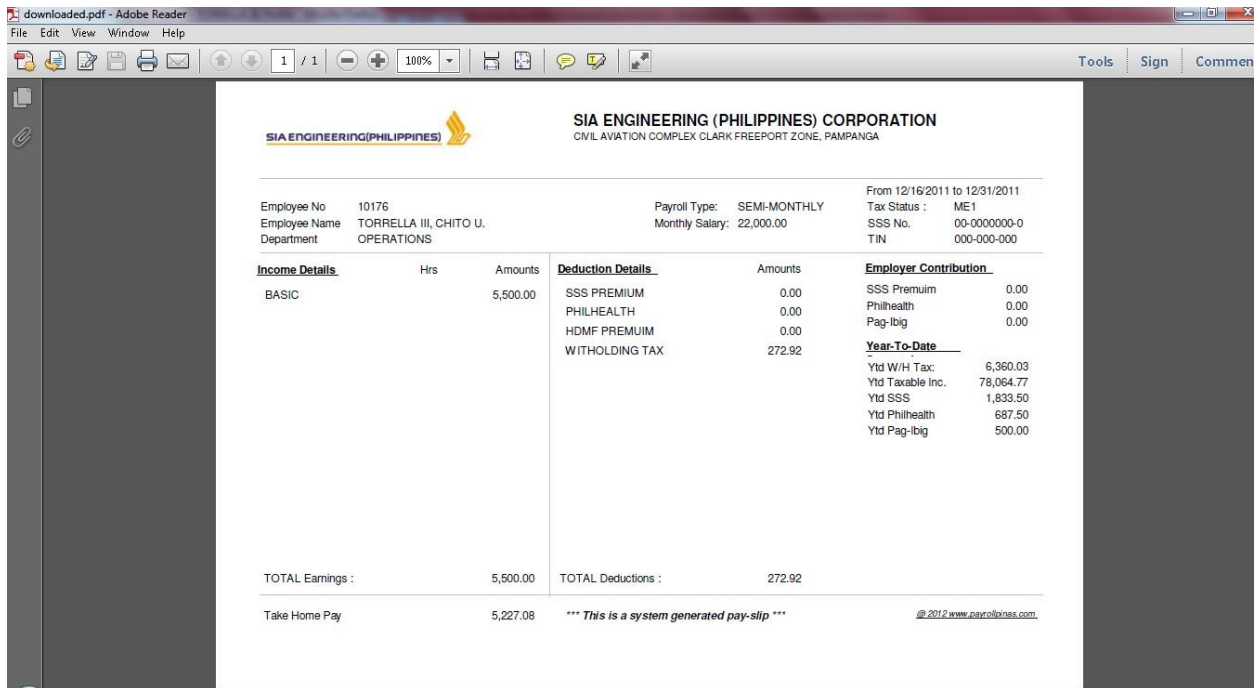
Advertisement

Advertisement

To view, download and print your corresponding pay slip of the specified date in pdf format, click this button.

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Your pay slip will be shown to you in pdf format. You may just view your pay slip or have it downloaded and printed.



SIA ENGINEERING (PHILIPPINES) CORPORATION
CIVIL AVIATION COMPLEX CLARK FREEPORT ZONE, PAMPANGA

Employee No	10176	Payroll Type:	SEMI-MONTHLY	From 12/16/2011 to 12/31/2011	
Employee Name	TORRELLA III, CHITO U.	Monthly Salary:	22,000.00	Tax Status :	ME1
Department	OPERATIONS			SSS No.	00-0000000-0
				TIN	000-000-000

<u>Income Details</u>		<u>Deduction Details</u>		<u>Employer Contribution</u>		
	Hrs	Amounts		Amounts		
BASIC		5,500.00	SSS PREMIUM	0.00	SSS Premium	0.00
			PHILHEALTH	0.00	Philhealth	0.00
			HDMF PREMIUM	0.00	Pag-Ibig	0.00
			WITHOLDING TAX	272.92		
					<u>Year-To-Date</u>	
					Ytd W/H Tax:	6,360.03
					Ytd Taxable Inc.	78,064.77
					Ytd SSS	1,833.50
					Ytd Philhealth	687.50
					Ytd Pag-Ibig	500.00

TOTAL Earnings : 5,500.00 TOTAL Deductions : 272.92









Take Home Pay 5,227.08 *** This is a system generated pay-slip *** @ 2012 www.payrollpinas.com

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To have your pay slip sent to your registered email address:

Viewing your Latest Payslip

To be able to download and save or print your corresponding payslip in pdf format, please click the "Lock" button otherwise click the "Mail" button to have it sent to your registered email address.

Dec-31-2011		Dec-15-2011	
Nov-30-2011		Nov-15-2011	
Oct-31-2011		Oct-15-2011	
Sep-30-2011		Sep-15-2011	

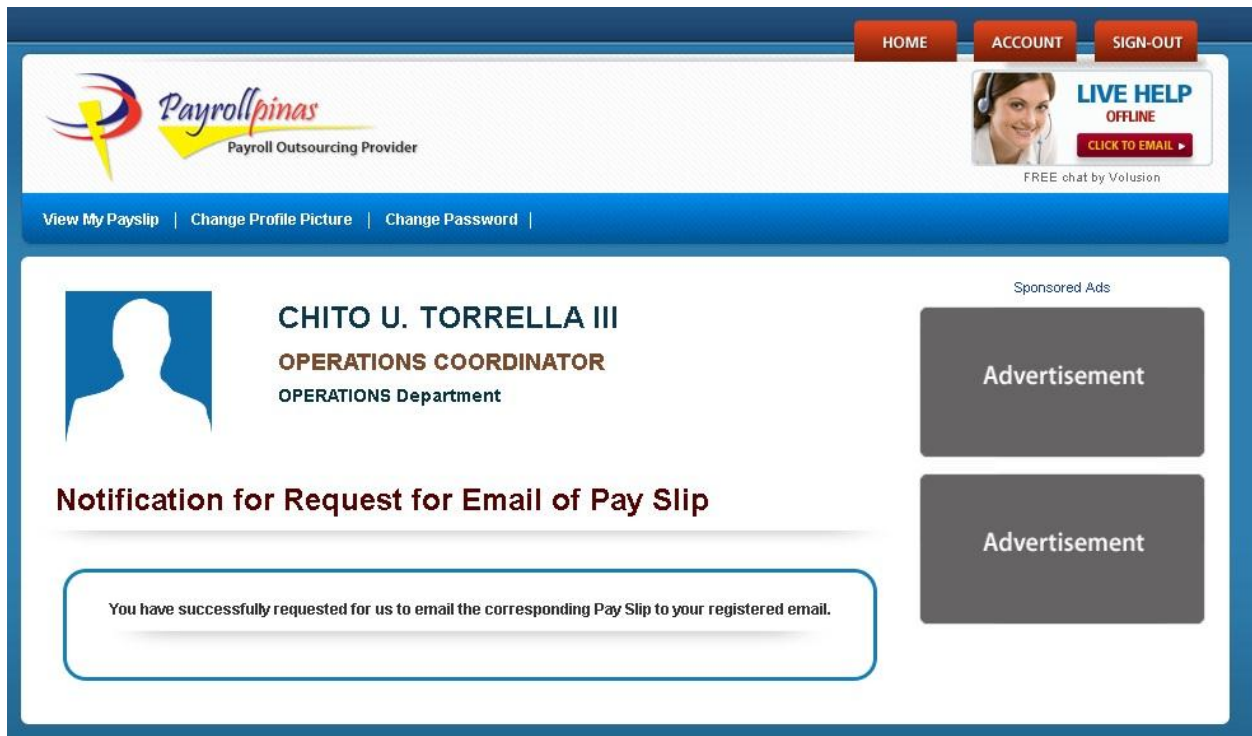
Advertisement

Advertisement

To have your corresponding pay slip sent to your registered email address, click this button.

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After clicking the mail button, you will see a notification that your requested pay slip had been sent to your registered email.



The screenshot shows the user dashboard for CHITO U. TORRELLA III, an OPERATIONS COORDINATOR in the OPERATIONS Department. The dashboard includes a navigation menu with 'HOME', 'ACCOUNT', and 'SIGN-OUT' buttons. A 'LIVE HELP OFFLINE' chat window is visible. The main content area displays a notification: 'Notification for Request for Email of Pay Slip'. Below the notification, a message states: 'You have successfully requested for us to email the corresponding Pay Slip to your registered email.' There are also two 'Advertisement' placeholders on the right side of the dashboard.

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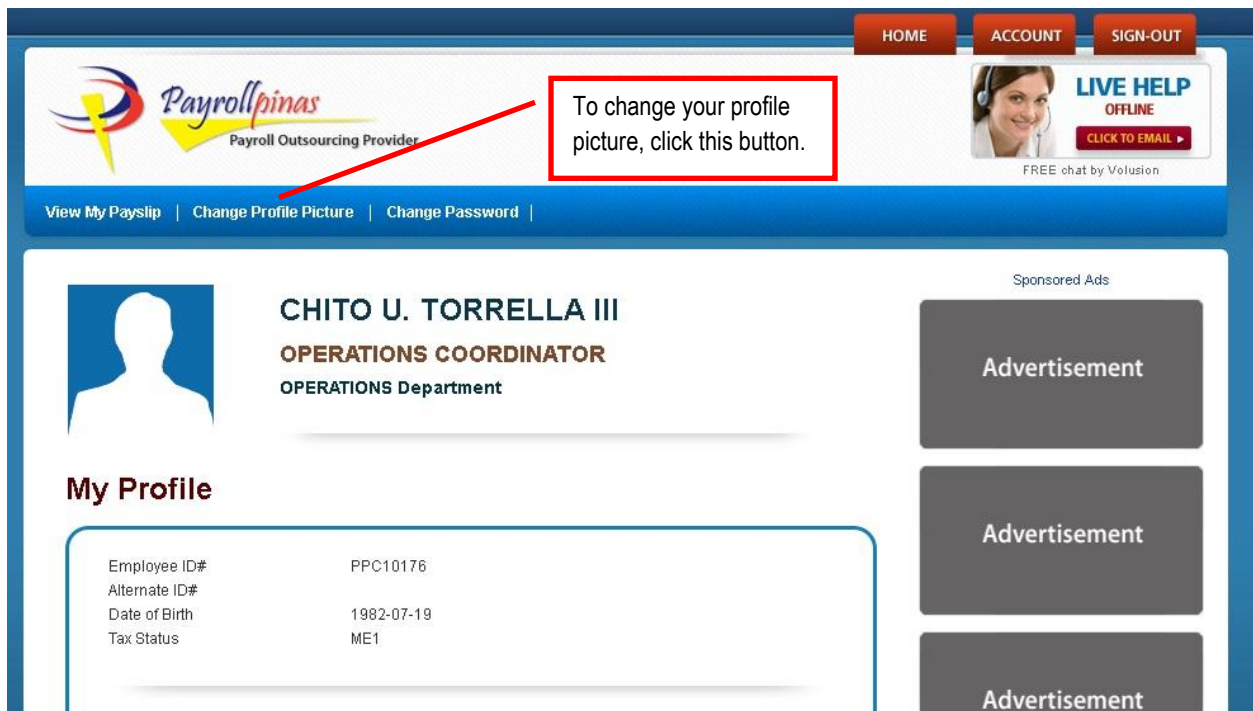
Screenshot of what you will receive on your email. The pay slip you have requested was sent as an attachment in pdf format.



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CHANGING YOUR PROFILE PICTURE

To change your profile picture, click on 'Change Profile Picture' button on your account page.



The screenshot shows the user account page for CHITO U. TORRELLA III. At the top, there are navigation buttons for HOME, ACCOUNT, and SIGN-OUT. Below these is the Payrollpinas logo and a 'LIVE HELP' chat widget. A red box highlights the 'Change Profile Picture' button in the top navigation bar, with a red arrow pointing to it from a text box that says 'To change your profile picture, click this button.' Below the navigation bar, there are links for 'View My Payslip', 'Change Profile Picture', and 'Change Password'. The main content area shows the user's profile information: CHITO U. TORRELLA III, OPERATIONS COORDINATOR, OPERATIONS Department. Below this is a 'My Profile' section with a table of user details. To the right of the profile information are three 'Advertisement' placeholders under the heading 'Sponsored Ads'.

HOME ACCOUNT SIGN-OUT

Payrollpinas Payroll Outsourcing Provider

To change your profile picture, click this button.

LIVE HELP OFFLINE CLICK TO EMAIL FREE chat by Volusion

View My Payslip | Change Profile Picture | Change Password |

CHITO U. TORRELLA III
OPERATIONS COORDINATOR
OPERATIONS Department

Sponsored Ads

Advertisement

Advertisement

Advertisement

My Profile

Employee ID#	PPC10176
Alternate ID#	
Date of Birth	1982-07-19
Tax Status	ME1

Follow the steps below to successfully change your profile picture.

Upload CHITO U. TORRELLA III Picture

Sponsored Ads


Advertisement

Advertisement

Advertisement

Advertisement

By uploading a file you certify that you have the right to distribute this picture and that it does not violate the Terms of Service



Remove Employee Default Picture

Select an image file on your computer (500KB max):

Step 1. Click this to remove your default picture.

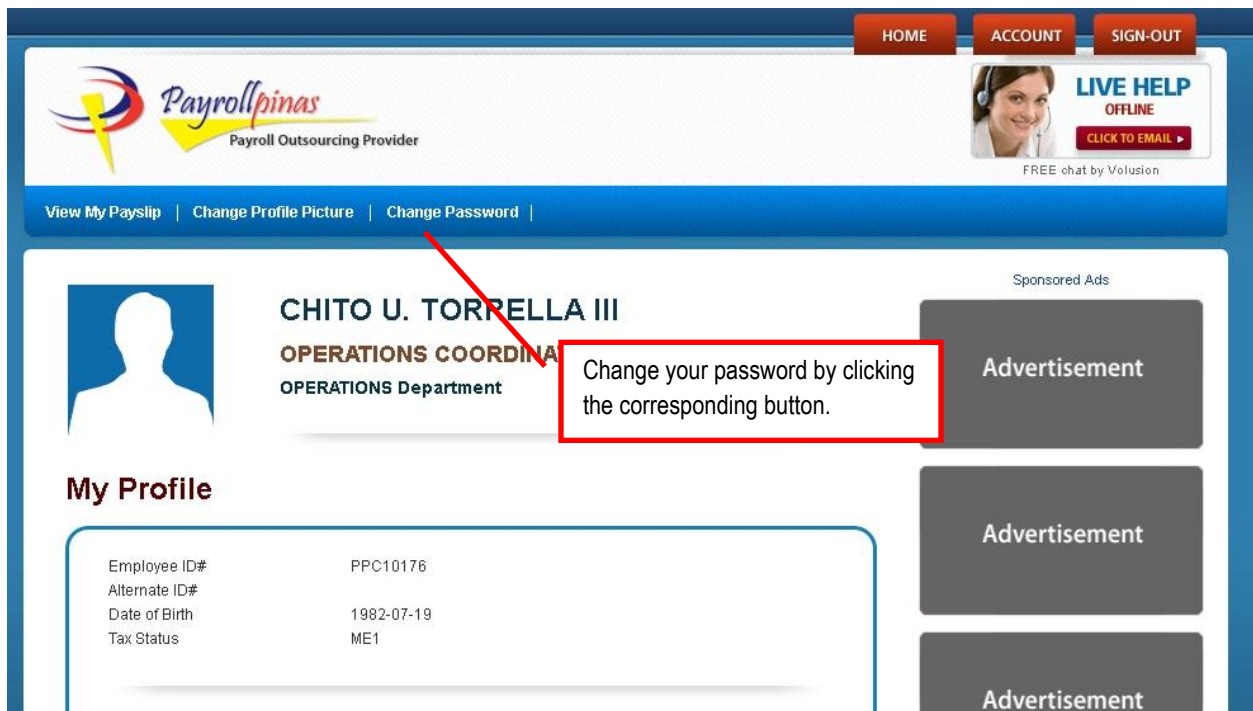
Step 2. Click browse to select an image from your computer, Make sure that your file does not exceed 500kb.

Step C. Click 'Upload Image' when done.

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CHANGE YOUR PASSWORD

To change your password, click on 'Change Password' button.

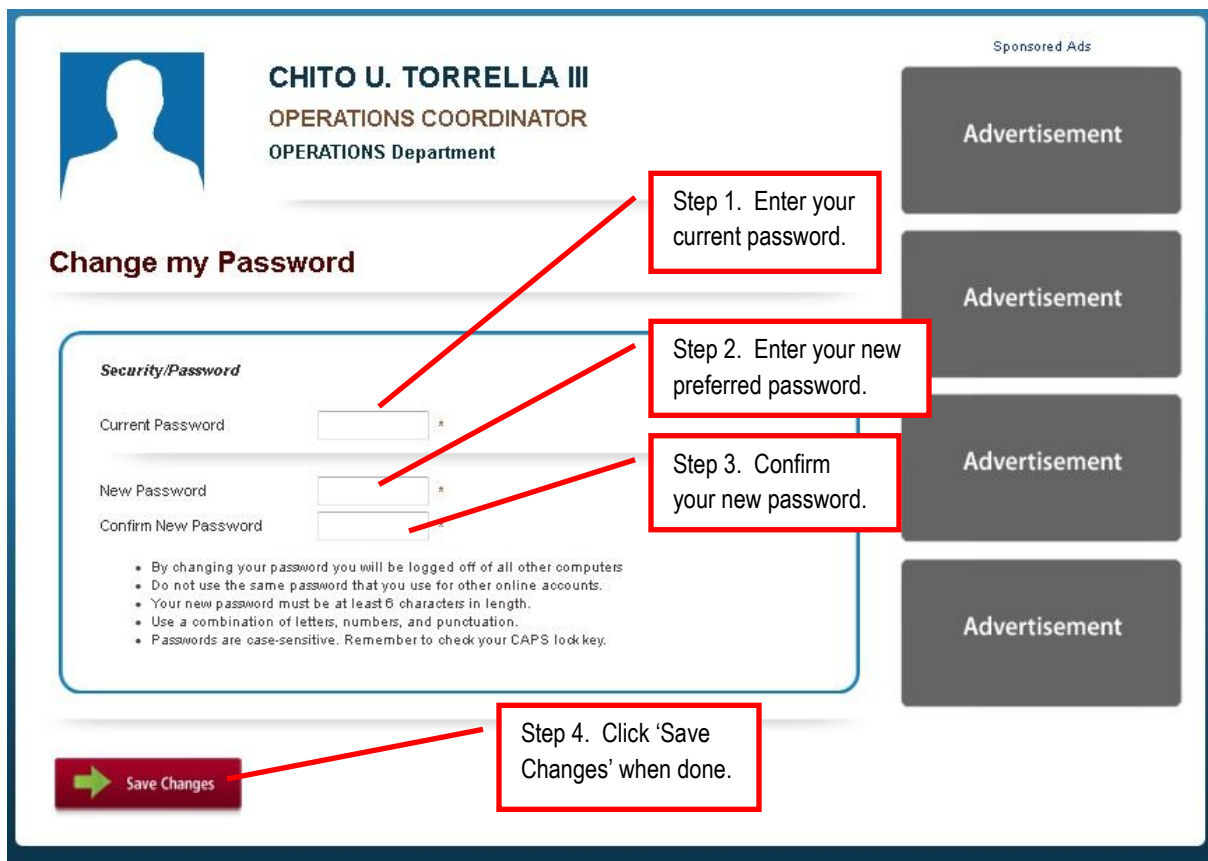


The screenshot shows the user profile page for CHITO U. TORRELLA III. The 'Change Password' link in the top navigation bar is highlighted with a red arrow. A red box highlights the 'Change Password' button in the profile section, with a callout text box stating: "Change your password by clicking the corresponding button." The profile section includes a placeholder for a profile picture, the name CHITO U. TORRELLA III, and the title OPERATIONS COORDINATOR. Below this is a 'My Profile' section with a table of employee details.

My Profile	
Employee ID#	PPC10176
Alternate ID#	
Date of Birth	1982-07-19
Tax Status	ME1

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Telephone Number +63(2)655.37.63 Wireless Number +63(2)346.84.39 email: customer@PayrollPinas.com

Enter the required details following the steps below.



The screenshot shows a user profile for **CHITO U. TORRELLA III**, OPERATIONS COORDINATOR, OPERATIONS Department. The page title is **Change my Password**. The form includes three input fields: **Current Password**, **New Password**, and **Confirm New Password**. A **Save Changes** button is at the bottom left. Four red boxes with arrows point to the form fields, labeled Step 1 through Step 4. On the right, there are four **Advertisement** placeholders under the heading **Sponsored Ads**.

Step 1. Enter your current password.

Step 2. Enter your new preferred password.

Step 3. Confirm your new password.

Step 4. Click 'Save Changes' when done.

Security/Password

Current Password

New Password


Confirm New Password

- By changing your password you will be logged off of all other computers
- Do not use the same password that you use for other online accounts.
- Your new password must be at least 8 characters in length.
- Use a combination of letters, numbers, and punctuation.
- Passwords are case-sensitive. Remember to check your CAPS lock key.

Save Changes

PayrollPinas Corporation
Unit WS-1807, West Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Centre, Pasig City Philippines
Telephone Number +63(2)655.37.63 Wireless Number +63(2)346.84.39 email: customercare@PayrollPinas.com

You will be notified that you have successfully changed your password. You will also receive an email notification about the modifications you have made with your password.



CHITO U. TORRELLA III
OPERATIONS COORDINATOR
OPERATIONS Department

Change my Password

Password was successfully changed!!!


Security/Password

Current Password *

New Password *

Confirm New Password *

- By changing your password you will be logged off of all other computers
- Do not use the same password that you use for other online accounts.
- Your new password must be at least 6 characters in length.
- Use a combination of letters, numbers, and punctuation.
- Passwords are case-sensitive. Remember to check your CAPS lock key.

 Save Changes

Sponsored Ads

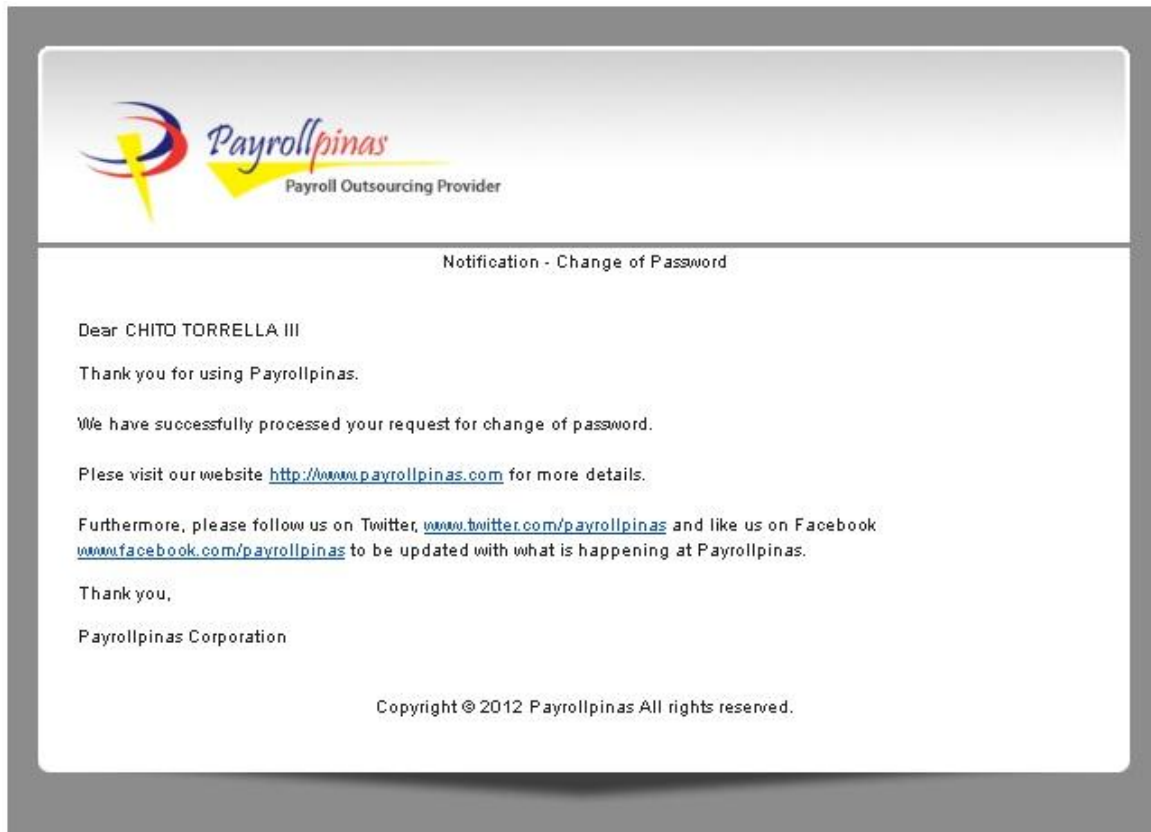
Advertisement

Advertisement

Advertisement

Advertisement

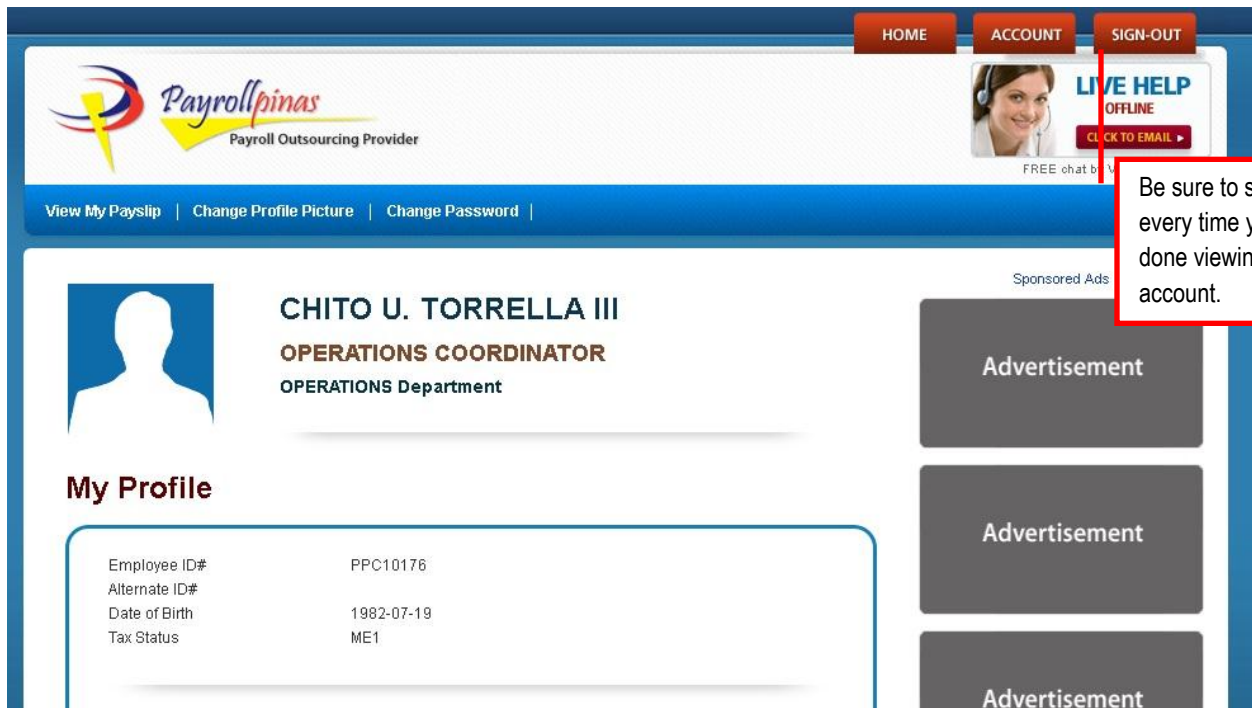
Screenshot of Email Notification



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SIGNING OUT

Always Sign-Out whenever you are done with your account.



The screenshot shows the user account page for CHITO U. TORRELLA III. The page includes a navigation bar with 'HOME', 'ACCOUNT', and 'SIGN-OUT' buttons. A 'LIVE HELP' widget is visible. A red box highlights the 'SIGN-OUT' button and a callout box contains the text: 'Be sure to sign-out every time you are done viewing your account.' The user's profile information is displayed, including their name, title, and department. A 'My Profile' section lists employee details.

My Profile	
Employee ID#	PPC10176
Alternate ID#	
Date of Birth	1982-07-19
Tax Status	ME1