



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 email: payslip@PayrollPinas.com

TABLE OF CONTENTS

Introduction	2
Signing Up	3 – 9
Logging In	10 - 14
Viewing Your Pay Slip	15 - 20
Changing Your Profile Picture	21 - 22
Changing Your Password	23 - 26
Signing Out	27



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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.

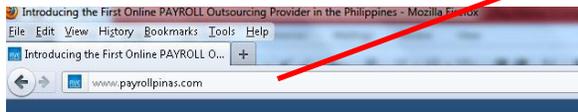
Thank you for staying with Payrollpinas!



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SIGNING UP

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



Type www.payrollpinas.com in the address bar. You may use either Internet Explorer or Mozilla Firefox but we advise that you use Mozilla Firefox as we are best viewed with it.

Click on Employee Login

EMPLOYER LOGIN EMPLOYEE LOGIN

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

LIVE HELP
OFFLINE
CLICK TO EMAIL

FREE chat by Volusion

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

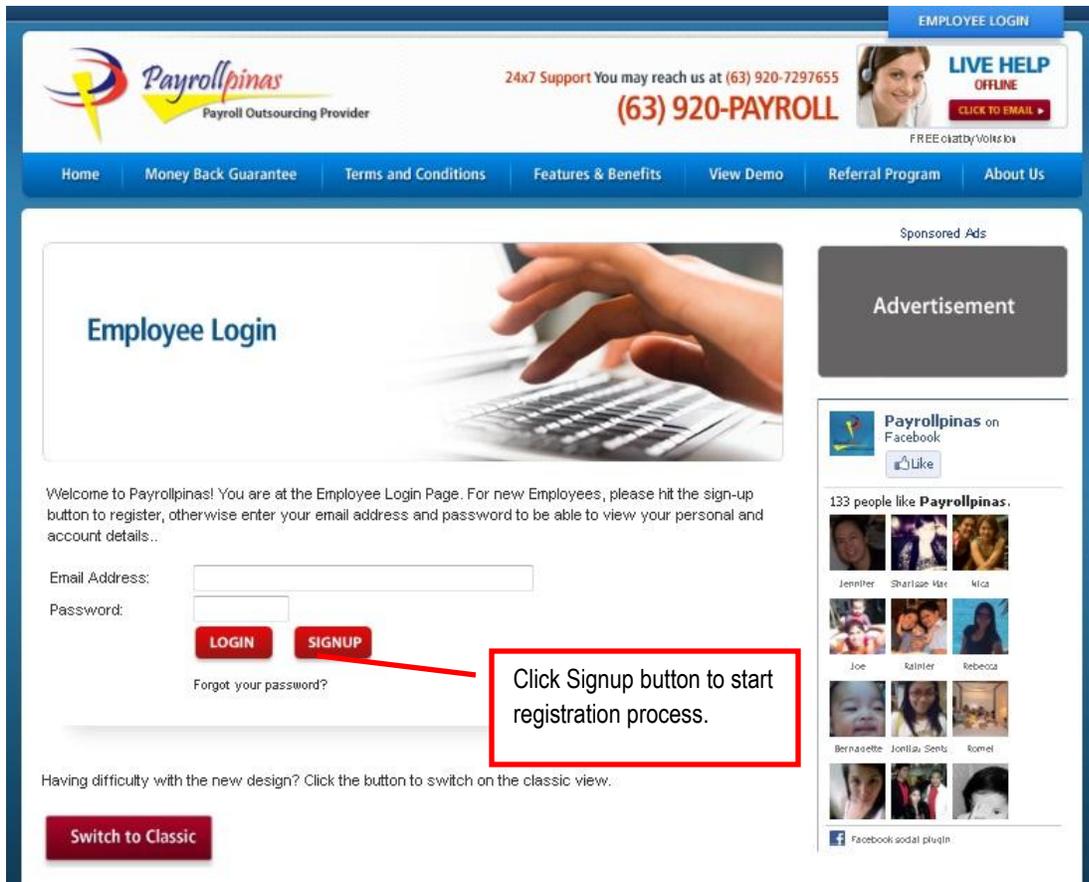
PayrollPinas.com is the first web-based Payroll outsourcing provider in the Philippines.
The employer will surely be able to control all his employees data anytime, anywhere in the world.
READ MORE

EMPLOYERS SIGN UP NOW!
FREE 15 DAYS TRIAL

PayrollPinas Sample Reports
Download PDF Reports

PayrollPinas WhitePaper
Download PDF Reports

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



EMPLOYEE LOGIN

Payrollpinas.com
Payroll Outsourcing Provider

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

LIVE HELP
OFFLINE
CLICK TO EMAIL

FREE chat by VOIP

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?

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 Sharla Mae Mica
Joe Rainer Rebecca
Bernadette Jonila Senti Romel

Facebook social plugin

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



Employee Sign-Up

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 *

Sponsored Ads

Advertisement

Advertisement

Advertisement

Payrollpinas on Facebook

Like

133 people like Payrollpinas.



Ray John Neils Kenneth

Jennifer Francoe Adhle Larleigh

Enter all required details. Kindly take note that the Account ID is the one issued to you by your company. Please do not have your Account ID interchanged with your Employee ID so that there would be no errors during the registration process. Double check all entries before hitting the Signup button.

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

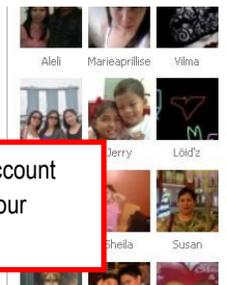
Name of Company

Account ID

SSS Number - -

Date of Birth Day Month Year

This should be the Account ID issued to you by your company.



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

Registration Verification

Enter Code Shown



Please enter the code as shown on the box.

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 ▶

Click the Signup button to continue with the registration.





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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 in the top right. Below the navigation bar, a banner features the Payrollpinas logo, a 24x7 support phone number (63) 920-7297655, and a 'LIVE HELP OFFLINE' button with a 'CLICK TO EMAIL' link. A woman's face is visible in the help section. Below the banner, a large image shows a woman smiling while looking at a laptop displaying a payslip. The text 'View your Payslip Anytime, Anywhere!' is overlaid on the image. Below the image, the heading 'Successful Registration' is followed by a congratulatory message: 'Congratulations! You have successfully registered to Payrollpinas. Please check your email and click on the link provided for the activation of your account.' and a welcome message: 'With all our hearts, Welcome to Payrollpinas!'. On the right side, there is a 'Sponsored Ads' section with a placeholder for an advertisement, and a Facebook social media widget showing the company's profile and a list of users who like the page, including Rebecca, Kenneth, Bernaette, Jorge, Klara, and Romel.



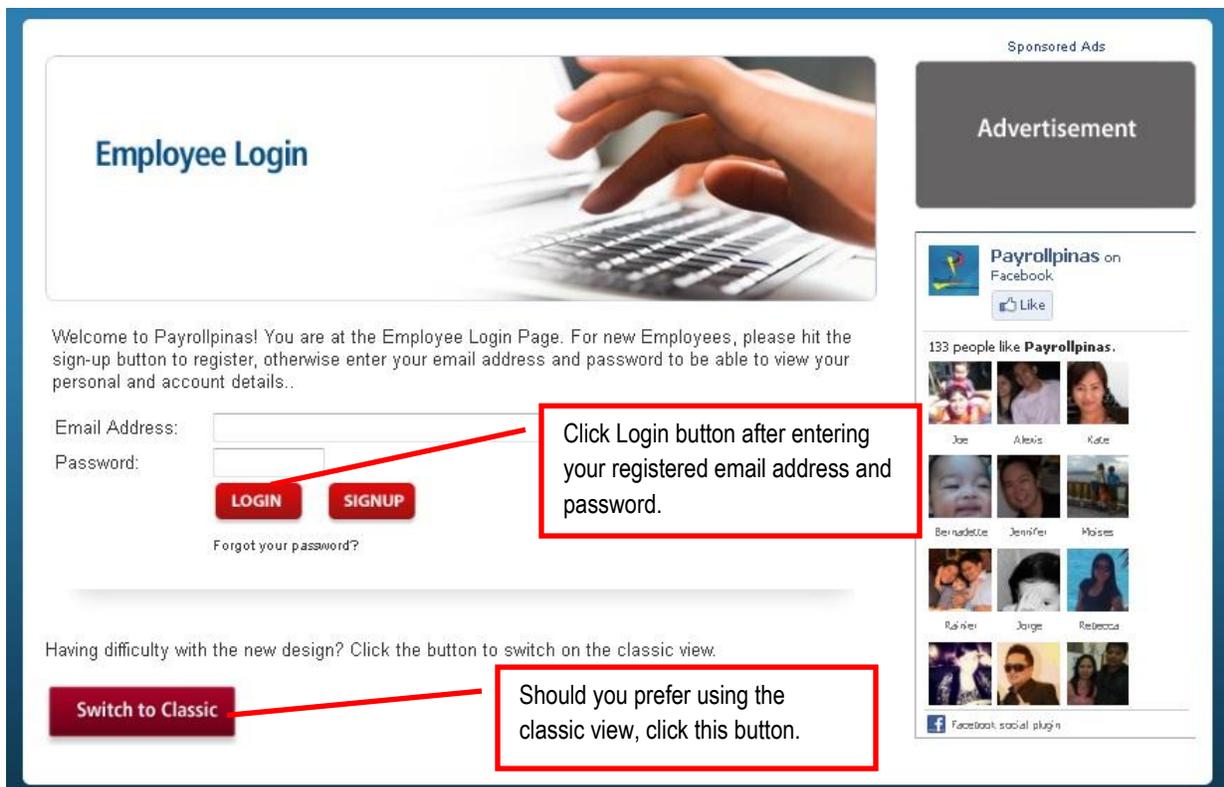
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Activation Successful. Your account is now ready for utilization.

The screenshot shows the Payrollpinas.com website interface. At the top right, there is an "EMPLOYEE LOGIN" button. The main header includes the Payrollpinas logo, the text "Payroll Outsourcing Provider", and contact information: "24x7 Support You may reach us at (63) 920-7297655 (63) 920-PAYROLL". A "LIVE HELP" section indicates "OFFLINE" with a "CLICK TO EMAIL" button. Below the header is a navigation menu with links: Home, Money Back Guarantee, Terms and Conditions, Features & Benefits, View Demo, Referral Program, and About Us. The main content area features a large image of a woman smiling while looking at a laptop displaying a payslip, with the text "View your Payslip Anytime, Anywhere!". Below this image is a section titled "Activation Status" with the message: "Congratulations! Your account with Payrollpinas is already activated and is ready for use. may now log-in to view your virtual income file." To the right of the main content are three stacked "Sponsored Ads" boxes, each labeled "Advertisement".

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. Note: If you have registered already and is using the new Payrollpinas' Employees' Page for the first time, and have forgotten your registered email address; please click on the Switch to Classic button and look for your registered email address. After which you may proceed with using the new employee's page.



The screenshot shows the 'Employee Login' page. At the top left, there is a header with the text 'Employee Login' and a background image of hands typing on a laptop. Below this, a welcome message reads: '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:', a 'Forgot your password?' link, and two buttons: 'LOGIN' and 'SIGNUP'. 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 for 'Payrollpinas on Facebook', showing a 'Like' button and a grid of 133 people who like the page, with names like Joe, Alexis, Kofe, Bernadette, Jennifer, Moises, Rainier, Jorge, and Rebecca.

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: PFC10176 is Active since 2011-07-10

Sponsored Ads

Advertisement

Advertisement

Advertisement

Advertisement

Advertisement

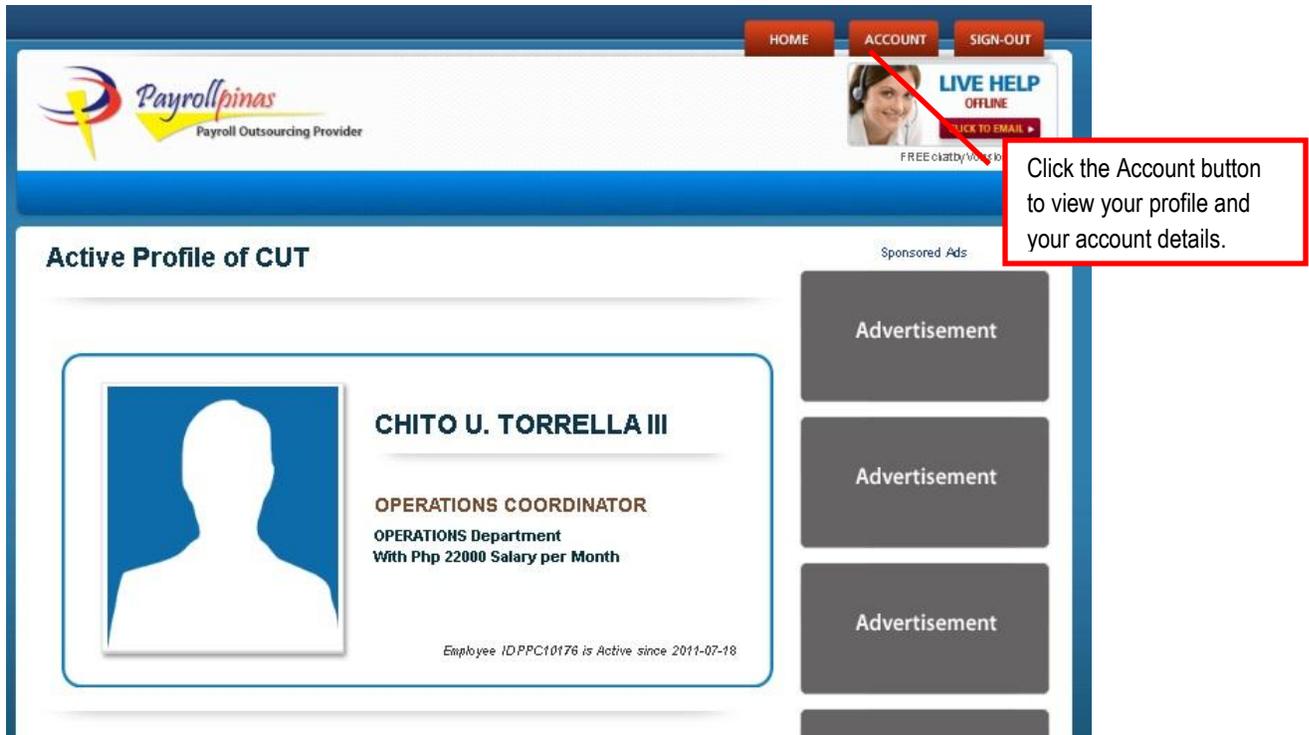
Advertisement

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	

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



The screenshot shows the PayrollPinas website interface. At the top right, there are navigation buttons for HOME, ACCOUNT, and SIGN-OUT. The ACCOUNT button is highlighted with a red box and a red arrow pointing to it. A callout box next to the arrow contains the text: "Click the Account button to view your profile and your account details." Below the navigation bar, the website header includes the Payrollpinas logo and a "LIVE HELP" section with "OFFLINE" status and a "CLICK TO EMAIL" button. The main content area displays the "Active Profile of CUT" for a user named CHITO U. TORRELLA III, who is 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, there are several "Advertisement" placeholders.

Your Profile Page with your Personal and Account Details.



CHITO U. TORRELLA III
OPERATIONS COORDINATOR
OPERATIONS Department

Sponsored Ads

Advertisement

Advertisement

Advertisement

Advertisement

Advertisement

Advertisement

Advertisement

My Profile

Employee IDP	PPC10176
Alternate IDP	
Date of Birth	1982-07-19
Emp. Status	MC1

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

Account Details

Hiring Date	2011-01-13
Employment Status	
Date Permanent	

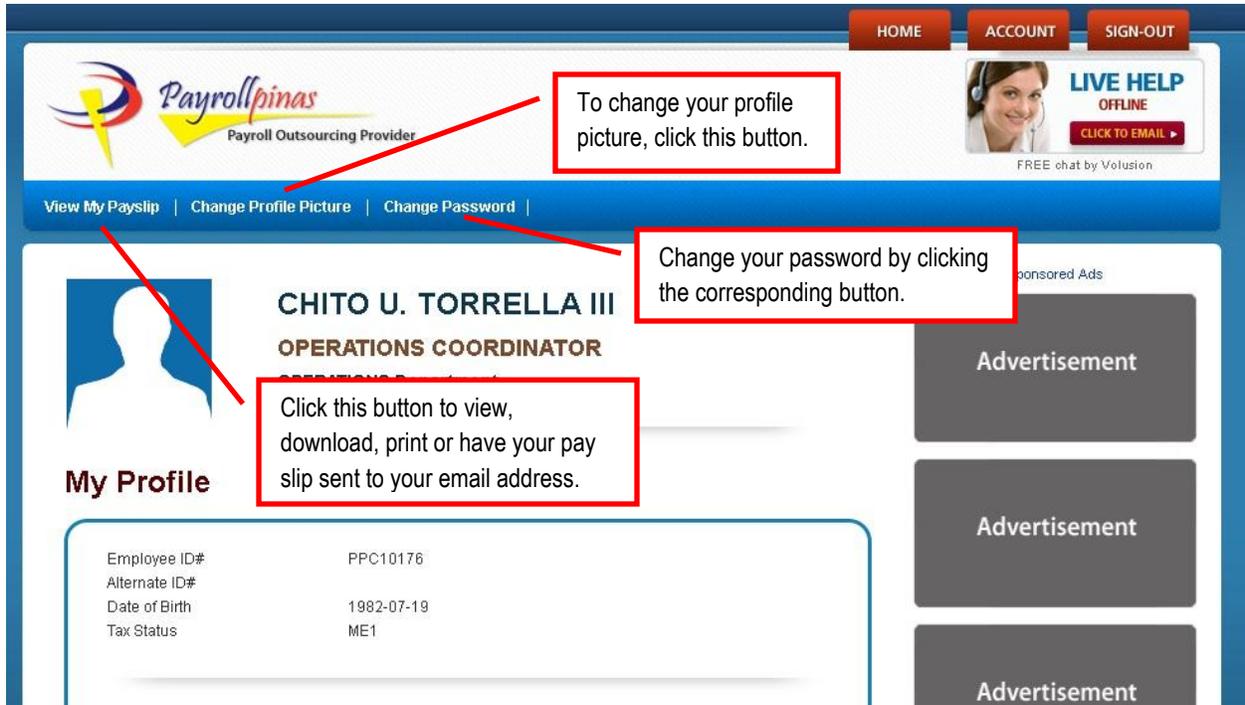
Assigned Cost Centre	OPERATIONS
Grade Level	

TIN	000-000-000
SSS Number	00-0000000-0
Philhealth Number	00-00000000-0
Pay-Tag Number	0000-000000-00

Name of Bank	PSB
Account Number	0000000000

Allowed to Render Overtime	Yes
Additional Pay-Tag	0

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 content area shows the user's profile for CHITO U. TORRELLA III, an OPERATIONS COORDINATOR. A table lists employee details: Employee ID# (PPC10176), Alternate ID#, Date of Birth (1982-07-19), and Tax Status (ME1). Three advertisement placeholders are visible on the right side.

Annotations:

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



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VIEWING YOUR PAY SLIP

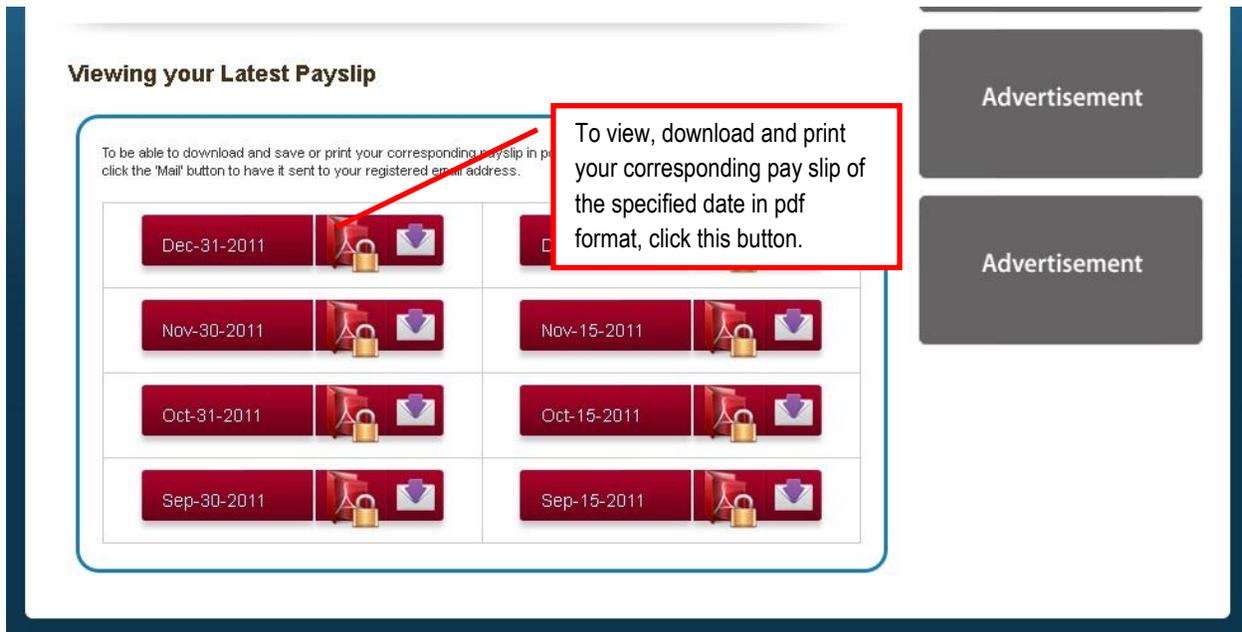
While you are on your account page, click 'View My Pay Slip'.

The screenshot shows the user account page for CHITO U. TORRELLA III. At the top right, there are navigation buttons for HOME, ACCOUNT, and SIGN-OUT. Below these is the Payrollpinas logo and a 'LIVE HELP OFFLINE' chat widget with a 'CLICK TO EMAIL' button. A red box highlights the 'View My Payslip' link in the top navigation bar, with a red arrow pointing to it from a text box that says 'Click to view Pay Slip'. 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'.

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

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, click the 'Mail' button to have it sent to your registered email address.

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

Advertisement

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 Telephone Number +63(2)655.37.63 email: payslip@PayrollPinas.com

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

downloaded.pdf - Adobe Reader

File Edit View Window Help

1 / 1 100%

Tools Sign Comment

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>		Hrs	Amounts	<u>Deduction Details</u>		Amounts	<u>Employer Contribution</u>	
BASIC			5,500.00	SSS PREMIUM		0.00	SSS Premiun	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

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.

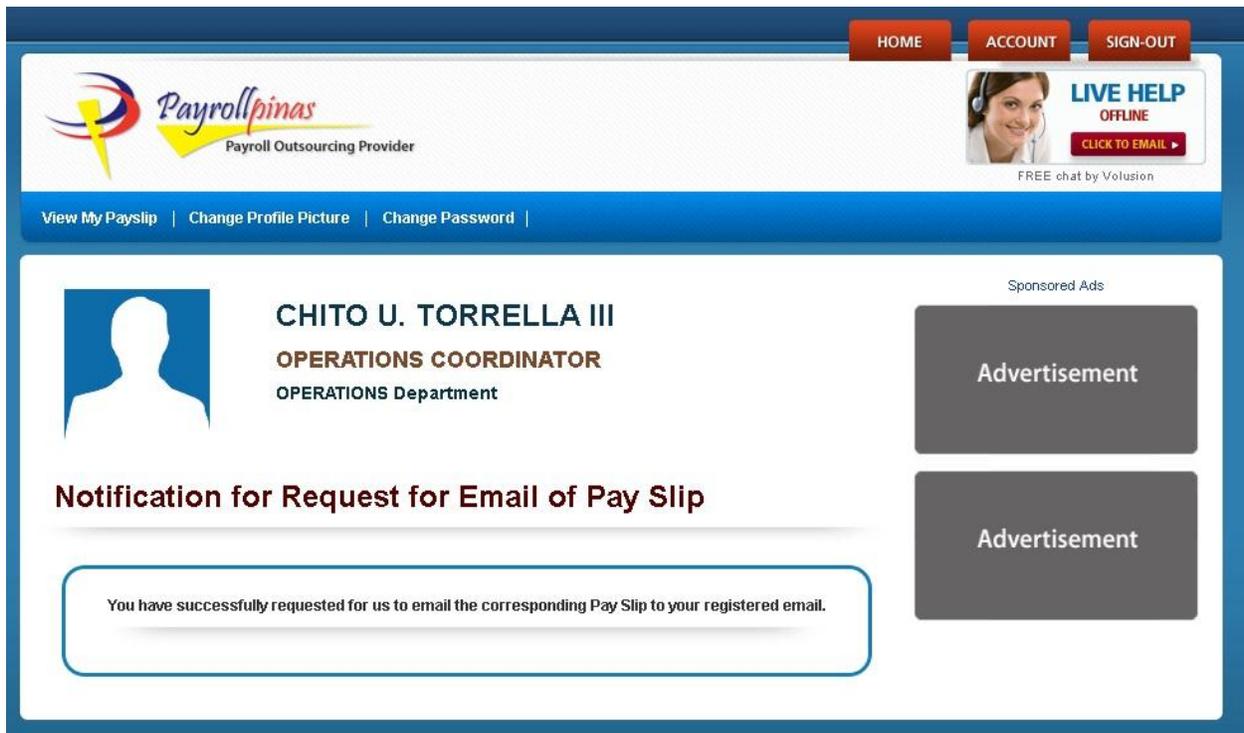
Dec-31-2011		Dec-15-2011	
Nov-30-2011		Nov-15-2011	
Oct-31-2011		Oct-15-2011	
Sep-30-2011		Sep-15-2011	

Advertisement

Advertisement

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

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 interface of the Payrollpinas.com website. At the top, there are navigation buttons for HOME, ACCOUNT, and SIGN-OUT. The main header features the Payrollpinas logo and a 'LIVE HELP OFFLINE' chat widget with a 'CLICK TO EMAIL' button. Below the header, there are links for 'View My Payslip', 'Change Profile Picture', and 'Change Password'. The user's profile is displayed, identifying CHITO U. TORRELLA III as an OPERATIONS COORDINATOR in the OPERATIONS Department. A prominent notification box states: 'Notification for Request for Email of Pay Slip' and 'You have successfully requested for us to email the corresponding Pay Slip to your registered email.' To the right of the notification, there are two 'Advertisement' placeholders under the heading 'Sponsored Ads'.



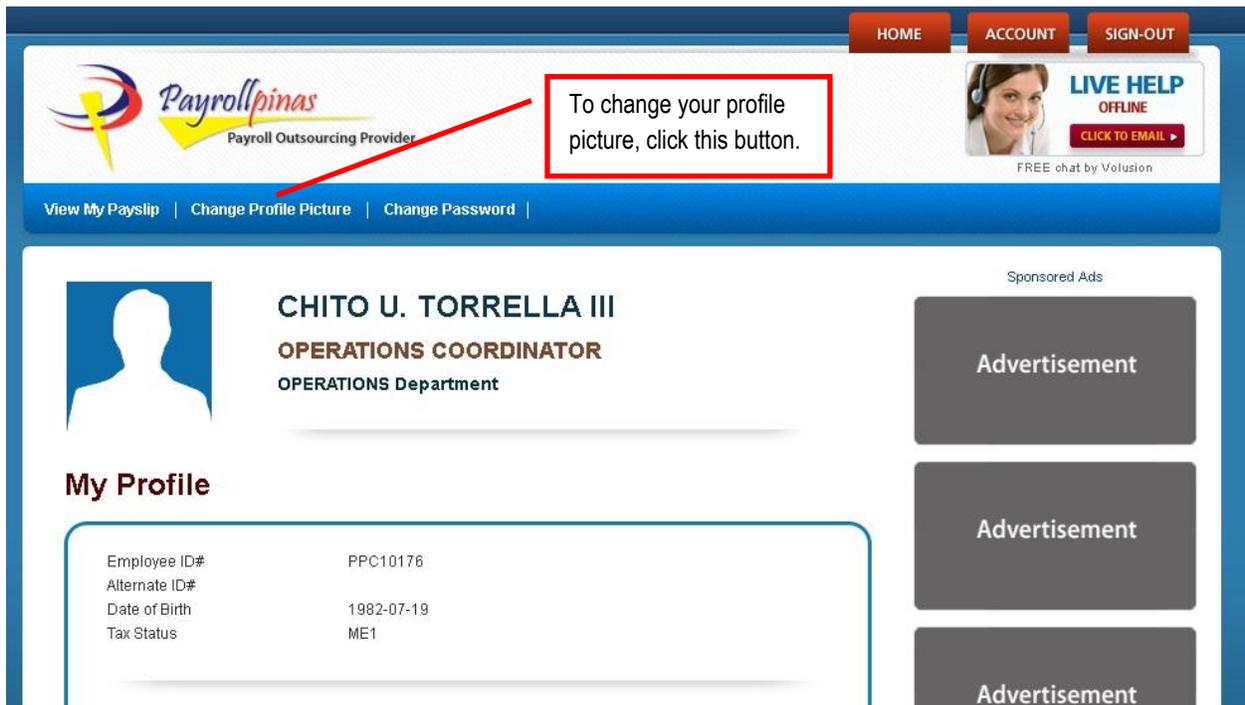
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Telephone Number +63(2)655.37.63 email: payslip@PayrollPinas.com

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



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. The user's name and title, OPERATIONS COORDINATOR, are displayed. Below this, the 'My Profile' section contains a table with the following information:

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

On the right side of the page, there are three 'Advertisement' placeholders under the heading 'Sponsored Ads'. A red box highlights the 'Change Profile Picture' button in the navigation bar, with a red arrow pointing to it from the text: 'To change your profile picture, click this button.'

Follow the steps below to successfully change your profile picture.

Upload CHITO U. TORRELLA III Picture

Sponsored Ads

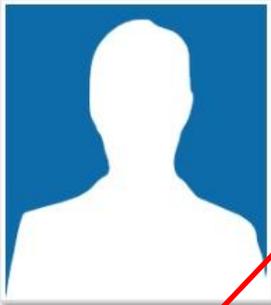
Advertisement

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):

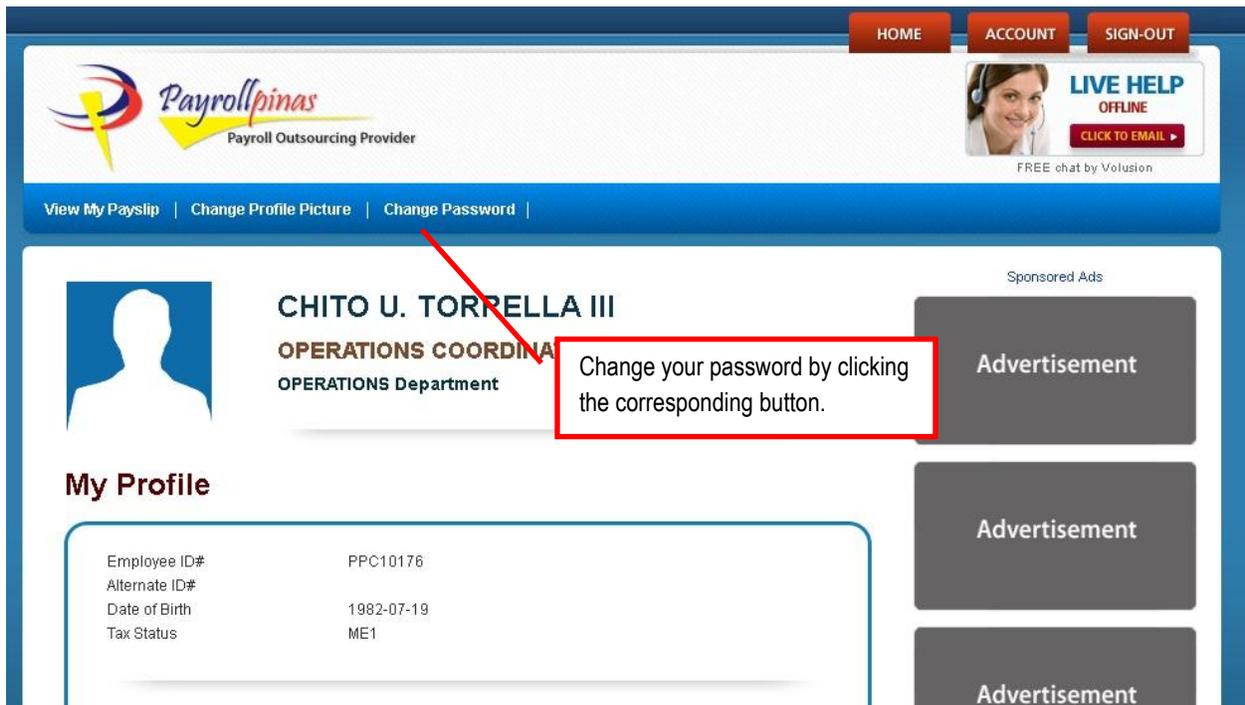
Step 1. Click this to remove your default picture.

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.

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 page includes a navigation bar with 'HOME', 'ACCOUNT', and 'SIGN-OUT' buttons. Below the navigation bar is a blue bar with 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 red box highlights the 'Change Password' link in the navigation bar, with an arrow pointing to it. A text box next to the arrow says 'Change your password by clicking the corresponding button.' The page also features a 'My Profile' section with employee details and three 'Advertisement' placeholders.

HOME ACCOUNT SIGN-OUT

Payrollpinas Payroll Outsourcing Provider

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

Advertisement

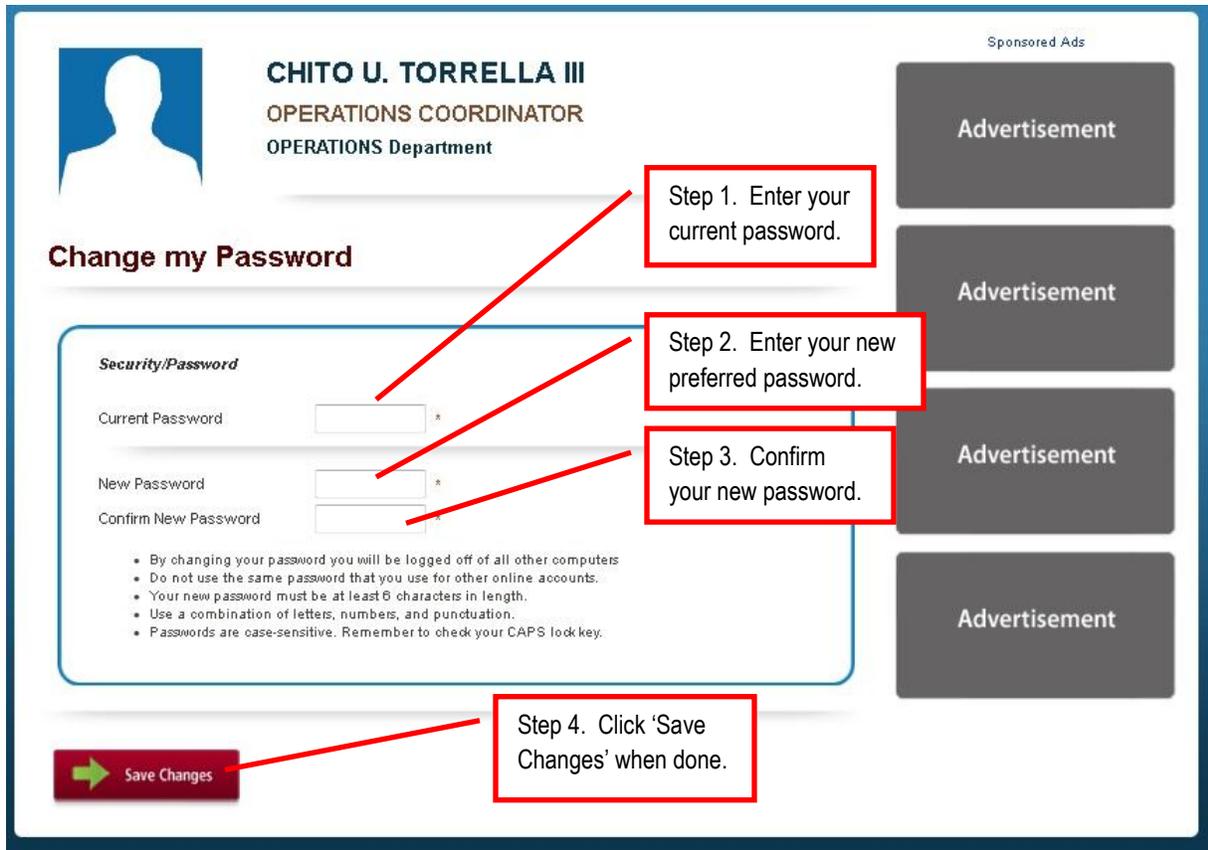
Advertisement

Advertisement

My Profile

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

Enter the required details following the steps below.



CHITO U. TORRELLA III
OPERATIONS COORDINATOR
OPERATIONS Department

Change my Password

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.

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.

Save Changes

Sponsored Ads

Advertisement

Advertisement

Advertisement

Advertisement

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 lockkey.

 Save Changes

Sponsored Ads

Advertisement

Advertisement

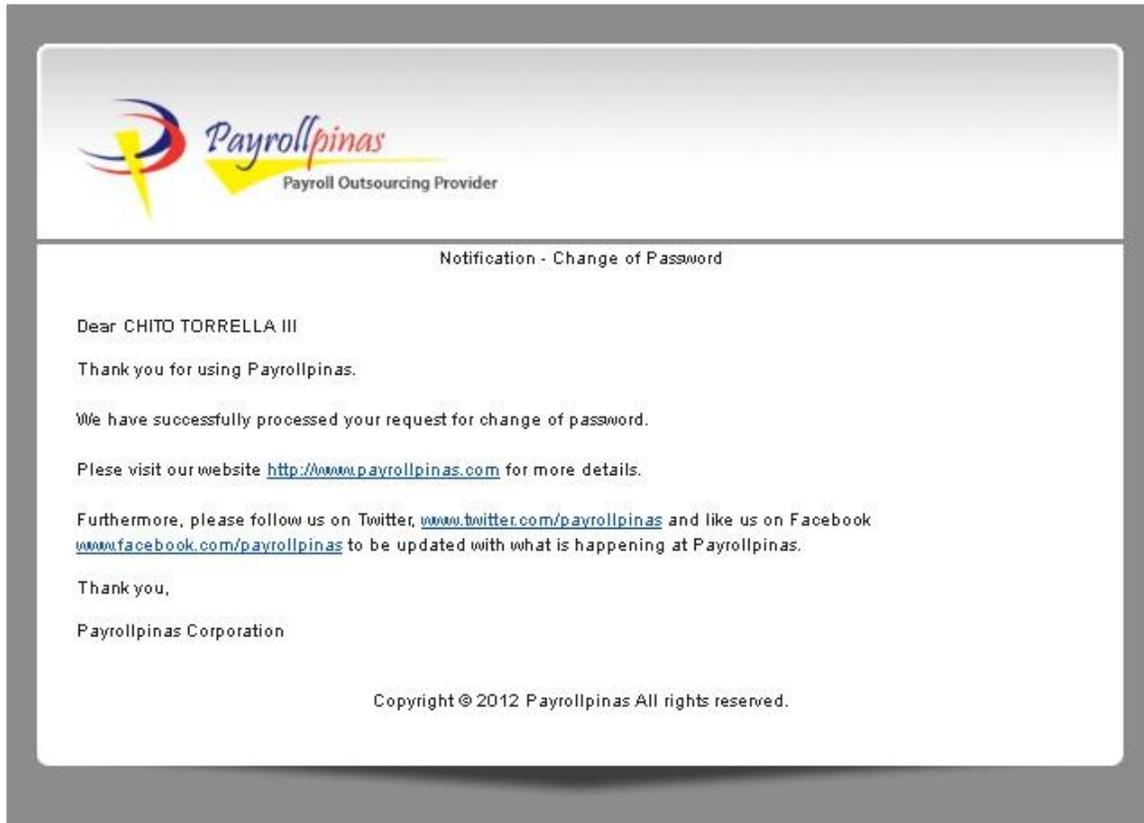
Advertisement

Advertisement



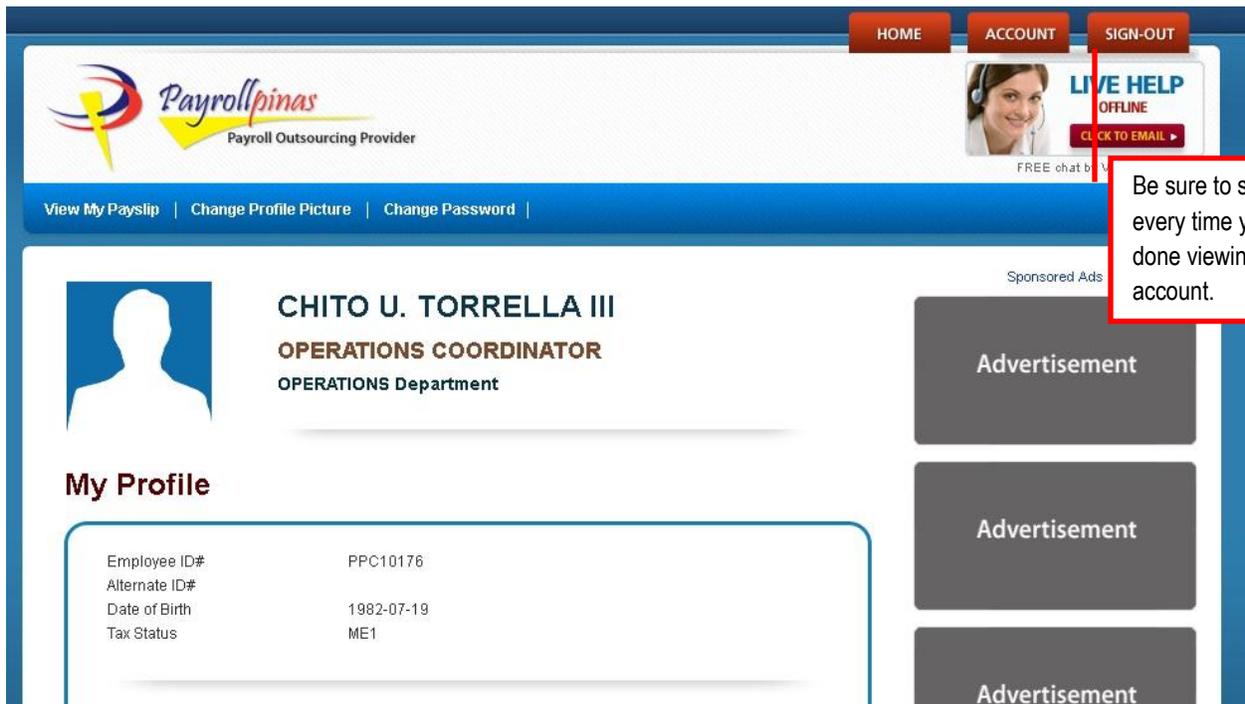
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Screenshot of Email Notification



SIGNING OUT

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



The screenshot shows the user profile page for CHITO U. TORRELLA III, an OPERATIONS COORDINATOR in the OPERATIONS Department. The page includes a navigation bar with HOME, ACCOUNT, and SIGN-OUT buttons. A callout box with a red border points to the SIGN-OUT button, containing the text: "Be sure to sign-out every time you are done viewing your account." The profile section includes a "My Profile" table with the following data:

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

On the right side of the page, there are three "Advertisement" placeholders under the heading "Sponsored Ads".