

Quick Reference Guide ESS – Viewing Payslips



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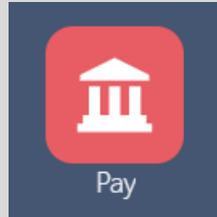
Viewing Payslips

Payslips

Step 1. Click **Me**

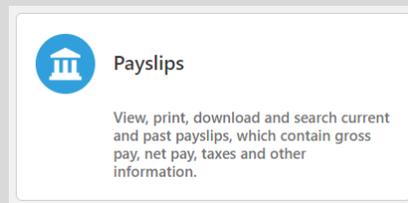


Step 2. Click on **Pay**.



It will display **Payslips** and **Payment Methods**.

Step 3. Click on **Payslips**

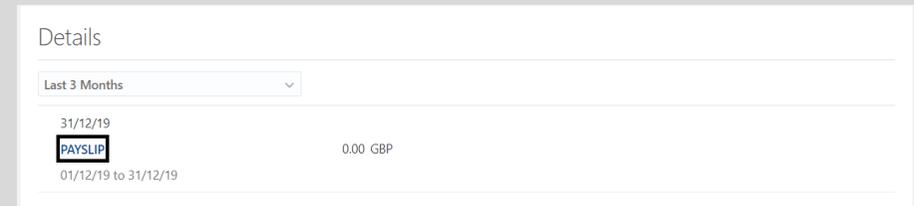


Payslips will have details such as View, print, download and search current and past payslips which contain gross pay, netpay, taxes and other information.

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Viewing Payslips

Step 4. All the previous Payslips will be displayed here.



Note: Use the Filter to Search the required payslips.

