

View Payroll Information

How to Access:

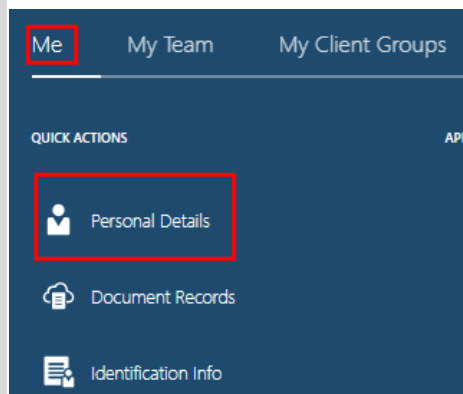
From the home page, go to Me – Personal Details – More Information

Helpful Hints:

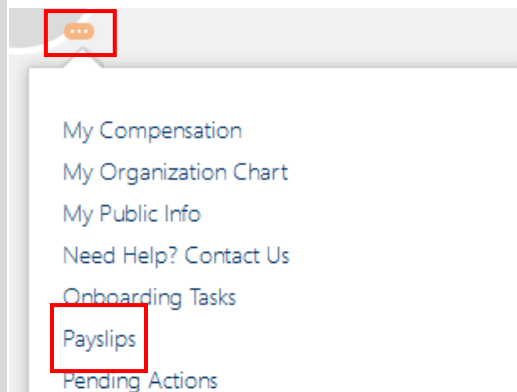
- Useful for accessing payroll information such as salary, tax withholdings, insurance deductions, and amount of distributions to different banks.

Part 1: Accessing the Pay Slip

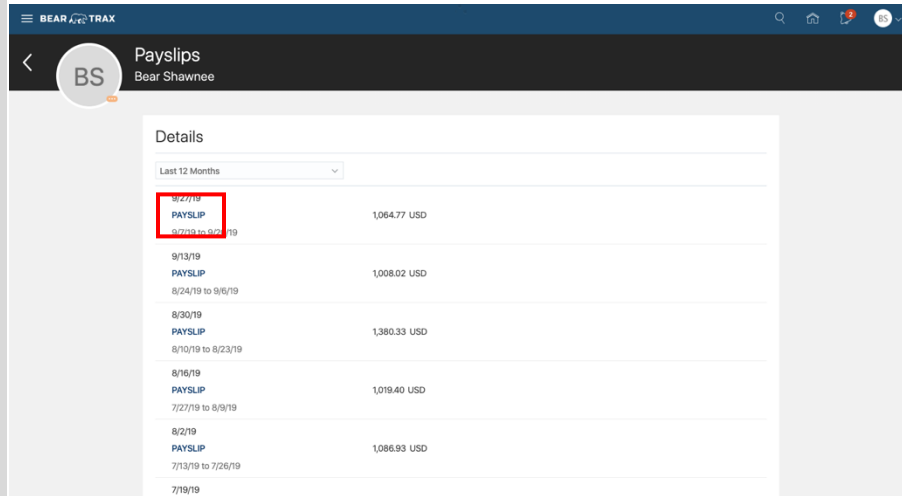
1. Select Me – Personal Details.



2. Click on the small orange More Information icon just below your initials in the top left and select Payslips. You may need to scroll down to find payslips.



3. The pay slips will populate. In order to view a PDF copy of your pay slip, click on the title PAYSリップ to download a PDF.



4. To view the PDF of the payslip, select this download button.

