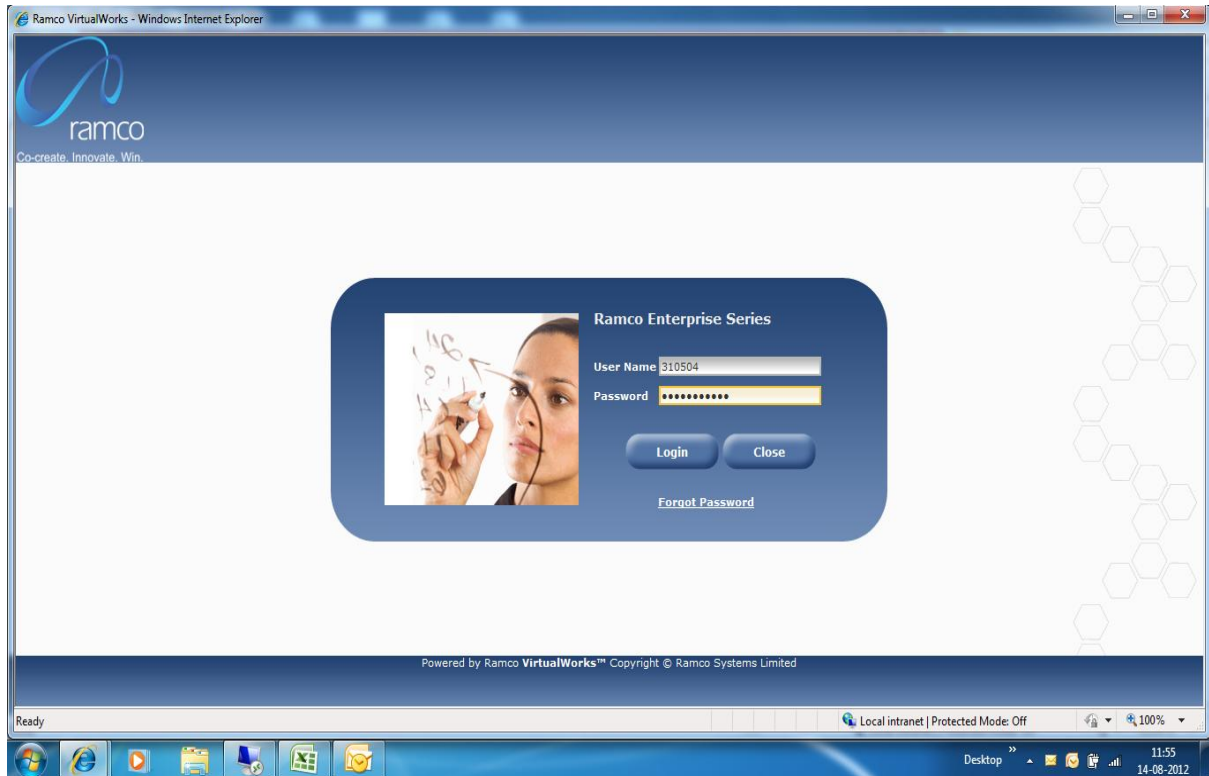# LOGIN SCREEN

STEPS:

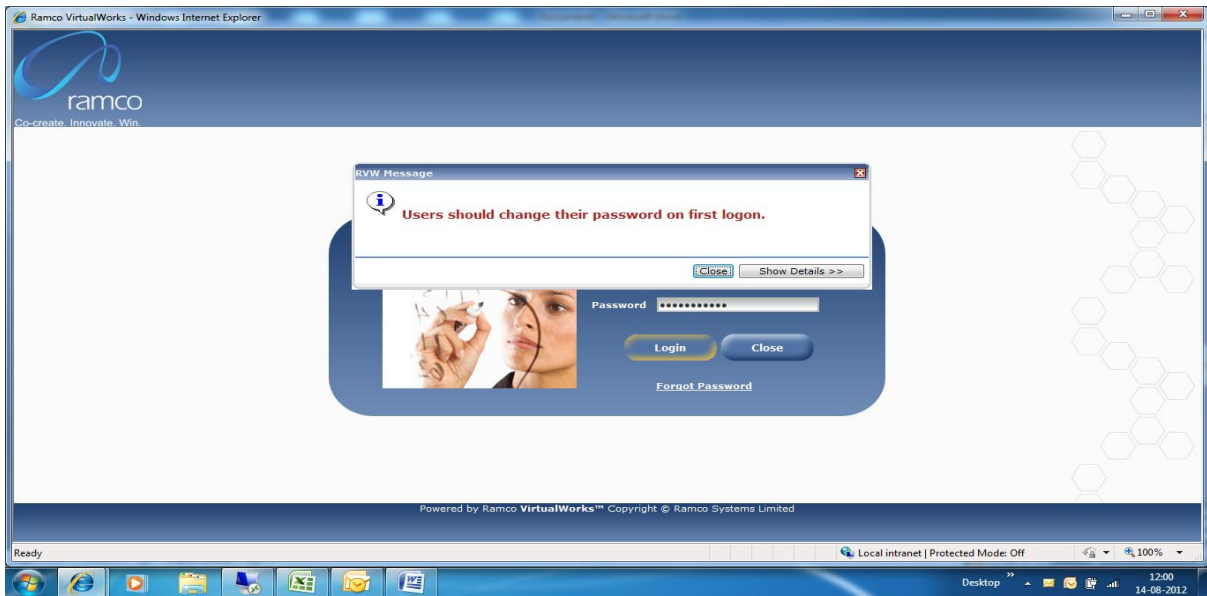**Open Internet Explorer and using the given URL launch the above screen.**

1. User Name: Enter the User Name provided to you.

2. Password: Enter the password provided to you.

   NOTE: First time users should enter **password12*** as password.
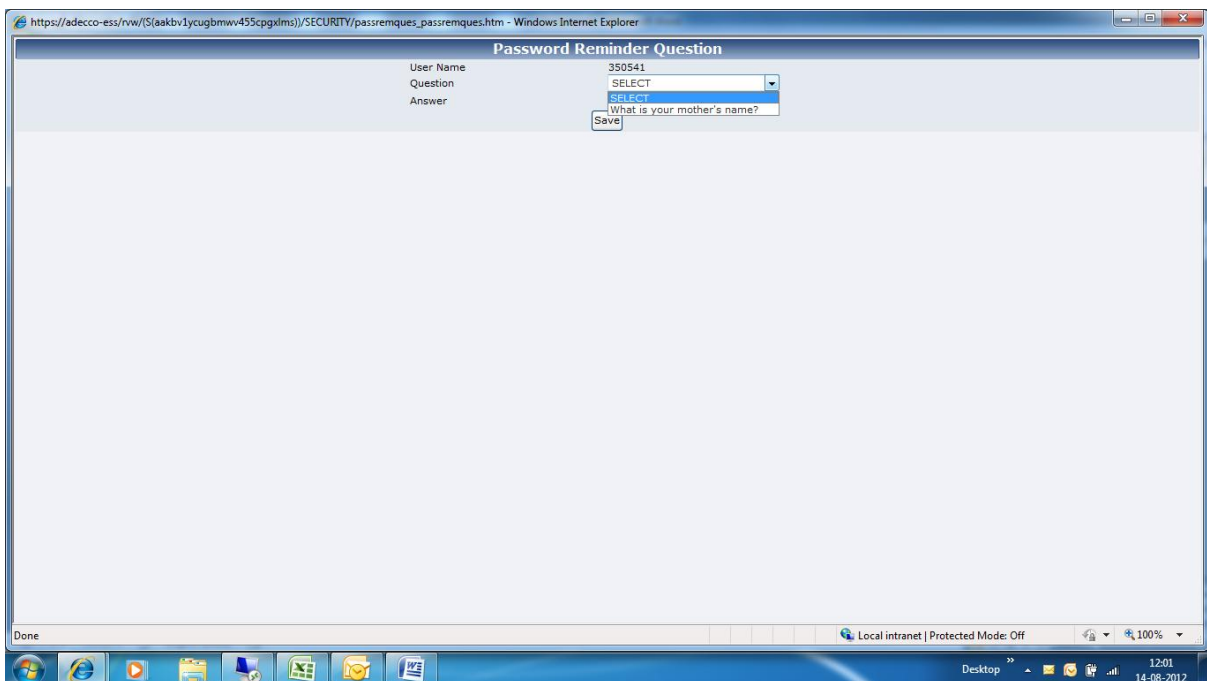
3. Press the Login button.

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On first time use of the system by login user, then system will prompt to change the user's password. (Refer above screen)

STEPS:

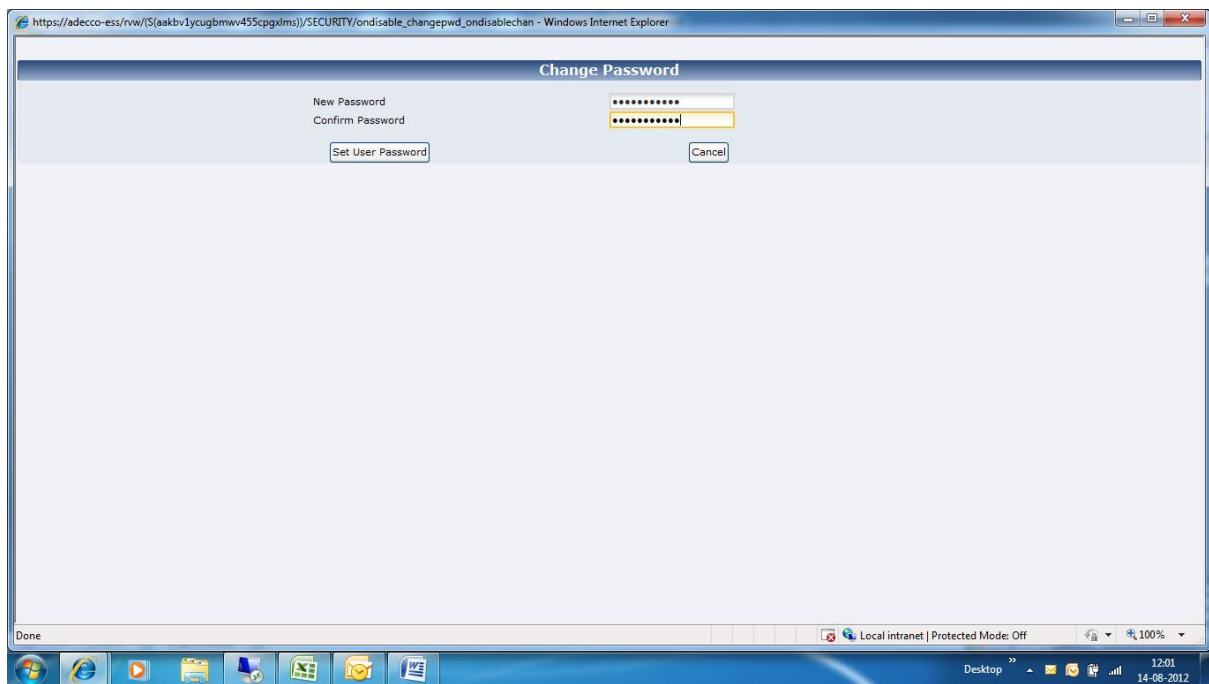   1. Press the Close button.

The below shown screen gets launched.

PASSWORD CHANGE SCREEN

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![Adecco - better work, better life]

STEPS:

1. User Name: Logged in users employee code will get displayed

2. Question: Select given question – what is your mother's name?

3. Answer: Enter the answer

4. Press Save Button.
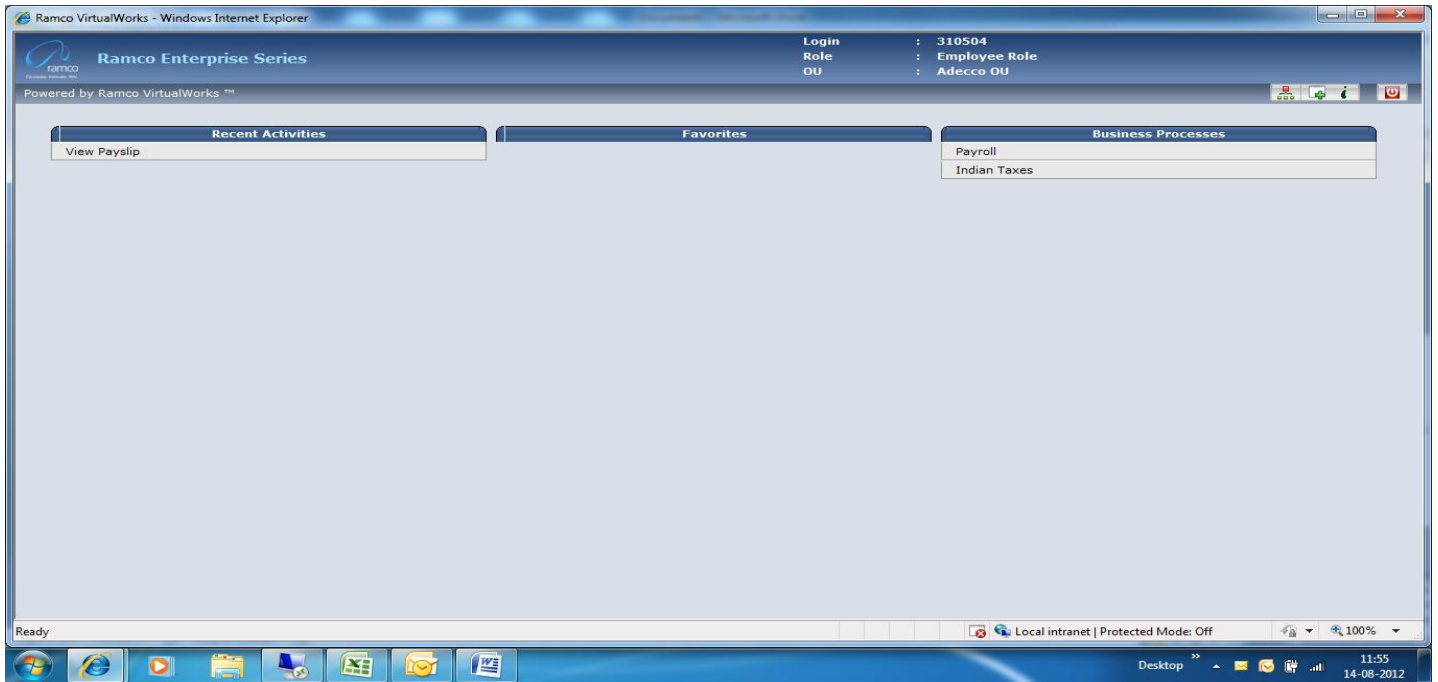
The below given screen gets launched.

STEPS:

1. New Password: Enter your new password

2. Confirm Password: Re-enter the given password.

3. Press Set User Password Button.
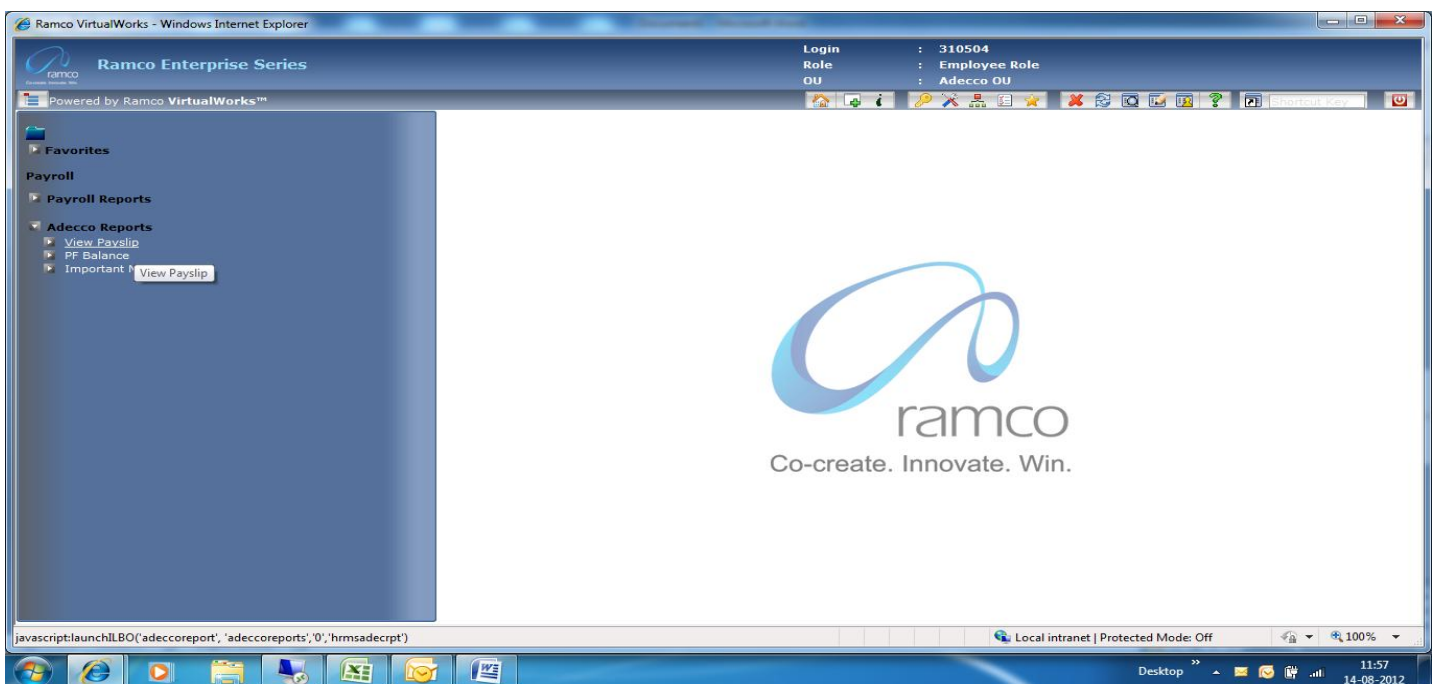
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The below shown screen gets launched.

User can view the above screen showing Business Processes – Payroll and Indian Taxes.

STEPS:

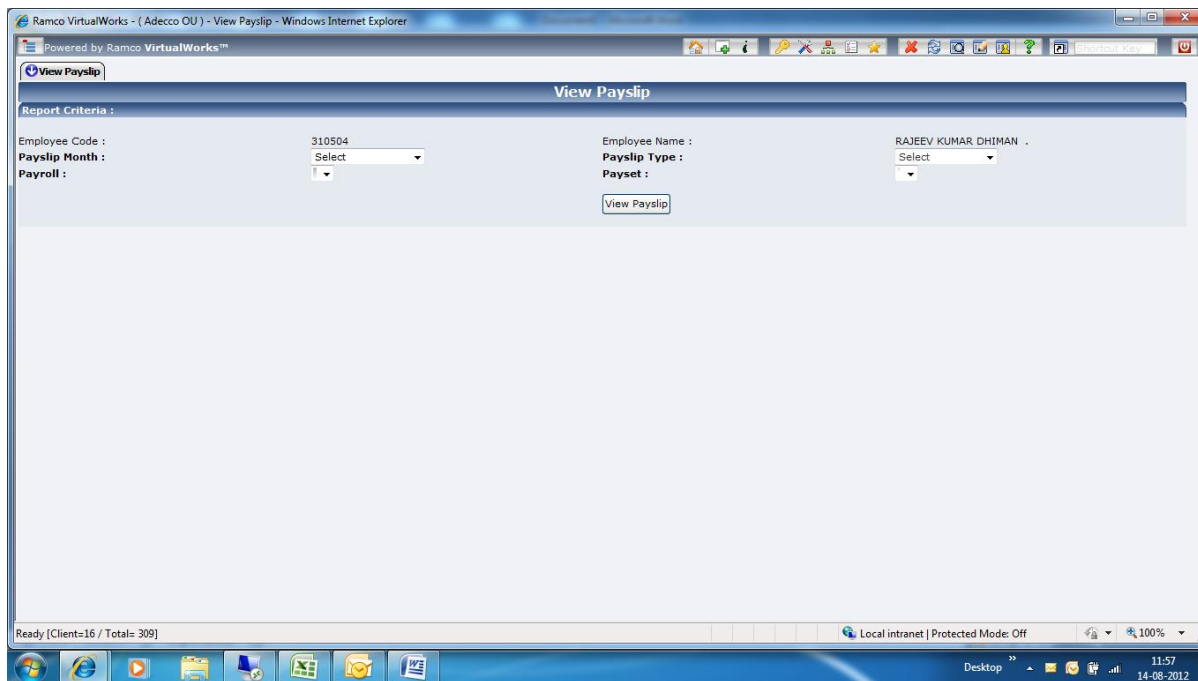1. Click on Payroll – The below shown screen gets launched.

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User can view Component – Adecco Reports.

STEPS:

1. Click on the Icon ▶ near Adecco Reports – User can see 3 activities lists
2. Click on the View Payslip. – The below shown screen gets launched.
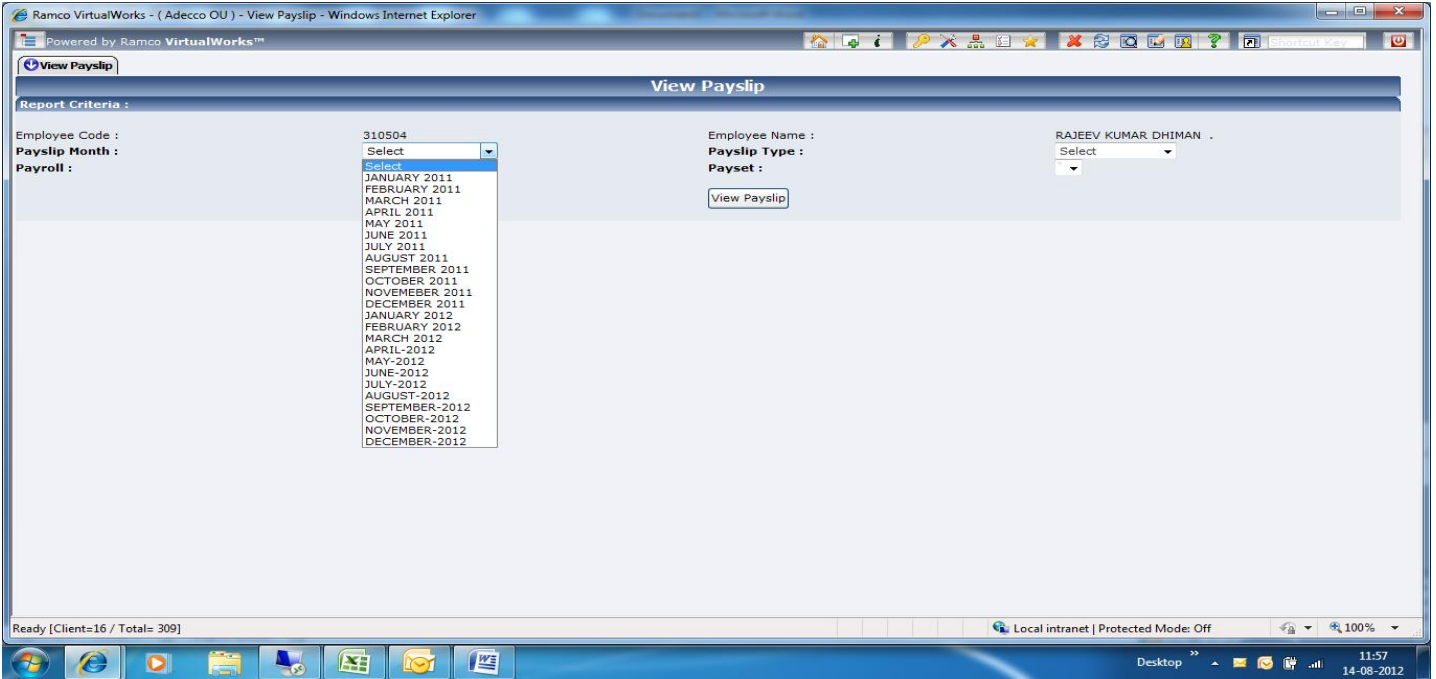
VIEW PAYSLIP

STEPS:

1. Employee Code: Login users employee code gets displayed
2. Employee Name: Login users employee name gets displayed
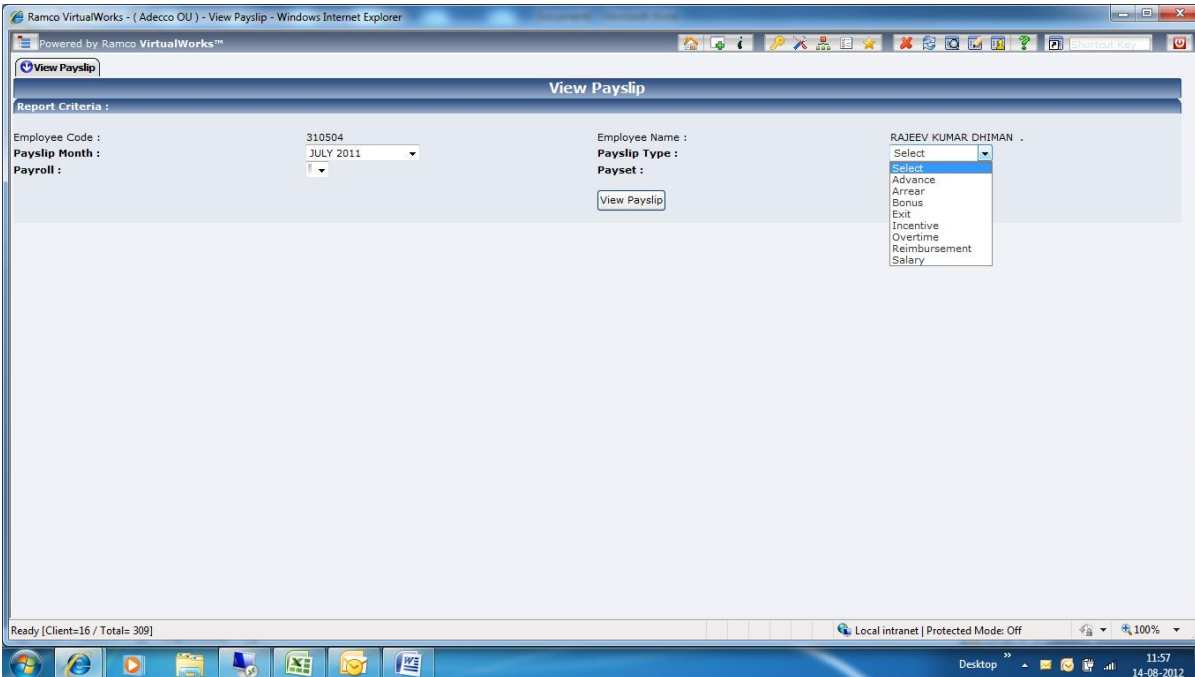3. Payslip Month: Press the Select in the drill down combo.

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The below shown details gets launched.

Select the month and year for which payslip to be viewed.

The below shown details gets launched.

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STEPS:

1. Payslip Type: Press the Select shown in the drill down combo.

Values like Advance, Arrears, Bonus etc., can be seen.

2. Select the Payroll Type for which payslip to be viewed. Example – Salary for regular payslip.
3. Payroll: The payroll for which the logged in employee belongs will get loaded.
4. Payset: The payset for which the logged in employee belongs will get loaded.
5. Press the View Payslip Button.

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The logged in user can view the payslip as below:

Click this Icon to enlarge the payslip

Payslip can be viewed as below.

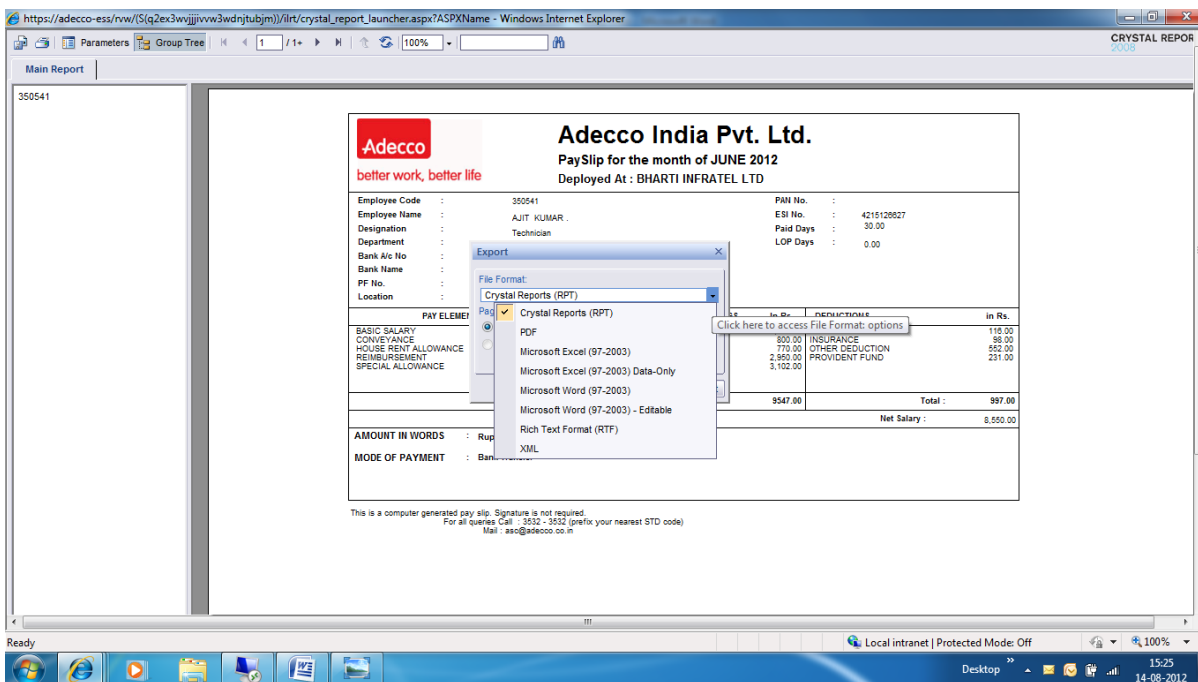**Addeco India Pvt Ltd.**

TO SAVE PAY SLIP

Click on this Icon to save the payslip in PDF format.

On click of the said icon, the above shown window gets displayed.

Select the format as PDF or as you like from the list of formats. The payslip will get saved in the selected format.

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TO PRINT PAYSLIP

Click on this Icon to print the payslip.

Click on this Icon to close the payslip screen.

On close of payslip, the below screen gets displayed.

Click on this Icon to logout from the system.

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On successful logout, the below screen gets launched.

THE END