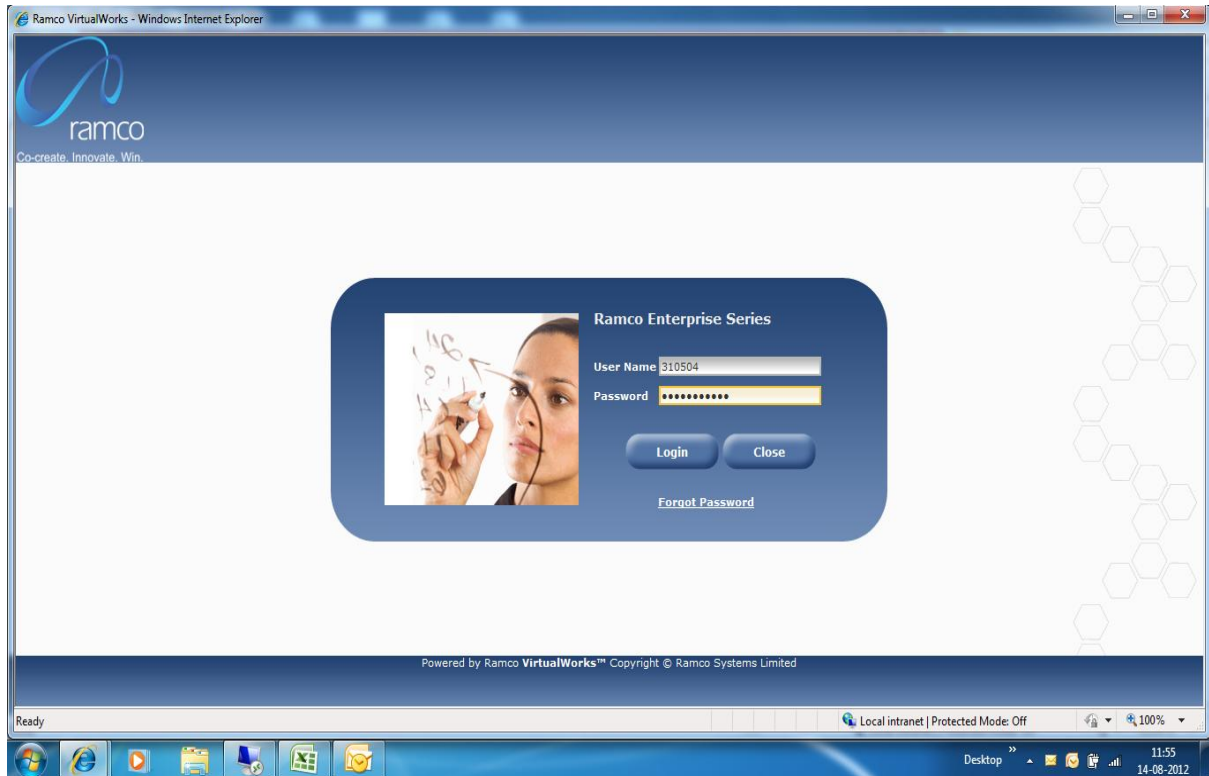


LOGIN SCREEN



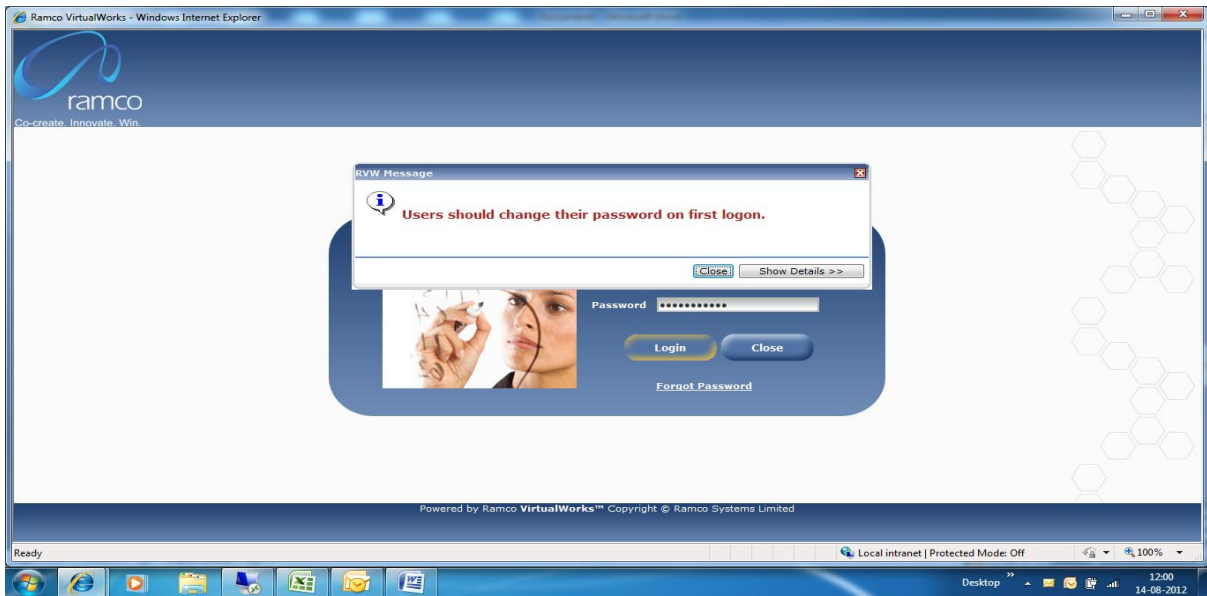
STEPS:

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.



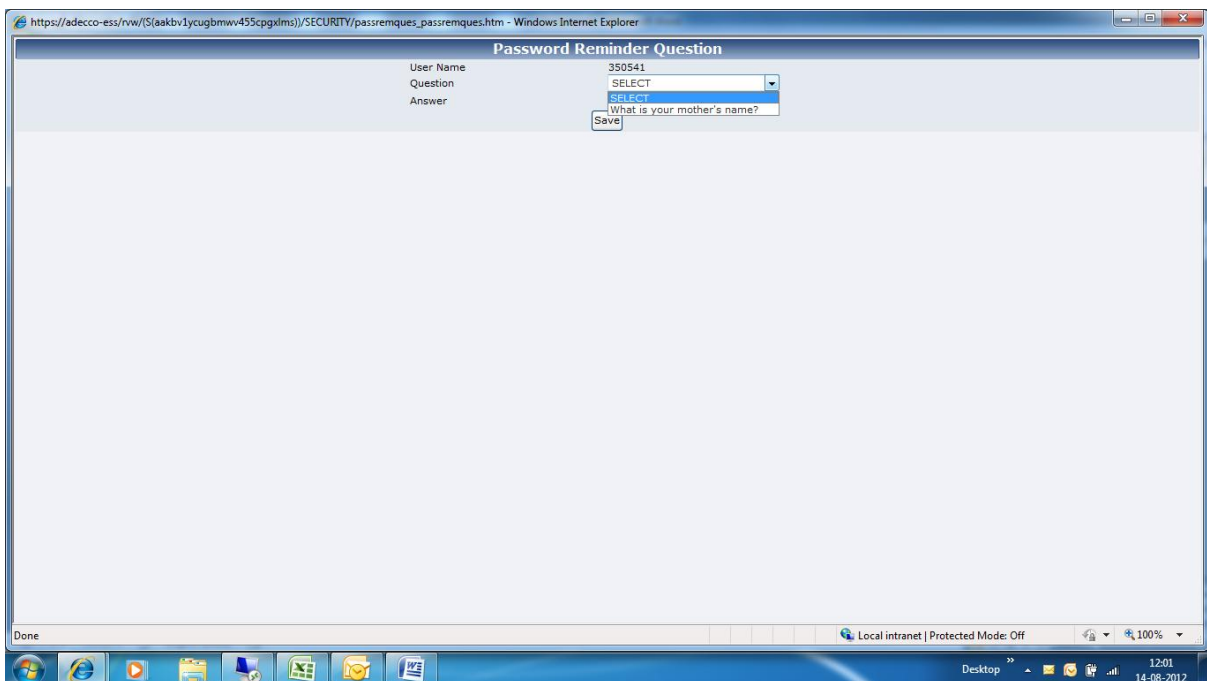
On first time use of the system by login user, then system will prompt to change the user's password. (Refer above screen)

STEPS:

1. Press the Close button.

The below shown screen gets launched.

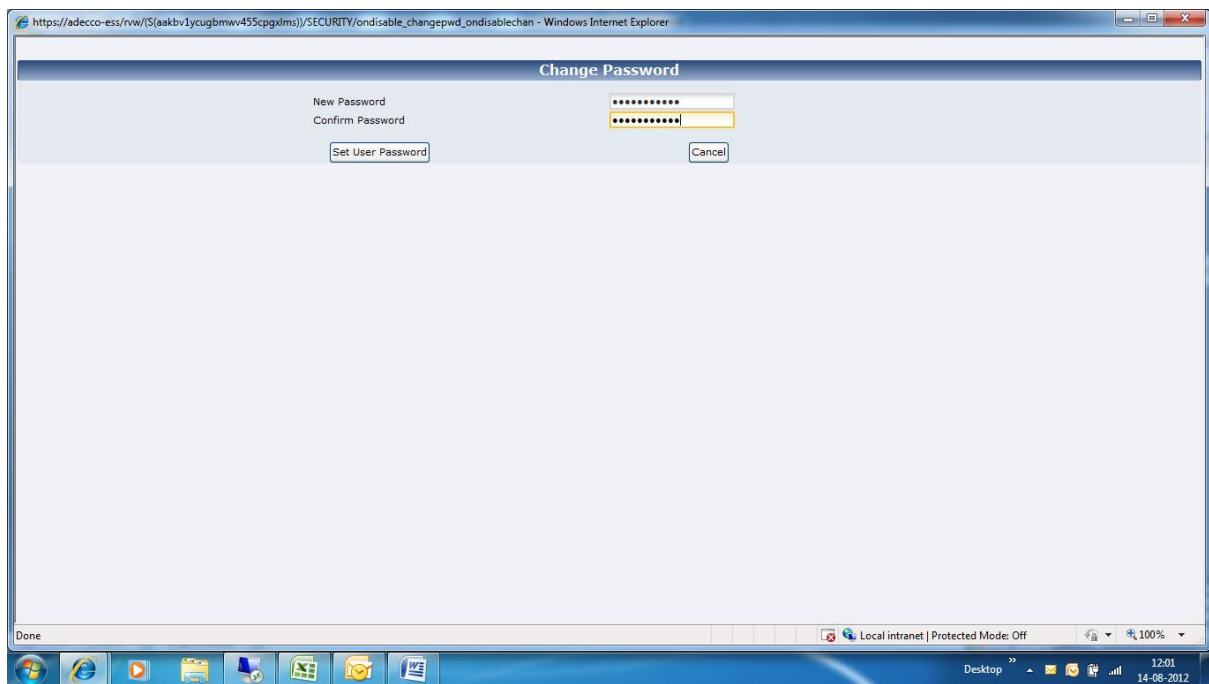
PASSWORD CHANGE SCREEN



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.



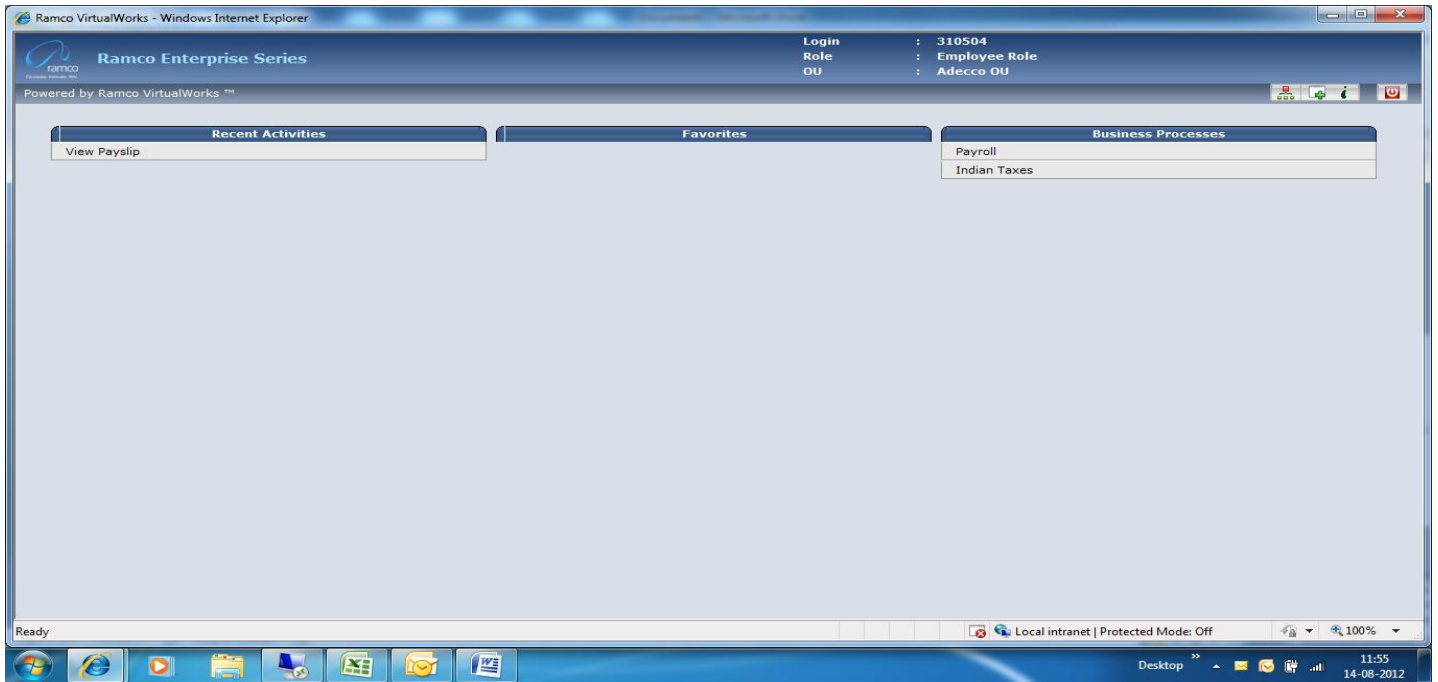
STEPS:

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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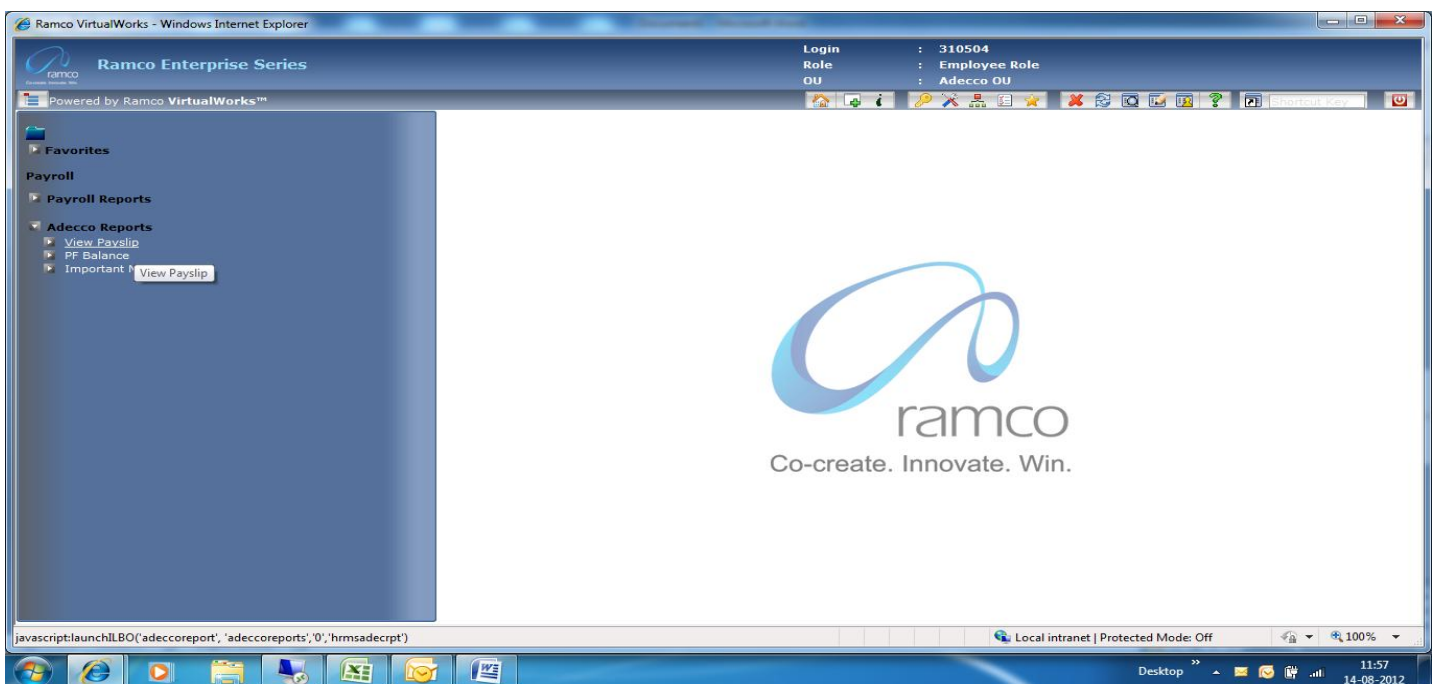
The below shown screen gets launched.



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

STEPS:


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



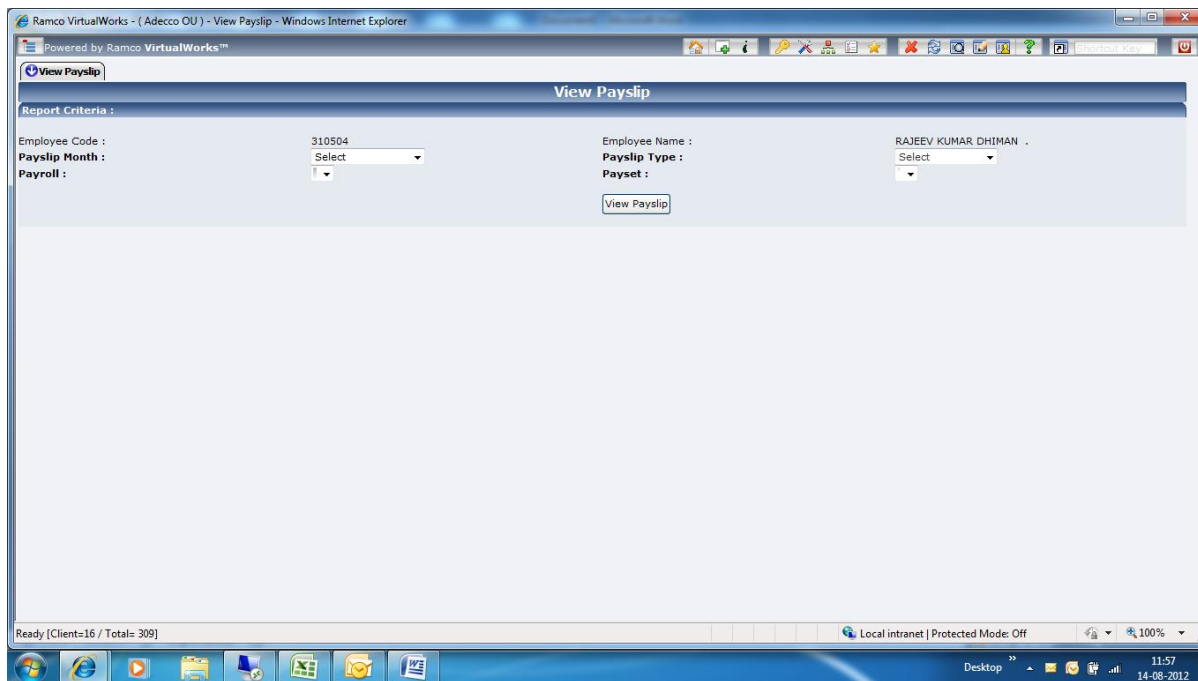
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User can view Component – Adecco Reports.

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 PAYSリップ



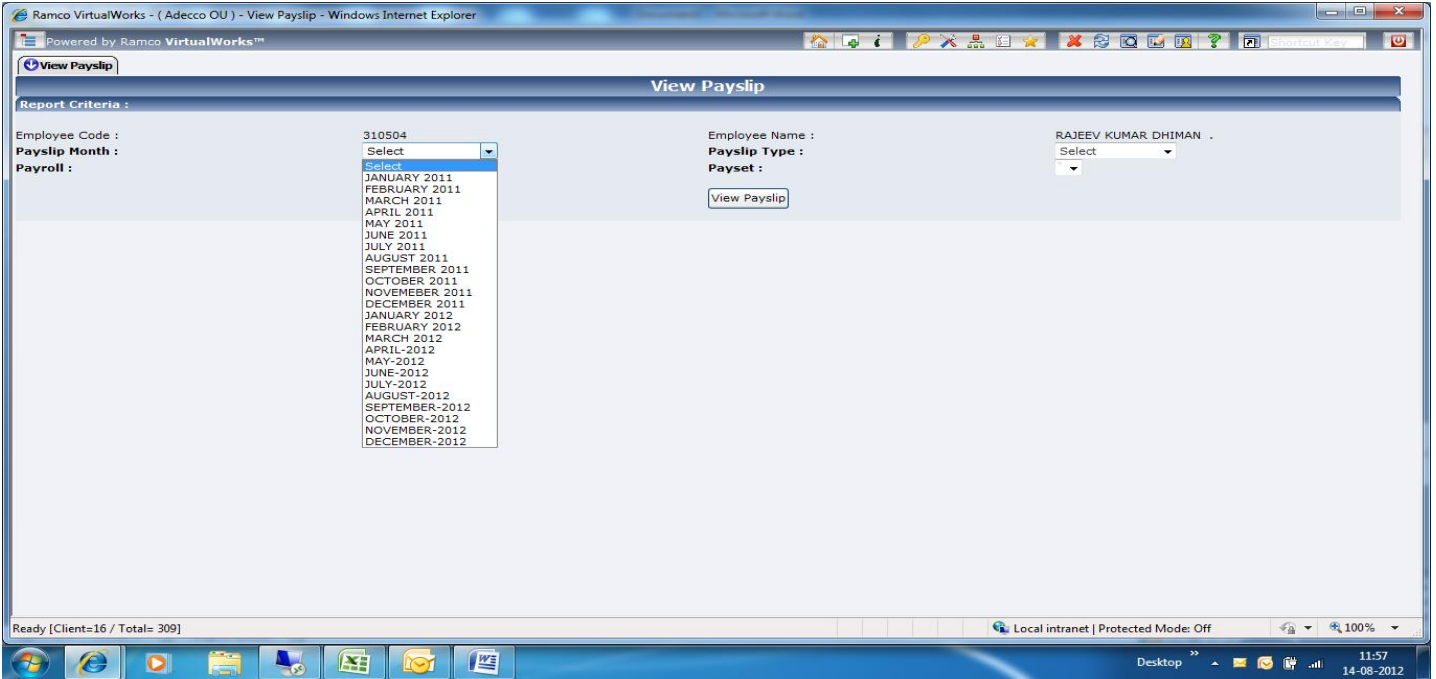
STEPS:

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.



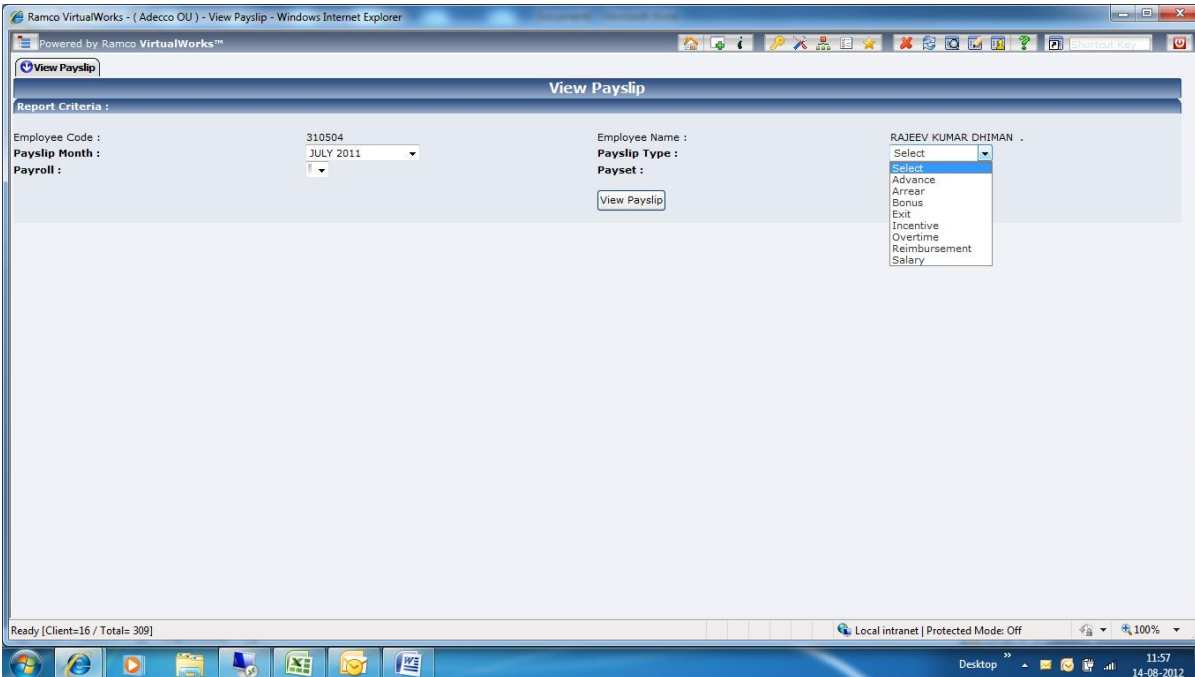
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The below shown details gets launched.



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

The below shown details gets launched.



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.

The screenshot shows a web browser window titled "Ramco VirtualWorks - (Adecco OU) - View Payslip - Windows Internet Explorer". The page content is titled "View Payslip" and includes a "Report Criteria" section with the following fields:

Employee Code :	350541	Employee Name :	AJIT KUMAR
Payslip Month :	JUNE-2012	Payslip Type :	Salary
Payroll :	JAMSHEDPUR-SAL.	Payset :	JAMSHEDPUR - Sal.

Below the form is a "View Payslip" button. The status bar at the bottom of the browser window shows "Ready [Client=15 / Total= 62]" and "Local intranet | Protected Mode: Off". The Windows taskbar at the bottom indicates the time is 12:03 on 14-08-2012.

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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.

Adecco India Pvt. Ltd.
Pay Slip for the month of JUNE 2012
Deployed At : BHARTI INFRA TEL LTD

Employee Code : 350541
Employee Name : AJIT KUMAR .
Designation : Technician
Department : O&M Engineer
Bank A/c No : 040401512704
Bank Name : I C I BANK LTD (1999)
PF No. : KN/BN/34272/359006
Location : PATNA

PAY No. :
ESI No. : 4215128027
Paid Days : 30.00
LOP Days : 0.00

PAY ELEMENTS	SALARY	In Rs.	EARNINGS	In Rs.	DEDUCTIONS	In Rs.
BASIC SALARY	1,325.00	1,325.00	1,325.00	110.00	ESI INSURANCE	88.00
CONVEYANCE	800.00	800.00	800.00	442.00	OTHER DEDUCTION	442.00
HOUSE RENT ALLOWANCE	770.00	770.00	770.00	231.00	PROVIDENT FUND	231.00
REIMBURSEMENT	3,102.00	3,102.00	2,850.00			
SPECIAL ALLOWANCE			3,102.00			
Total :	6,597.00	6,597.00	Total :	9547.00	Total :	997.00
			Net Salary :			8,550.00

AMOUNT IN WORDS : Rupees Eight Thousand Five Hundred Fifty Only.
MODE OF PAYMENT : Bank-Transfer

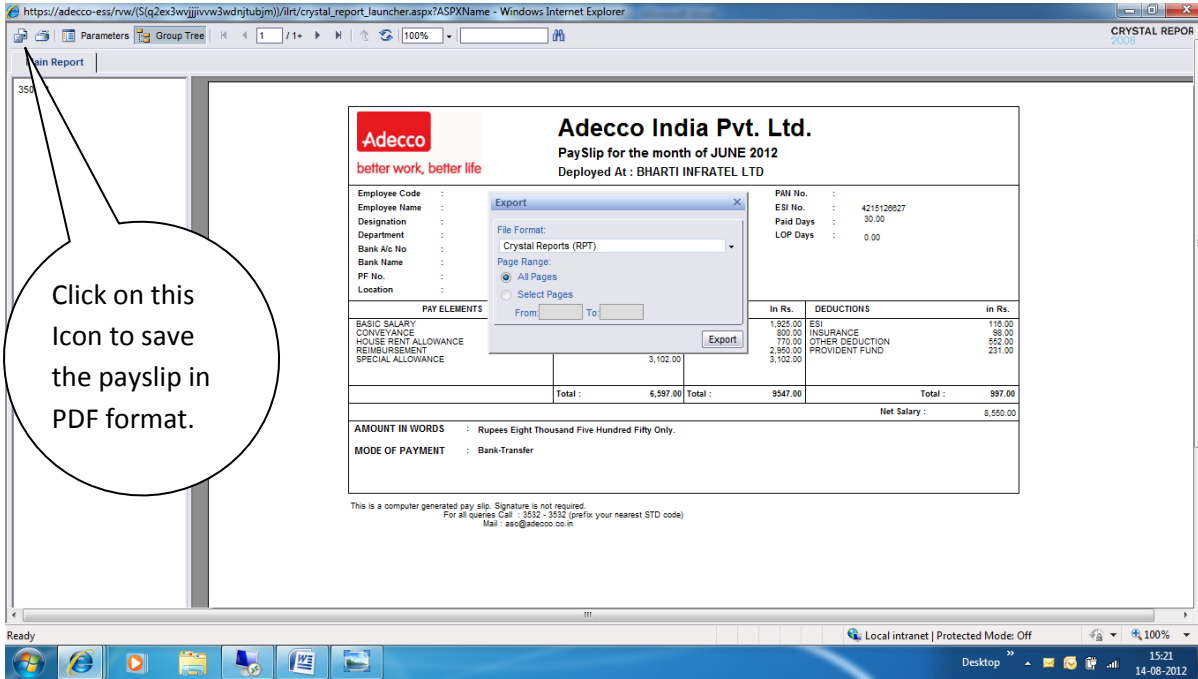
This is a computer generated pay slip. Signature is not required.
For all queries Call : 3532 - 3534 (prefix your nearest STD code)
Mail : aso@adecco.co.in

Addeco India Pvt Ltd.



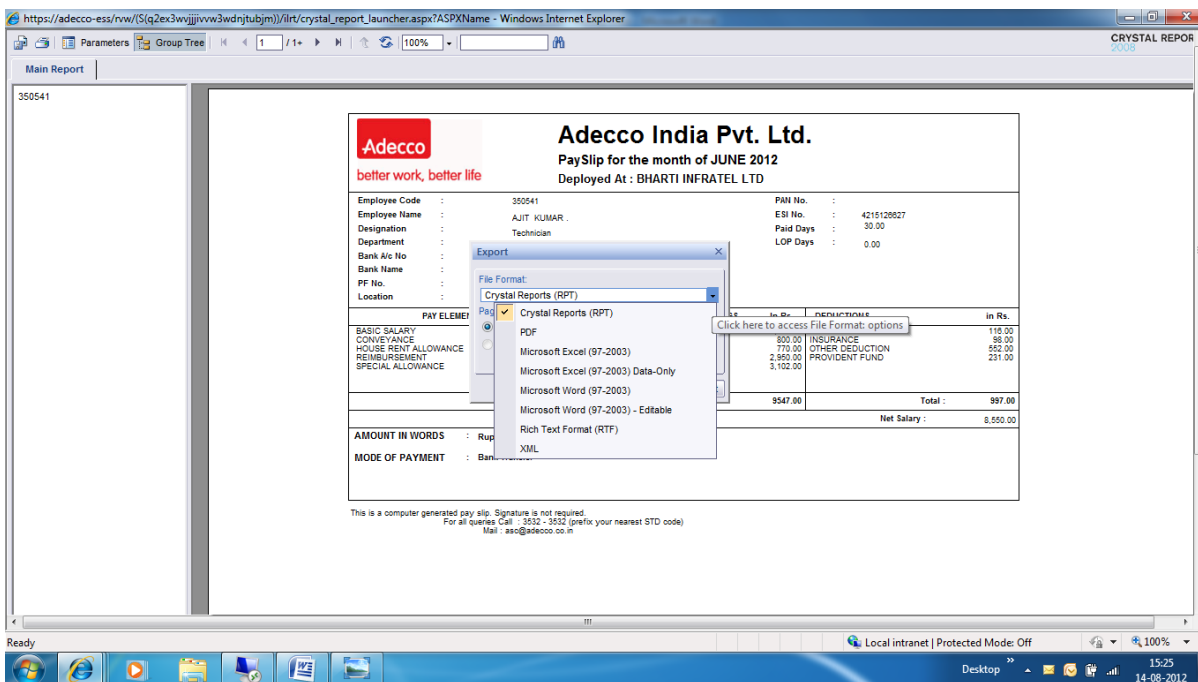
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TO SAVE PAY SLIP



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 PAYSリップ

350541

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Adecco India Pvt. Ltd.
PaySlip for the month of JUNE 2012
Deployed At : BHARTI INFRA TEL LTD

Employee Code : 350541
Employee Name : AJIT KUMAR .
Designation : Technician
Department : O&M Engineer
Bank A/c No : 040401512704
Bank Name : I C I BANK LTD (1999)
PF No. : KN/BN/34272/559006
Location : PATNA

PAY ELEMENTS	SALARY	In Rs.	In Rs.
BASIC SALARY		1,825.00	18.00
CONVEYANCE		820.00	82.00
HOUSE RENT ALLOWANCE		770.00	77.00
REIMBURSEMENT			21.00
SPECIAL ALLOWANCE		3,102.00	
Total :	6,597.00	Total	987.00
			8,550.00

AMOUNT IN WORDS : Rupees Eight Thousand Five Hundred Fifty Only.
MODE OF PAYMENT : Bank Transfer

This is a computer generated pay slip. Signature is not required.
For all queries Call : 3032 - 3532 (prefix your nearest STD code)
Mail : aso@adecco.co.in

On close of payslip, the below screen gets displayed.

View Payslip

Report Criteria :

Employee Code : 350541
Payslip Month : JUNE-2012
Payroll : JAMSHEDPUR-SAL

Employee Name : AJIT KUMAR .
Payslip Type : Salary
Payset : JAMSHEDPUR - Sal.

View Payslip

Logout



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On successful logout, the below screen gets launched.



THE END