

TO: ALL EMPLOYEES
FROM: FINANCE DEPARTMENT – PAYROLL
SUBJECT: DIGITAL PAYSLIP ACCESSIBLE ON HRIS' PERSONAL ACCOUNT
DATE: AUGUST 27, 2025
REF #: FIN-000-25-8-245
CC: FILE/DC/BULLETIN BOARD/ALL DEPARTMENTS


To strengthen our commitment to efficiency, security, and payroll accuracy, we are pleased to announce that the Company will transition from printed payslips to digital payslips effective September 1, 2025. Employees will be able to access their digital payslips starting with the pay period August 1st cut-off and for all succeeding payroll periods through their HRIS personal log in. Digital payslips will be made available on payday, immediately after salaries have been credited to employees' payroll accounts. To access the payslip, kindly refer to the attached User Guide.

In compliance with the Data Privacy Act of 2012 (DPA), all payslip records are treated as strictly confidential. Employees are expected not to disclose their login credentials or share their payslips with anyone who is not authorized. Any copy of a payslip, whether saved digitally or printed, should always be stored securely and must not be left in public folders, shared devices or openly accessible locations. If saved on a personal device such as a phone or computer, employees are responsible for keeping it secure from unauthorized access. This helps protect both your personal information and the integrity of payroll records.

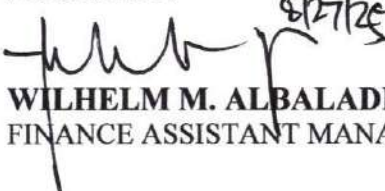
Please be reminded that the Payroll Team retains the official records of all payslips. These records will serve as the original and final reference in case of discrepancies. Any attempt to falsify or tamper with personal copies of payslips is strictly prohibited and will be subject to proper disciplinary action in accordance with company policies. Furthermore, separated employees will no longer have access to their HRIS login accounts; in such cases, the Payroll Team will accommodate requests for copies of their payslips when needed.

For questions or clarifications, you may reach out the undersigned.

PREPARED BY:

 08/27/2025
MARIBEL P. PENA
ACCTG. ASST – PAYROLL III

NOTED BY:

 8/27/25
WILHELM M. ALBALADEJO
FINANCE ASSISTANT MANAGER

 8/27/25
EDITHA M. FLORES
FINANCE ASSISTANT VICE PRESIDENT

APPROVED BY:



OLIVER M. FILOTEO
CHIEF EXECUTIVE OFFICER / PRESIDENT

DIGITAL PAYSリップ USER GUIDE

EFFECTIVE SEPTEMBER 01, 2025

I. LOG IN

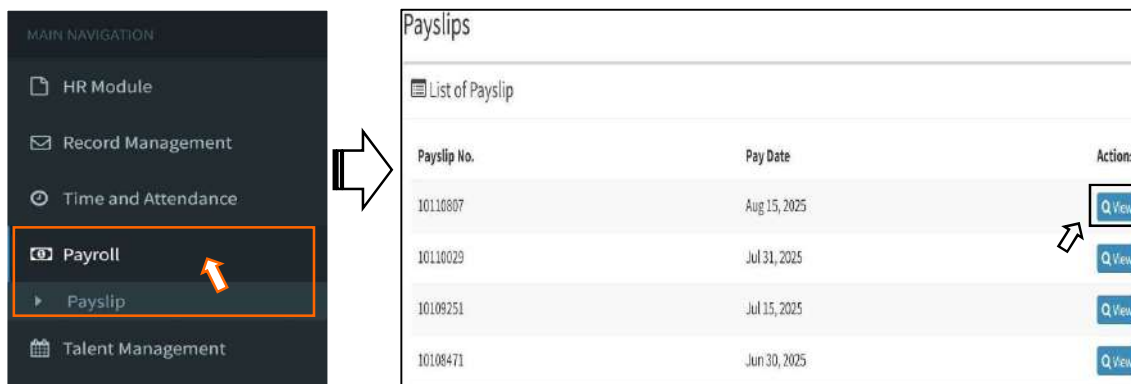
- Go to HRIS portal/link
<https://hris.kolinphil.com.ph/>
- Enter your username and password.
- Click LOG IN.

 For new employee. Change your password immediately after your first login for security.





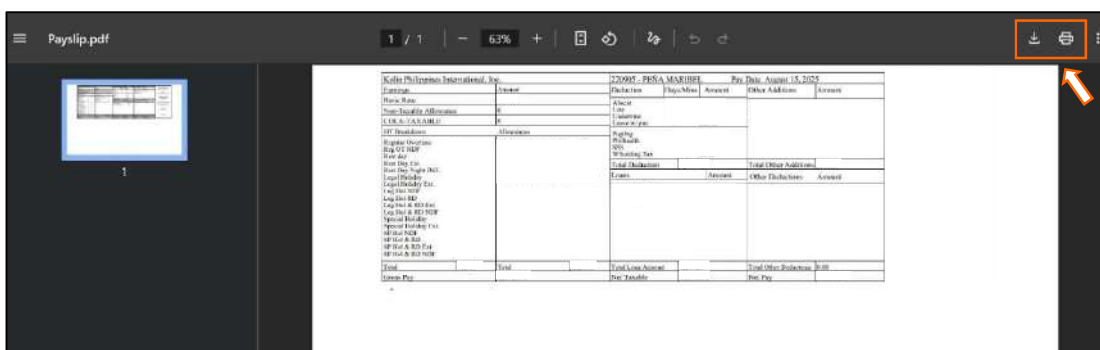
II. VIEW PAYSリップ

- After logging in, click “Payroll, Payslip” feature.
- View the payroll period (e. g., Pay Date Aug 15, 2025)
- Then your payslip will be displayed on screen.



III. DOWNLOADING AND/OR PRINTING

- Click the  arrow at the top-right of the screen to download your payslip.
- To print, click the Print icon  and select your printer.



IV. ACKNOWLEDGING YOUR PAYSLIP ✓

- After reviewing your payslip, go back to the first tab of HRIS.
- Click “Accept” and “OK” if you have agreed to the amount credited to your account.
- The ✓ Acknowledged “Acknowledged” will then show as a proof of confirmation.

🔔 All employees are **required** to acknowledge their payslip for documentation and monitoring purposes.

The process of acknowledging a payslip involves the following steps:

- Access the HRIS interface and locate the 'Payslip.pdf' document.
- Review the payslip details in the table, including the 'Pay Date' and 'Actions' column.
- Click the 'Accept' button for the relevant entry.
- Confirm the action by clicking 'OK' in the confirmation dialog.
- The system updates the status to '✓ Acknowledged' in the 'List of Payslip' table.

V. SECURITY REMINDERS 🔒

- Keep your log in details private.
- Always log out after use.
- Avoid checking payslips on shared/public devices.
- Report suspicious/unauthorized log in to Payroll/HR and MIS department.
Payroll email address: dcabias@kolinphil.com.ph