

☰ DIGITAL PAYSILP 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 PAYSILP 📁

- 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.

| Payslip No. | Pay Date | Actions |
|-------------|--------------|---------------------|
| 10110807 | Aug 15, 2025 | Q View |
| 10110029 | Jul 31, 2025 | Q View |
| 10109251 | Jul 15, 2025 | Q View |
| 10108471 | Jun 30, 2025 | Q View |

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.

Payslip.pdf

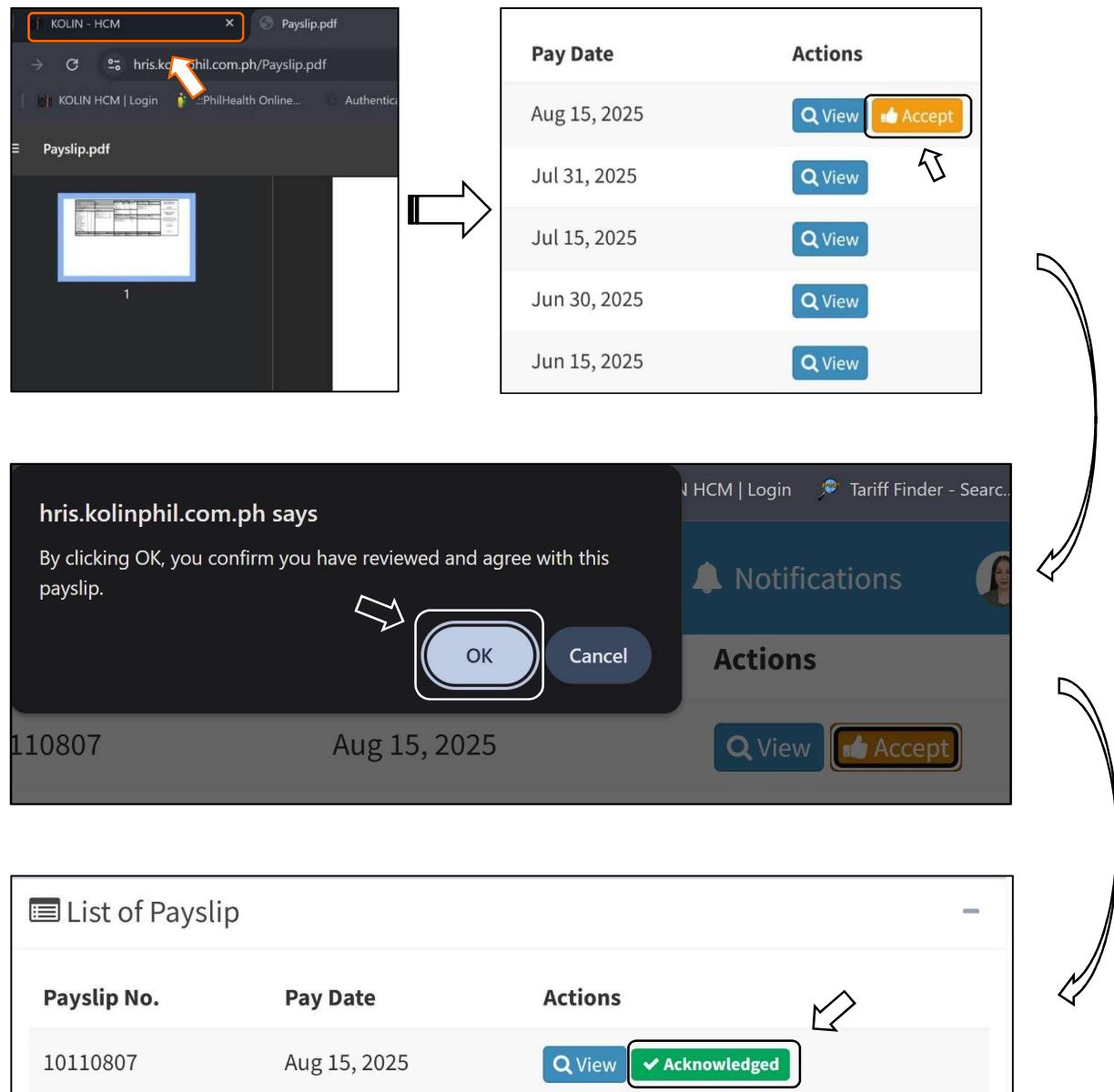
Kolin Philippines International, Inc. 720905 - PEÑA MARIBEL Pay Date August 15, 2025

| Leave | Amount | Deduction | Days/Month | Amount | Other Additions | Amount |
|-----------------------|--------|-----------|------------|--------|-----------------|--------|
| Basic Rate | | | | | | |
| Non-Taxable Allowance | 0 | 0 | 0 | 0 | 0 | 0 |
| COL A - TAXABLE | 0 | 0 | 0 | 0 | 0 | 0 |
| OT Breakdowns | | | | | | |
| Regular Overtime | | | | | | |
| Reg OT NDF | | | | | | |
| Reg OT EDF | | | | | | |
| Reg OT DED | | | | | | |
| Legal Holiday | | | | | | |
| Legal Holiday EDF | | | | | | |
| Legal Holiday NDF | | | | | | |
| Leave | | | | | | |
| Leave & RPD EDF | | | | | | |
| Leave & RPD NDF | | | | | | |
| Special Holiday | | | | | | |
| Special Holiday EDF | | | | | | |
| SP Hld NDF | | | | | | |
| SP Hld EDF | | | | | | |
| SP Hld & RPD EDF | | | | | | |
| SP Hld & RPD NDF | | | | | | |
| Total | | | | | | |
| Gross Pay | | | | | | |
| Total | | | | | | |
| Total Gross Pay | | | | | | |
| Total Deduction | | | | | | |
| Total Net Pay | | | | | | |

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.



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