📄 DIGITAL PAYSLIP 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 PAYSLIP 📁

- ➢ 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.*
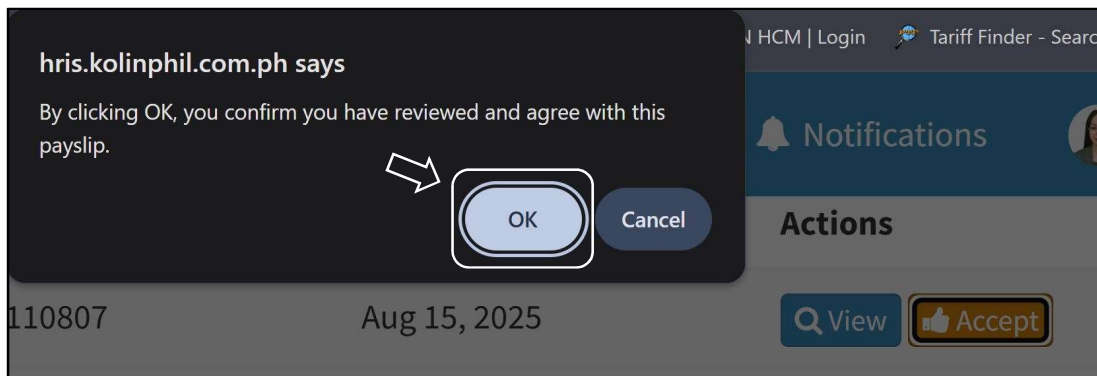
V. SECURITY REMINDERS 🔒

➢ 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*