



# HOW TO VIEW & DOWNLOAD PAYSLIPS

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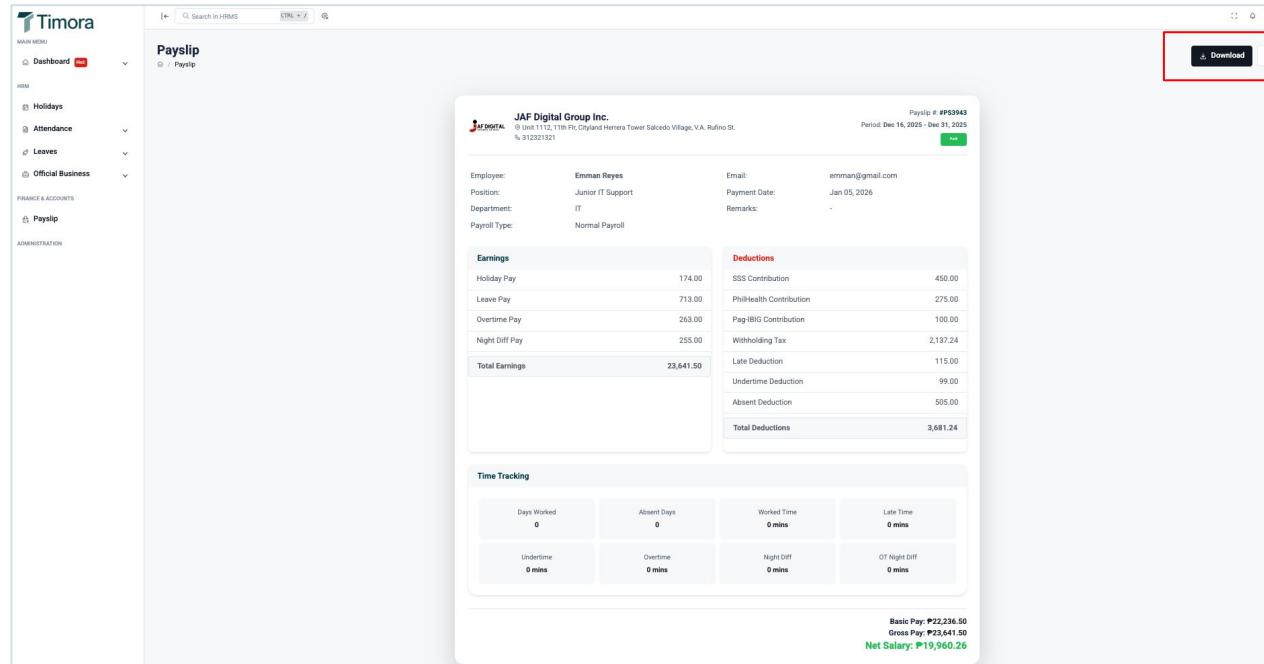
The screenshot shows the Timora HRMS Paylip dashboard. The left sidebar includes sections for HRM (Holidays, Attendance, Leaves, Official Business), Finance & Accounts (Paylip, which is selected and highlighted in dark blue), and Administration. The main content area is titled 'Payslip' and shows a summary for December 2025. It includes four cards: 'Total Earnings' (₱67,722.26), 'Total Deductions' (₱18,874.52), 'Total Payroll' (4), and 'Total Net Pay' (₱96,847.74). To the right is a line chart titled 'Payroll' showing monthly earnings from January to December. Below this is a table titled 'Payslips' with columns for Employee, Branch, Payroll Period, Total Earnings, Total Deductions, Net Pay, Processed By, Transaction Date, Status, and Action. Three entries for 'Reyes, Emman Bautista' are listed, all marked as 'Paid'.

Action	Employee	Branch	Payroll Period	Total Earnings	Total Deductions	Net Pay	Processed By	Trasaction Date	Status	
	Reyes, Emman Bautista IT	JAF Digital Group Inc.	2025-12-16 - 2025-12-31	₱23,641.50	₱3,681.24	₱19,960.26	Juan Dela Cruz	2026-01-05		
	Reyes, Emman Bautista IT	JAF Digital Group Inc.	2025-12-01 - 2025-12-15	₱24,690.50	₱3,661.71	₱21,028.79	Juan Dela Cruz	2025-12-20		
	Reyes, Emman Bautista IT	JAF Digital Group Inc.	2025-11-16 - 2025-11-30	₱24,400.50	₱3,028.35	₱21,372.15	Juan Dela Cruz	2025-12-05		

**Step 1:** On the left sidebar, navigate to Payslips.

**Step 2:** Find the payslip you want to view and click the **Eye Icon** to open and review its details.

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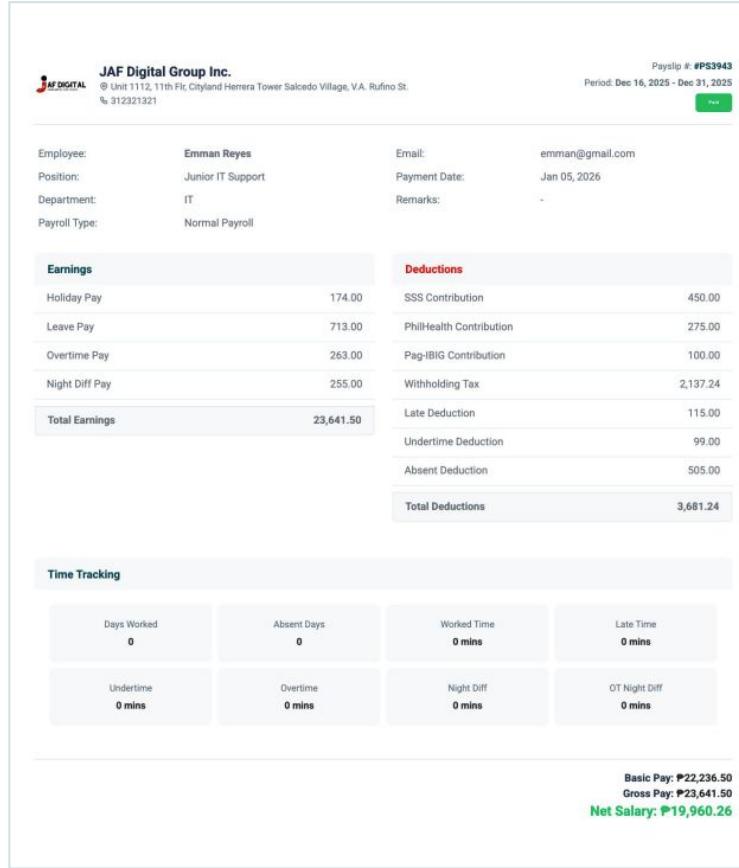


The screenshot shows the Timora HRMS software interface. On the left, a sidebar navigation includes 'Dashboard', 'Holidays', 'Attendance', 'Leaves', 'Official Business', 'Payslip' (which is selected and highlighted in red), and 'Administration'. The main content area is titled 'Payslip' and shows details for 'Emman Reyes' at 'JAF Digital Group Inc.' The payslip is for Payroll # PPS3943, dated Dec 16, 2025 - Dec 31, 2025. It lists 'Employee: Emman Reyes', 'Position: Junior IT Support', 'Department: IT', and 'Payroll Type: Normal Payroll'. The 'Earnings' section shows: Holiday Pay (174.00), Leave Pay (719.00), Overtime Pay (263.00), and Night Diff Pay (255.00), totaling 23,641.50. The 'Deductions' section shows: SSS Contribution (450.00), PhilHealth Contribution (275.00), Pag-IBIG Contribution (100.00), Withholding Tax (2,137.24), Late Deduction (115.00), Undertime Deduction (99.00), Absent Deduction (505.00), and a total deduction of 3,681.24. The 'Time Tracking' section shows: Days Worked (0), Absent Days (0), Worked Time (0 mins), Late Time (0 mins), Undertime (0 mins), Overtime (0 mins), Night Diff (0 mins), and OT Night Diff (0 mins). At the bottom, it shows: Basic Pay: ₱22,236.50, Gross Pay: ₱23,641.50, and Net Salary: ₱19,960.26. A red box highlights the 'Download' button in the top right corner of the payslip view.

After clicking the **Eye Icon**, you will be able to view your payslip along with a complete breakdown of your salary.

This includes detailed information such as earnings, deductions, bonuses, and your final **net pay**. To download a copy, simply click the **Download** button located in the upper-right corner.

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**JAF Digital Group Inc.**  
Unit 1112, 11th Flr, Cityland Herrera Tower Salcedo Village, V.A. Rufino St.  
% 312321321

Payslip #: **PS3943**  
Period: Dec 16, 2025 - Dec 31, 2025

**Employee:** Emman Reyes **Email:** emman@gmail.com  
**Position:** Junior IT Support **Payment Date:** Jan 05, 2026  
**Department:** IT **Remarks:** -  
**Payroll Type:** Normal Payroll

<b>Earnings</b>		<b>Deductions</b>	
Holiday Pay	174.00	SSS Contribution	450.00
Leave Pay	713.00	PhilHealth Contribution	275.00
Overtime Pay	263.00	Pag-IBIG Contribution	100.00
Night Diff Pay	255.00	Withholding Tax	2,137.24
<b>Total Earnings</b>	<b>23,641.50</b>	<b>Late Deduction</b>	<b>115.00</b>
		<b>Undertime Deduction</b>	<b>99.00</b>
		<b>Absent Deduction</b>	<b>505.00</b>
		<b>Total Deductions</b>	<b>3,681.24</b>

**Time Tracking**

Days Worked <b>0</b>	Absent Days <b>0</b>	Worked Time <b>0 mins</b>	Late Time <b>0 mins</b>
Undertime <b>0 mins</b>	Overtime <b>0 mins</b>	Night Diff <b>0 mins</b>	OT Night Diff <b>0 mins</b>

Basic Pay: ₱22,236.50  
Gross Pay: ₱23,641.50  
**Net Salary: ₱19,960.26**

Here's the PDF copy of your payslip for your reference.