

VIEWING AND DOWNLOADING PAYSLIPS

How to view and download Recent Payslips

Follow these steps:

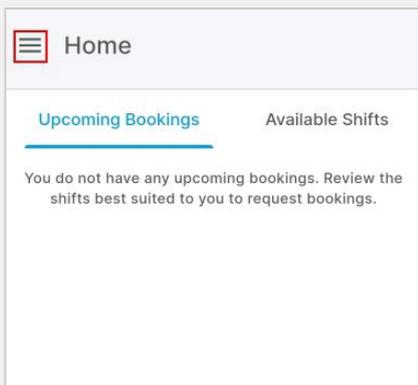
1 After logging into MHR4me:

Tap the **Payslips** button on the bottom toolbar.

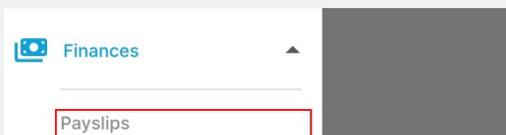


OR

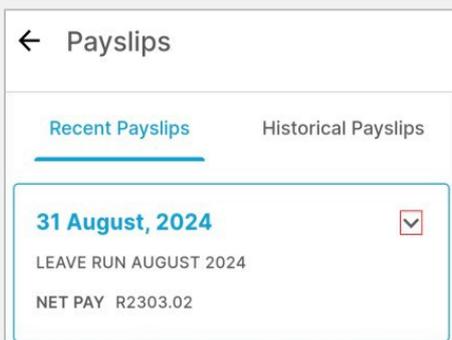
From the **Home** screen, tap the **Hamburger button**.



Tap to expand the **Finances** option and select the **Payslips** option.



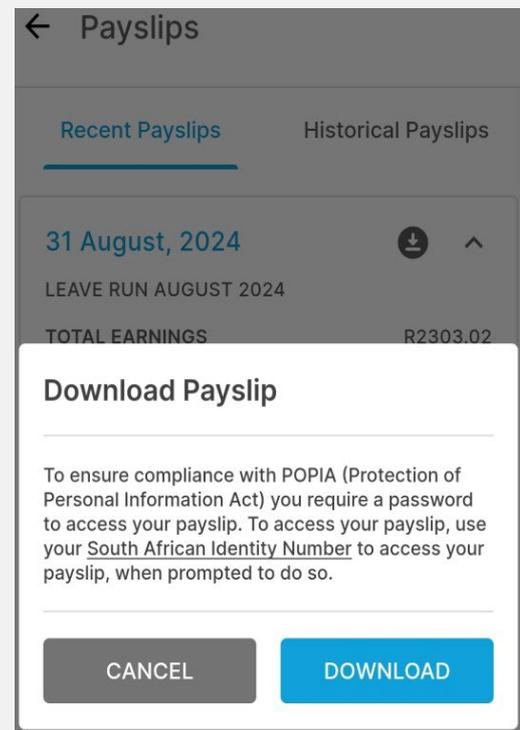
2 The **Recent Payslip** available will be displayed. To view more information, tap the arrow next to the payslip date.



3 Additional information will be displayed. To download the payslip in PDF format, tap the download button.



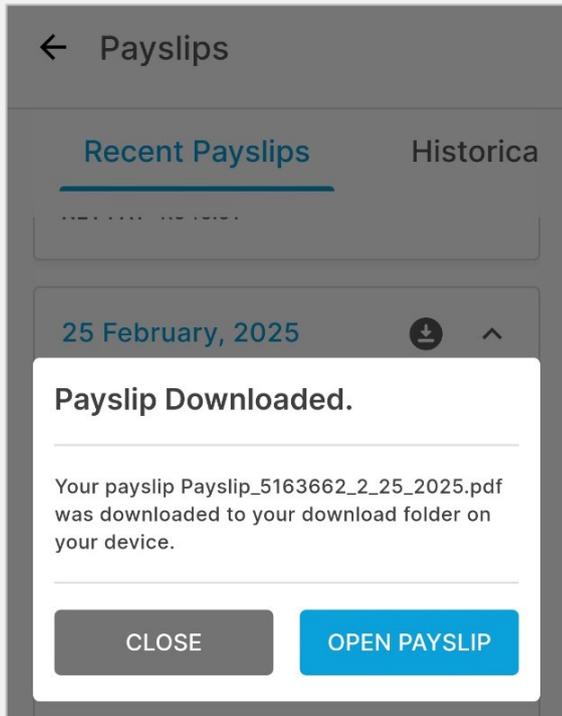
4 Tap the **Download** button.



PTO

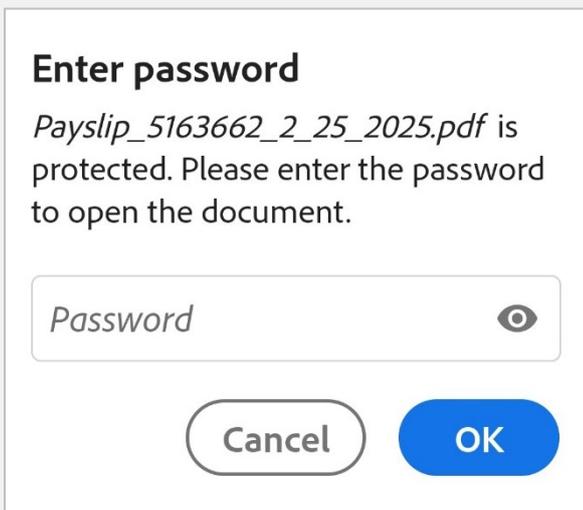
- 5 Click on **Open Payslip** to open the payslip with your preferred PDF reader application.

The downloaded payslip can also be found in your downloaded files.



- 6 To open the downloaded payslip:

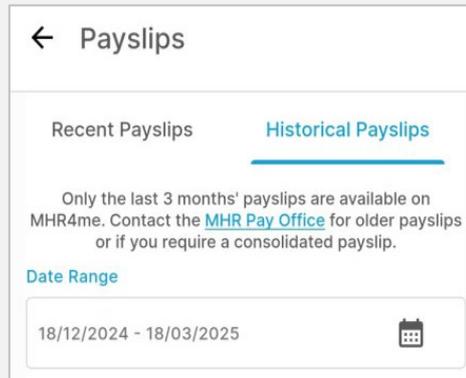
- Enter your **ID number** as a password if you are a South African citizen or a foreigner with an ID number.
- Enter your **passport number** as a password if you are a foreigner with a passport.
- Enter your **work permit number** as a password if you are an asylum seeker.



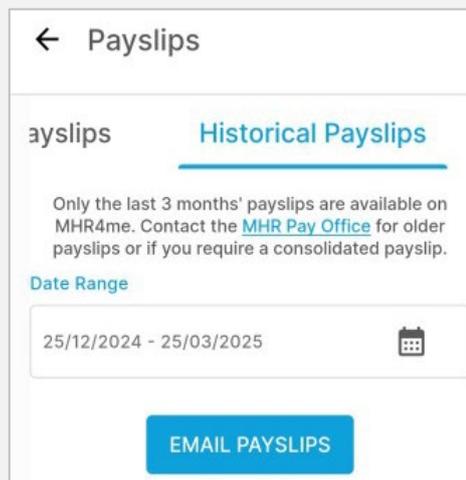
How to download Historical Payslips

Follow these steps:

- 1 Tap the **Historical Payslip** option on the right if you want to view payslips other than the most recent. You will have the option to view three (3) months' payslips.



- 2 Select the **Date Range** for which you want payslips and tap **Email Payslips**.



- 3 Check your email inbox for the emailed payslip. To open the payslip:

- Enter your **ID number** as a password if you are a South African citizen or a foreigner with an ID number.
- Enter your **passport number** as a password if you are a foreigner with a passport.
- Enter your **work permit number** as a password if you are an asylum seeker.

