MUST Payroll management system

1. How to Login to Payroll management system

- 1. Open the Payroll Management is browser using this IP address http://hr.must.edu.pk
- 2. Login page will be open as shown in figure 1
- 3. Enter your e-mail address and password as shown in figure.
- 4. After successful login dashboard will be open as shown in figure 2

	Mirpur University Of Science & Technology User Login DateTime: 2021-07-30 11:11:48 IP Address: entries OS: computer, OS: Windows 10 Vender:
Enter your E-mail address here	E-mail Please enter email address/username
Enter Password Here	Password
	Sign in
	MUST 1.0 - Web Application © 2019-2021 powered by NTC(MUST)

Figure 1 :Login Page

0	ALERTS: Recent Alerts ~	×	Default	•	≡
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Figure 2:Dashboard

1.1 How to preview salary slip history

- 1. After successful login.
- 2. From the left side menu
- 3. Click on HR Management
- 4. Sub menu will be expanded as shown in figure 3
- 5. From sub menu click on Payroll settings
- 6. Another sub menu opens as shown is figure 3
- 7. Now click on Preview slip history
- 8. Salary history report will be open as shown in figure 3

Filter Menu	Papat:
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Payroll Settings	
Preview Slip History	
Preview Salary Slip	
Employee Salary Sheet	
😹 Income Tax Form	
📦 Assets Managment	
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1.2 How to preview salary slip

- 1. After successful login.
- 2. From the left side menu
- 3. Click on HR Management
- 4. Sub menu will be expand as shown in figure 4
- 5. From sub menu click on Payroll settings
- 6. Again, sub menu expands as shown is figure 4
- 7. Now click on Preview salary slip
- 8. Salary slip will open as shown in figure 4

Filter Menu	Total Record: 1	
A Dashboard		
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Employee Management		
🔊 Payroll Settings 🛛 🗎		
Preview Slip History		
Preview Salary Slip		
Employee Salary Sheet		
Income Tax Form		
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Figure 4 Salary Slip