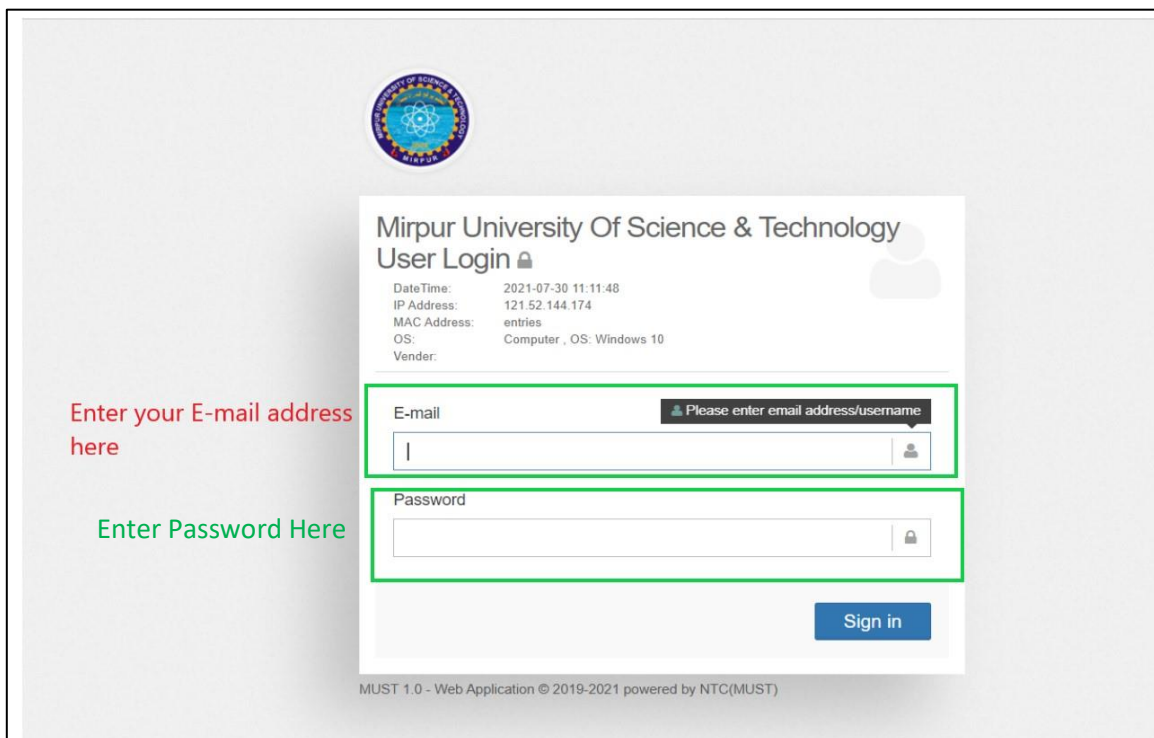


MUST Payroll management system

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



Enter your E-mail address here

Enter Password Here

MUST 1.0 - Web Application © 2019-2021 powered by NTC(MUST)

Figure 1 :Login Page



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

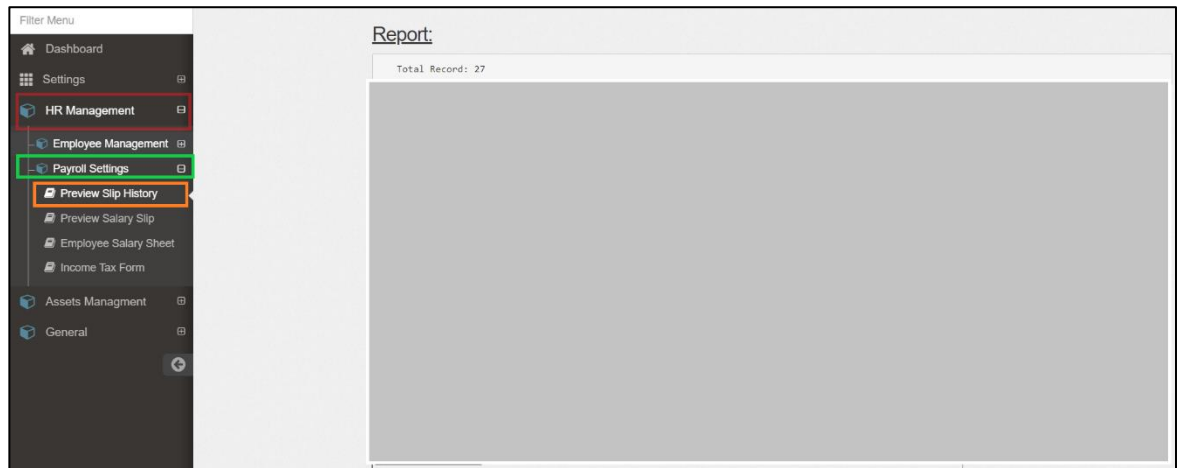


Figure 3 Salary History

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

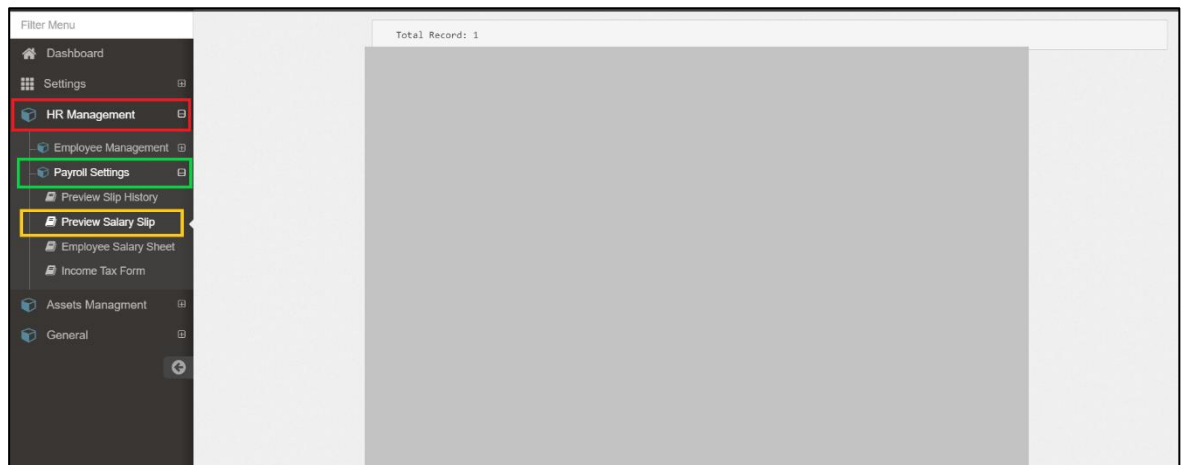


Figure 4 Salary Slip