



View Pay History and Print Payslips

Online HR - Quick Reference Guide for Parliamentarians and MOP(S) Act Employees





Online HR gives you the option to use Menus (M) or Calendar (C) to;

- View Pay History (M)
- Print Payslip (M) (C)



View Pay History and Print Payslip (Menu)


1. From the menu bar select **My Info > Pay History**.

The top part of the screen shows details of your last payslip. The bottom of the screen displays a line for each pay.

2. To view the details of another pay, click on the line for that pay.
3. Click  to view for the selected pay.
4. To print Click  **Print** in the top left-hand corner of the payslip. On the Microsoft Print screen, enter your print options and click **Print**.
5. Click on the white cross at the top right of the screen to close payslip window. 
6. Click  Report submitted to be run.

View and Print Payslip (Calendar)

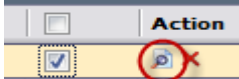



1. On the menu bar, click **Calendar**.
2. Use the arrows to display the required month/year.
3. Click the coins icon  on the pay day date.
4. Click the red text for the pay period in the yellow bubble to display the payslip.
5. To print Click  **Print** in the top left-hand corner of the payslip. On the Microsoft Print screen, enter your print options and click **Print**.

6. Click on the white cross at the top right of the screen to close payslip window. 

7. Click  Report submitted to be run.


View Report Output

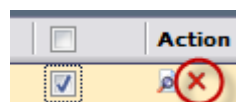
To view or print a payslip again it may still be in your Report Output:


1. On the menu bar, click **Report Output**
2. Select (tick) the report
3. Click on the **Print** icon 
4. To print Click  **Print** in the top left-hand corner of the payslip. On the Microsoft Print screen, enter your print options and click **Print**.
5. Click on the white cross at the top right of the screen to close payslip window. 
6. Click  Report submitted to be run.

Delete Report Output

On the menu bar, click **Report Output**

1. Select (tick) the report
2. Click on the **Delete** icon (red X) 



Note: To delete all reports, tick the box in title bar (all reports will have a tick next to them) and click on  the delete button on the tool bar.