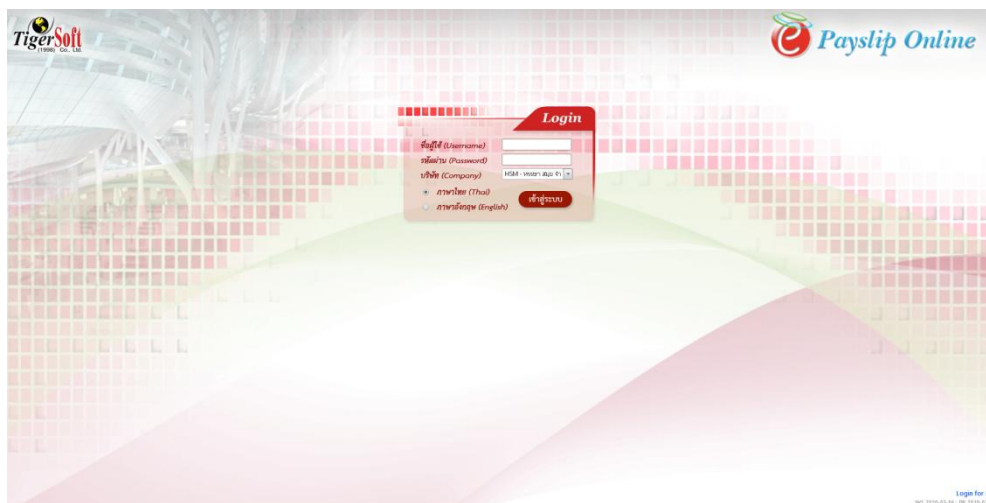




คู่มือการใช้งานโปรแกรมสลิปเงินเดือน ออนไลน์ (ภาษาอังกฤษ)

Manual e-Payslip Online (English)



Contents

(You can click on a topic and the system will bring up the manual window you want to browse)

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How to access the PaySlip viewer (TigerePaySlip Online)

Access via Hansar Samui Computer (Local)

In your computer desktop have icon TigerePaySlip Online You can double click at the icon for open program.

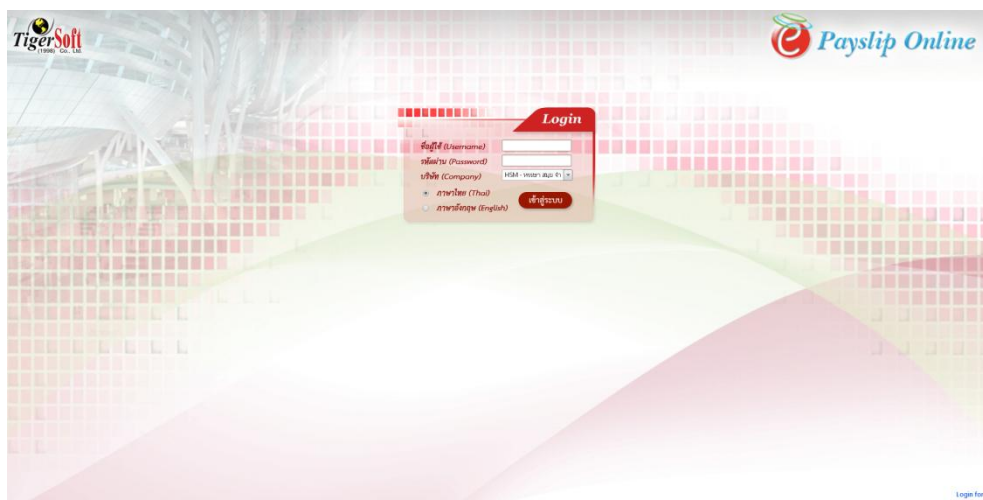


Access via your Mobile or your personal computer (Must connect your internet first)

Open your web browser (Google Chrome, Internet Explorer, Firefox, and Safari) on your device and put the www.hansarsm.com into web address. (Recommended to use via a computer. Because if using the mobile phone the operation screen will be smaller.)

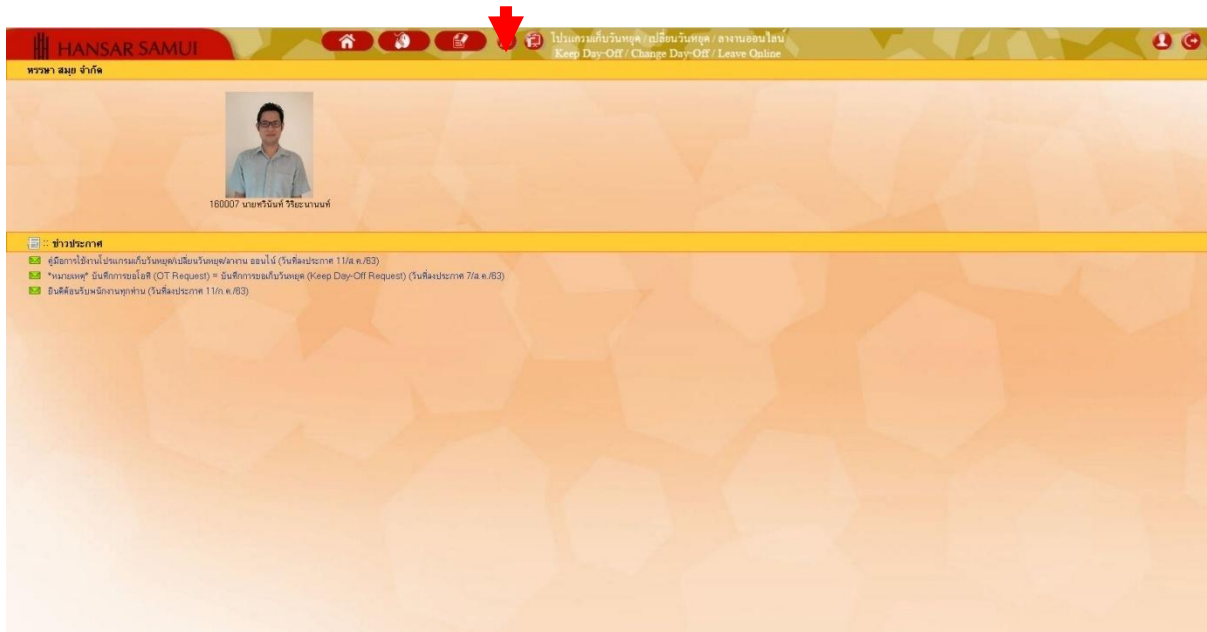
- You can click at the icon  on our website.

If you have access, you will see a window as shown below. You can login with your password for immediate access.



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Or on Tiger Web Time Online you can click at the icon

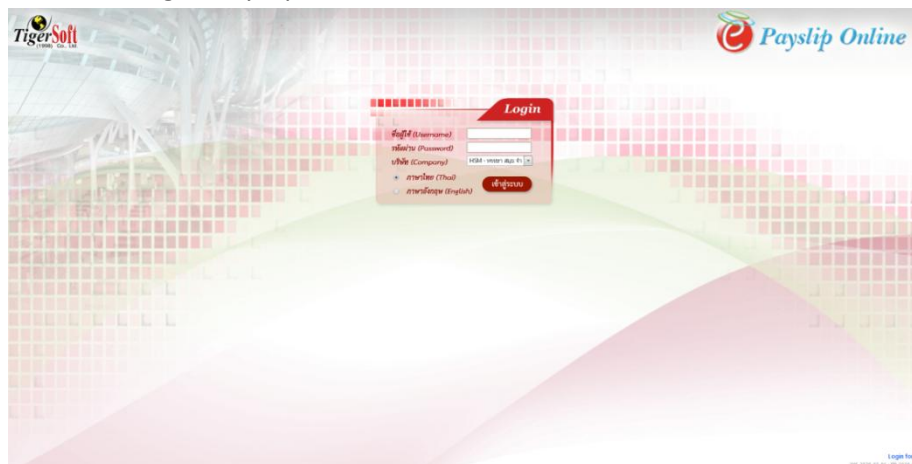


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How to use TigerePaySlip Online

TigerePaySlip Online It is a website that allows employees to freely view the PaySlip of each employee. Online In addition, you can also print PaySlip on paper by yourself. Without wasting time contacting the Human Resources Department with the following methods

1. This screen for use TigerePaySlip Online.



2. You can login into the system.


ชื่อผู้ใช้งาน (Username) **Please put your staff id.**

รหัสผ่าน (Password) **Please enter the password that we have set by yourself. (If you forget your password Must contact the IT or HR department only to reset the password. The IT will reset the password to 0000.)**

บริษัท (Company) You don't have to choose a system, automatically put it for us

Language: You can click at “English” for change to english language.

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3. After that click at 



The image shows a login form titled "Login" with a red header. The form fields are:

- ชื่อผู้ใช้ (Username): 99999
- รหัสผ่าน (Password): ****
- บริษัท (Company): HSM - หรรษา สมัย จำกัด
- ภาษา (Language): ภาษาไทย (Thai) and ภาษาอังกฤษ (English)

A red arrow points to the "เข้าสู่ระบบ" (Login) button.

4. When everything is correct, it will be logged. As shown in the figure below.



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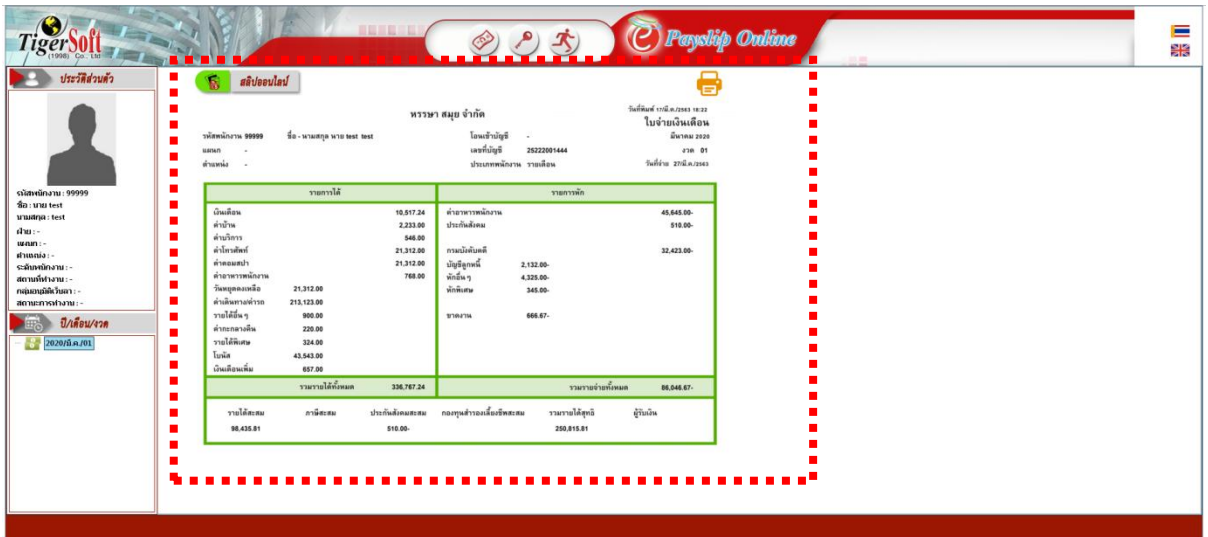
Online PaySlip can be viewed as follows.



5. Click at the icon

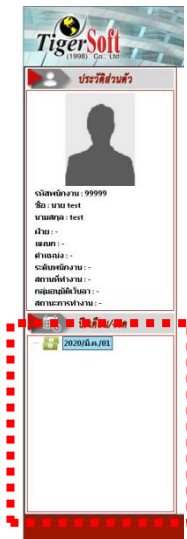


6. After that, the latest months pay slip will be shown to us immediately.



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7. If we want to view the PaySlip for other months (back) in the lower left corner We can click to select the period of salary that you want to browse.



8. Or if anyone wants to view the PaySlip in English, they can switch languages. In the top right corner there is a picture of the national flag. Can be changed to the desired language at all.

รายการได้		รายการหัก			
เงินเดือน	19,917.24	ค่าเช่าที่พักนอกร้าน	48,645.00		
ค่าจ้าง	2,233.00	ประกันสังคม	918.00		
ค่าบริหาร	546.00				
ค่าโทรศัพท์	21,312.00	กรมประกันสังคม	32,423.00		
ค่าคอมมิชชั่น	21,312.00	บัญชีผูกหนี้	2,132.00		
ค่าเช่าพาหนะ	788.00	หักเงินกู้	4,328.00		
ค่าเช่าพาหนะนอกร้าน	21,312.00	หักเงิน	348.00		
เงินอุดหนุนพิเศษ	213,123.00				
ค่าเช่าพาหนะนอกร้าน	213,123.00				
รายได้อื่นๆ	900.00	ขาดงาน	666.87		
ค่าระงับหนี้	220.00				
รายได้พิเศษ	324.00				
โบนัส	43,943.00				
เงินปันผล	697.00				
รวมรายได้ทั้งหมด	336,787.24	รวมรายจ่ายทั้งหมด	88,048.87		
รายได้สะสม	ภาคีสะสม	ประกันสังคมสะสม	กองทุนสำรองเลี้ยงชีพสะสม	รวมภาษีสุญญัต	ผู้ประกัน
86,435.81		510.00		269,815.81	

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9. In the slip, it will change to the language that we want.

TigerSoft (1996) Co., Ltd. **Payslip Online**

e-Payslip

HANSAR SAMUI CO.,LTD. Print Date: 17/Mar/2020 18:23

Emp. ID: 99999 Name - Surname Bankname - PAYS Lip
 Department - AccountNo: 25222091444 March 2020
 Position - Emp. Type: Pay Date: 27/Mar/2020

Income		Deduct			
Salary	10,517.24	Meal Deduct	45,645.00-		
Housing	2,231.00	SSD	510.00-		
Service Charge	546.00	Salary Deduct	32,423.00-		
Telephone	21,312.00	City Ledger	2,132.00-		
Incentive	21,312.00	Other Deduct	4,325.00-		
Meal Allowance	789.00	Deduct Special	345.00-		
Vacation Pay	21,312.00	Absence	666.67-		
Car Allowance	213,123.00				
Other Income	900.00				
Night Shift	220.00				
Income Special	324.00				
Bonus Allowance	43,643.00				
Salary Adjust	657.00				
Total Income	336,767.24	Total Deduct	86,946.67-		
Y-T-D Income	Y-T-T Tax	Y-T-D Social Securities	Y-T-D Provident Fund	Net Salary	Signature
88,426.81		510.00-		250,815.81	

10. If our computer is connected to a printer we can print our slips on paper. By clicking on the



button

TigerSoft (1996) Co., Ltd. **Payslip Online**

e-Payslip

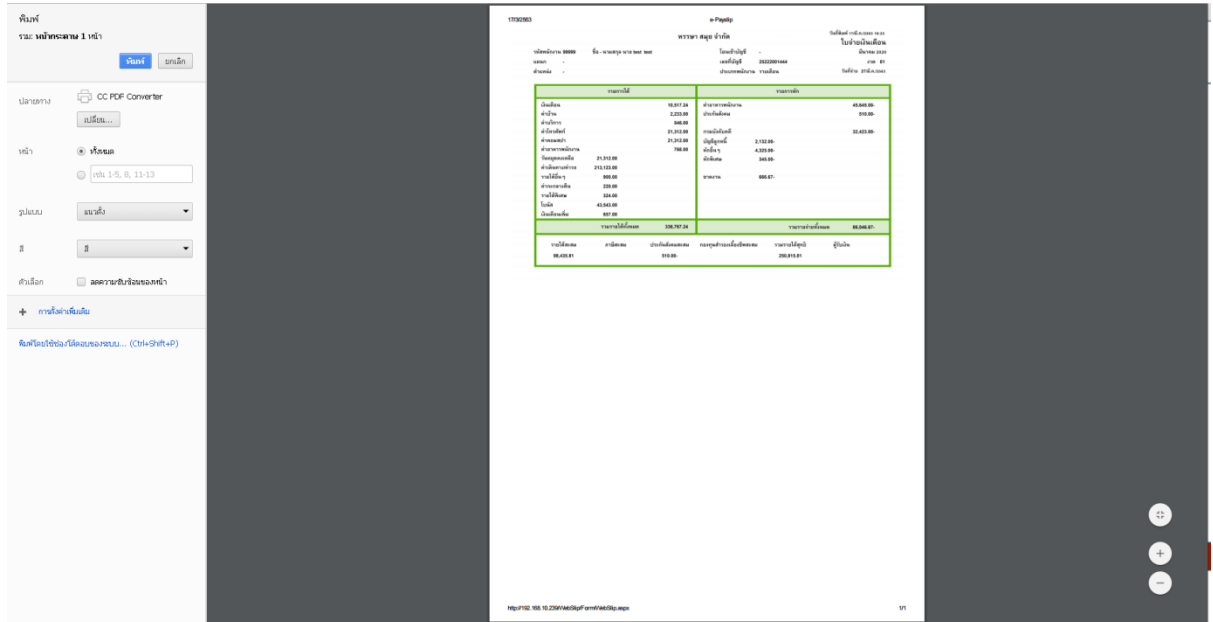
HANSAR SAMUI CO.,LTD. Print Date: 17/Mar/2020 18:23

Emp. ID: 99999 Name - Surname Bankname - PAYS Lip
 Department - AccountNo: 25222091444 March 2020
 Position - Emp. Type: Pay Date: 27/Mar/2020

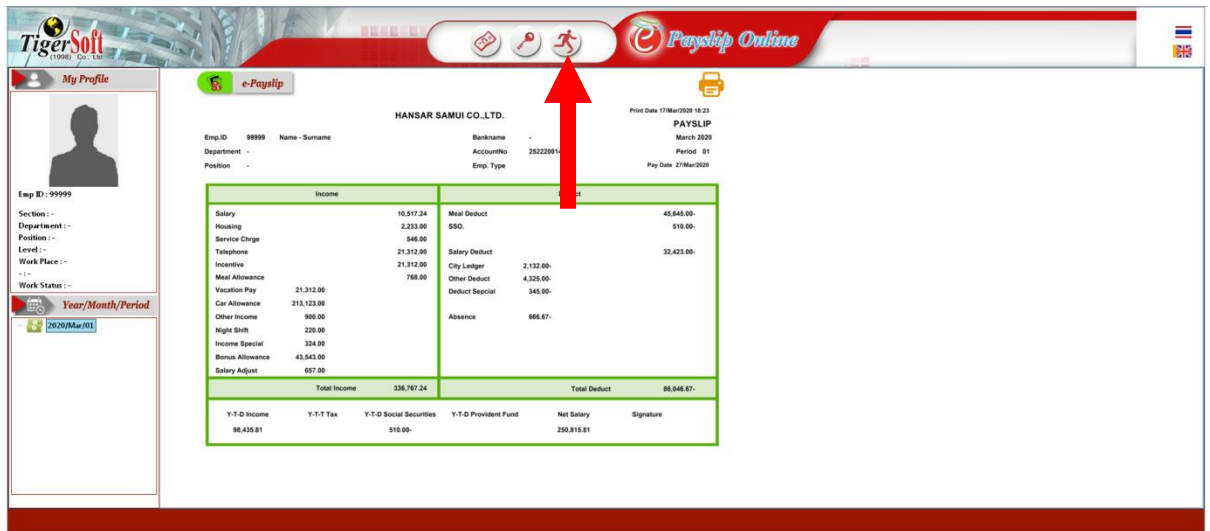
Income		Deduct			
Salary	10,517.24	Meal Deduct	45,645.00-		
Housing	2,231.00	SSD	510.00-		
Service Charge	546.00	Salary Deduct	32,423.00-		
Telephone	21,312.00	City Ledger	2,132.00-		
Incentive	21,312.00	Other Deduct	4,325.00-		
Meal Allowance	789.00	Deduct Special	345.00-		
Vacation Pay	21,312.00	Absence	666.67-		
Car Allowance	213,123.00				
Other Income	900.00				
Night Shift	220.00				
Income Special	324.00				
Bonus Allowance	43,643.00				
Salary Adjust	657.00				
Total Income	336,767.24	Total Deduct	86,946.67-		
Y-T-D Income	Y-T-T Tax	Y-T-D Social Securities	Y-T-D Provident Fund	Net Salary	Signature
88,426.81		510.00-		250,815.81	

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11. After that, select the printer that we want to print.

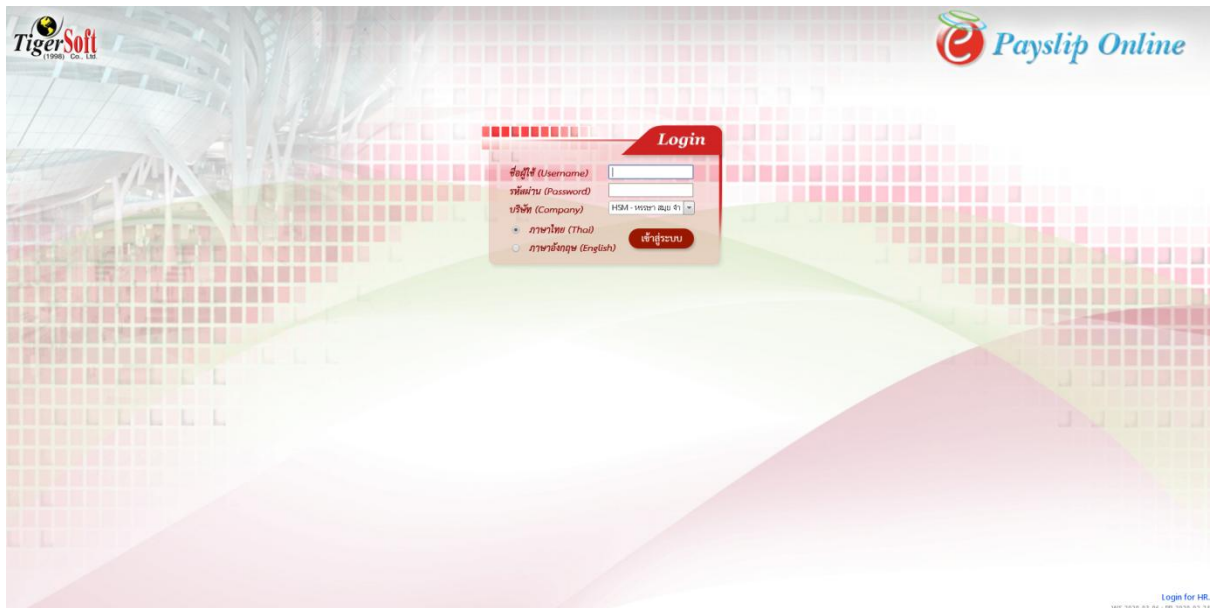


12. If we want to log out, click the button



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13. The system will come out to the Login page.



----- **Finish** -----