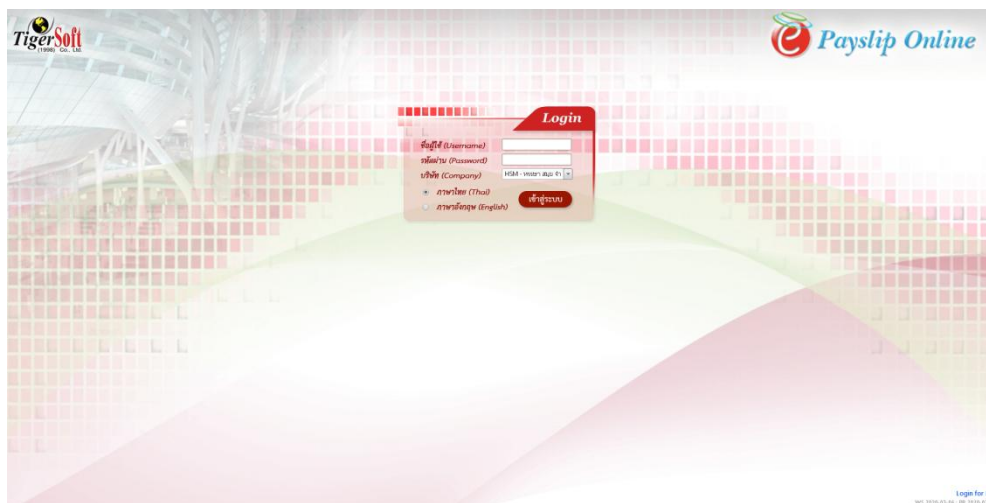คู่มือการใช้งานโปรแกรมสลิปเงินเดือน ออนไลน์ (ภาษาอังกฤษ)

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**)

Pages

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.
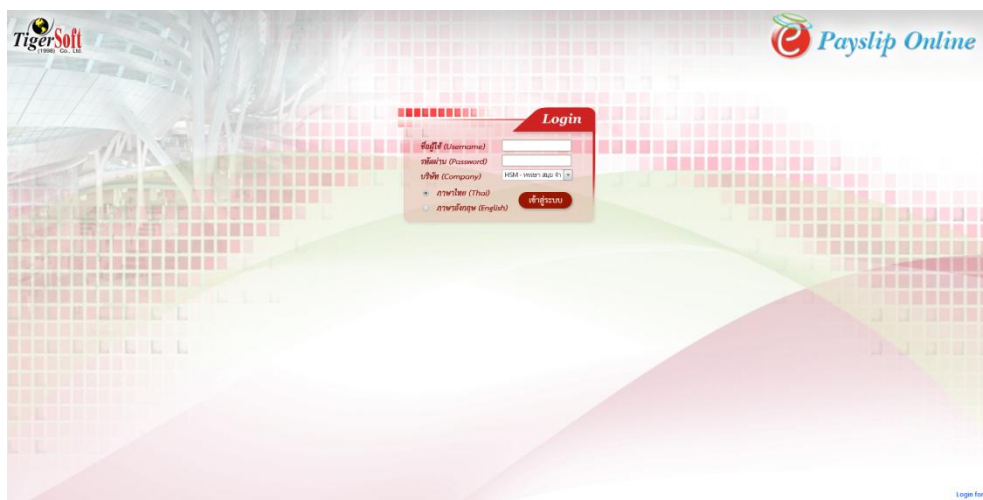

      Access via your Mobile or your personal computer (Must connect your internet first)

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.)
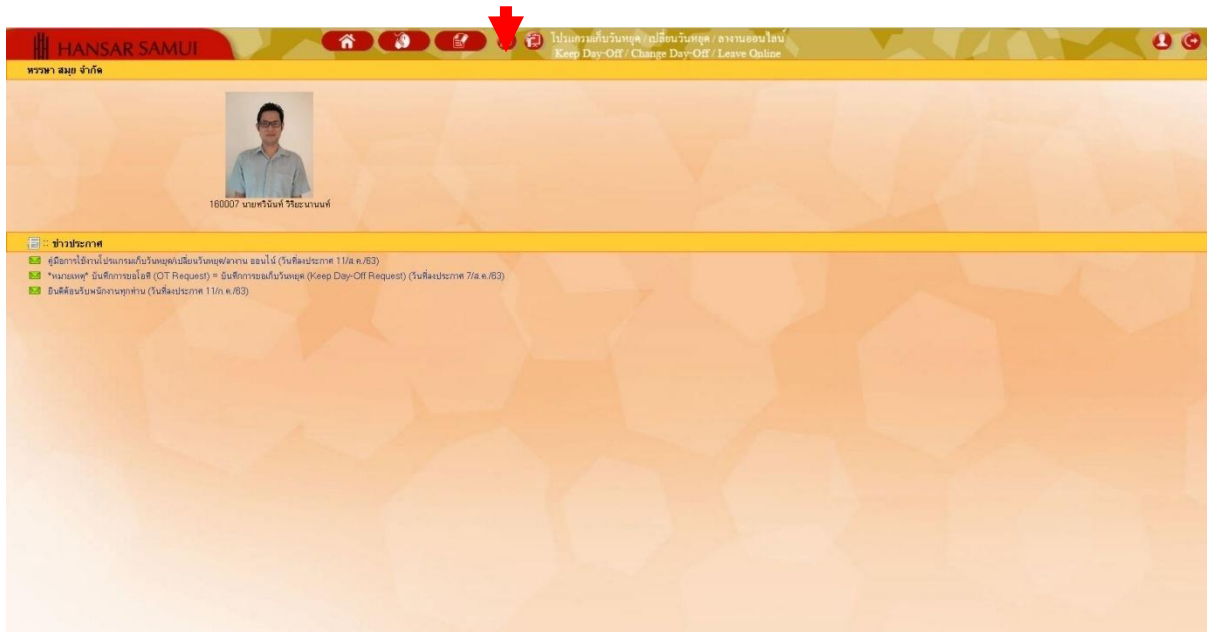

-    You can click at the icon   on our website.

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

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

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.
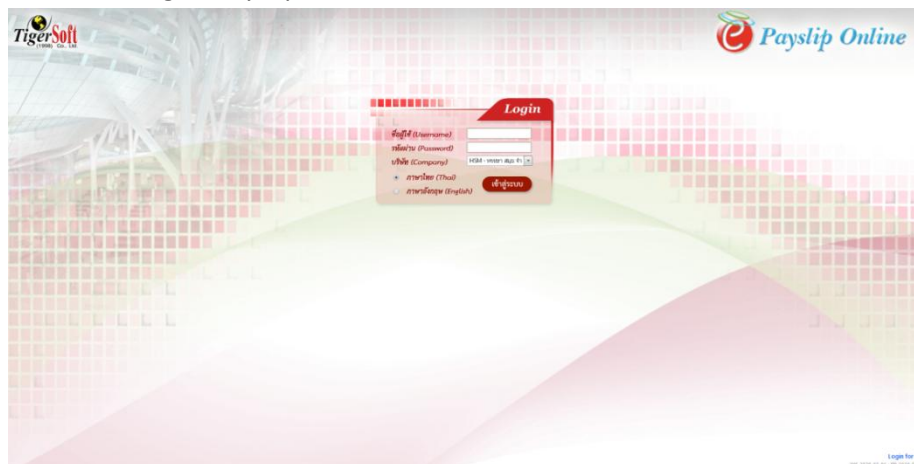
2. You can login into the system.

        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.

3. After that click at

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

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.

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.

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

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

button

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

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

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

-- **Finish** --