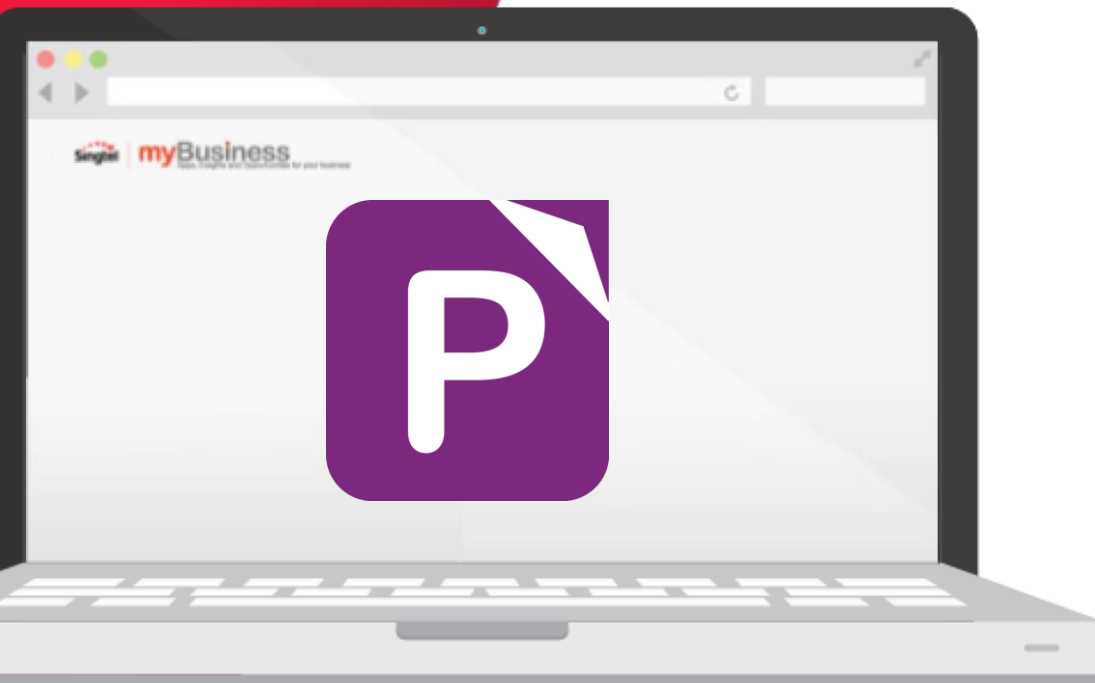


Employee user guide



Overview

Learn how to view and manage your payslips with the Singtel myBusiness Essentials Payslip



01 First time login and setup

What you should do when logging in for the first time.



02 View your payslips

Instructions on how to view your payslips

Part 1



First-time login and setup

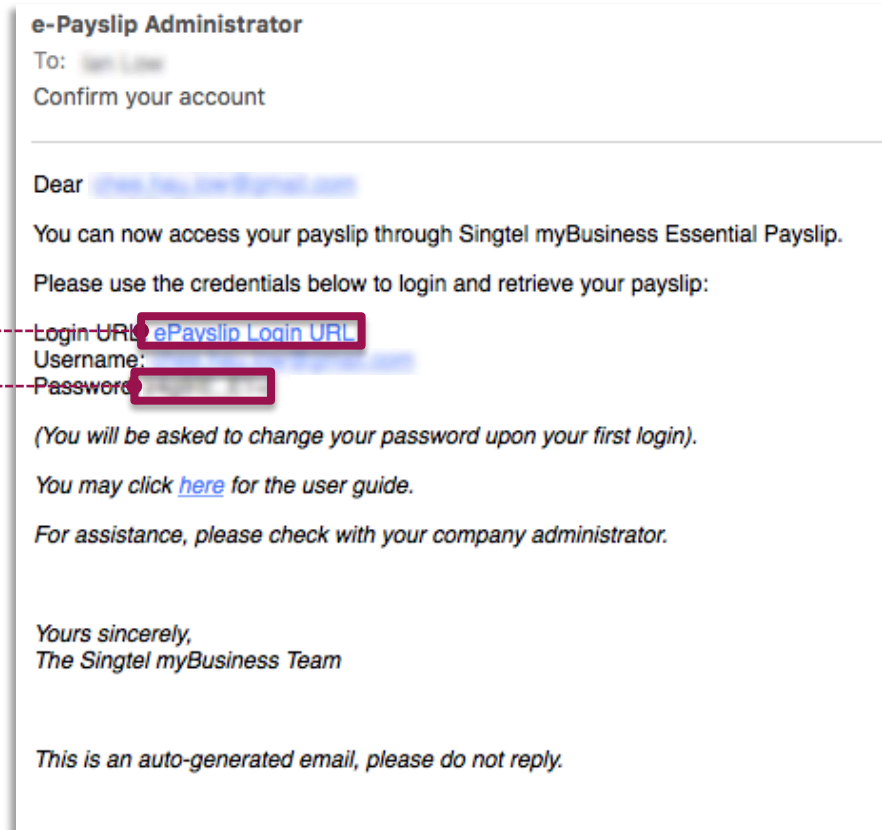
What you should do when logging in
for the first time.

First-time login and setup

Once your employer registers an account for you, you will receive the following email. It will contain the URL of the Payslip app and the system-generated password.

Login URL where you can access your payslip

System generated password



First time login and setup

After you click on the URL, you will be directed to the following page.

2 Click here to login

1 Enter the username and password given in the email

myBusiness Essentials Payslip Dashboard **Leave & Claim** ^{New!} Help Contact Us

Login to access your payslip records.

Email

Password

Remember me?

[Forgot your password? Click here.](#)

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e-Payslip Administrator
To: [\[redacted\]](#)
Confirm your account

Dear [\[redacted\]](#)

You can now access your payslip through Singtel myBusiness Essential Payslip. Please use the credentials below to login and retrieve your payslip:

Login URL: [ePayslip Login URL](#)

Username:

Password:

(You will be asked to change your password upon your first login).

You may click [here](#) for the user guide.

For assistance, please check with your company administrator.

Yours sincerely,
The Singtel myBusiness Team

This is an auto-generated email, please do not reply.

First time login and setup

If this is your first time logging in, you will be asked to change your password, after which you will be directed to the dashboard.

myBusiness Essentials Payscale Dashboard Leave & Claim Help Contact Us Hello Sofia! Logout

For first time login, you need to change password.

Change Password.

Password must be at least 6 characters long, including 1 uppercase letter, 1 special letter and alphanumeric character (e.g.: myBusiness_2016)

New password

Confirm new password

Change password

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1

Enter a new password and make sure it is in the format indicated

2

Click here to confirm the password change

Part 2



View your payslips

Instructions on how to view your payslips

View your payslip

From the dashboard, click on “View” at the respective payslip you wish to view.

myBusiness Essentials Payslip Dashboard Leave & Claim^{New!} Help Contact Us Hello Sofia! Logout


COMPANY INFORMATION

Company Name: Singapore Telecommunication Pte Ltd

BRN Number: 1234567I

Company Address: Somerset

Postal Code: Singapore 650100



My Payslips

Search:

Payslip No	Employee Name	Date From	Date To	Date of Issue	Payslip Amount	Action
201803004380	Sofia Eng	01/03/2018	31/03/2018	01/03/2018	S\$5,000.00	View

Showing 1 to 1 of 1 entries

Show 10 entries Previous 1 Next

Click here to view your payslip

View your payslip

You can view your payslip in PDF format and print it out if you wish to.

Payslip No 201803004380

Payslip for 01/03/2018 To 31/03/2018



Name of Employer		
Singapore Telecommunication Pte Ltd		
Business Registration Number (BRN)		
1234567I		
Name of Employee		
Sofia Eng		
Basic Pay	S\$5,000.00 monthly	(A)
Total Allowances <i>(Breakdown shown below)</i>	S\$0.00	(B)
Total Deductions <i>(Breakdown shown below)</i>	S\$0.00	(C)
Date of Payment		
01/03/2018		
Mode of Payment		
Cash		
Overtime Details		
Total Overtime Pay	S\$0.00	(D)
Other Additional Payments <i>(Breakdown shown below)</i>	S\$0.00	(E)
Net Pay (A+B-C+D+E)	S\$5,000.00	

Click here to view your payslip in PDF

Back View as PDF

Need help?




For assistance...

You can access the online help guide from

 <https://mybusiness.singtel.com/support/apps-support/payslip>

You can also contact us through the following:

-  Call us at **1606** or
Call us from overseas at **+65 6221 1606**
- Step 1: Hold for English or Press 1 for Mandarin;
 - Step 2: Press 2 for Technical Assistance;
 - Step 3: Press 5 for Singtel myBusiness & SaaS Apps

Our operating hours are:

Mon – Fri: 8am to 7pm, Sat: 8am to 6pm
Closed on Sun & Public Holidays

 <https://mybusiness.singtel.com/contact-us>

