

VIEWING AND DOWNLOADING PAYSLIPS

How to view and download Recent Payslips

Follow these steps:



2 The **Recent Payslip** available will be displayed. To view more information, tap the arrow next to the payslip date.



3 Additional information will be displayed. To download the payslip in PDF format, tap the download button.

Payslips	
Recent Payslips	Historical Payslips
31 August, 2024 LEAVE RUN AUGUST 2024	•
TOTAL EARNINGS	R2303.02
DEDUCTIONS	R0.0
NET PAY	R2303.02
HOURS WORKED	0.0

4 Tap the **Download** button.



5 Click on **Open Payslip** to open the payslip with your preferred PDF reader application.

The downloaded payslip can also be found in your downloaded files.



- 6 To open the downloaded payslip:
 - Enter your **ID number** as a password if you are a South African citizen or a foreigner with an ID number.
 - Enter your **passport number** as a password if you are a foreigner with a passport.
 - Enter your work permit number as a password if you are an asylum seeker.



How to download Historical Payslips

Follow these steps:

1 Tap the **Historical Payslip** option on the right if you want to view payslips other than the most recent. You will have the option to view three (3) months' payslips.

← Payslips	
Recent Payslips	Historical Payslips
Only the last 3 month MHR4me. Contact the MH or if you require a Date Range	s' payslips are available on <u>IR Pay Office</u> for older payslips a consolidated payslip.

2 Select the **Date Range** for which you want payslips and tap **Email Payslips**.

ayslips	Historical Payslips	
Only the last MHR4me. C payslips or it Date Range	: 3 months' payslips an ontact the <u>MHR Pay C</u> f you require a consoli	re available or I <mark>ffice</mark> for older dated payslip

- **3** Check your email inbox for the emailed payslip. To open the payslip:
 - Enter your **ID number** as a password if you are a South African citizen or a foreigner with an ID number.
 - Enter your **passport number** as a password if you are a foreigner with a passport.
 - Enter your work permit number as a password if you are an asylum seeker.

Enter password

Payslip_5163662_2_25_2025.pdf is protected. Please enter the password to open the document.

Password

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