



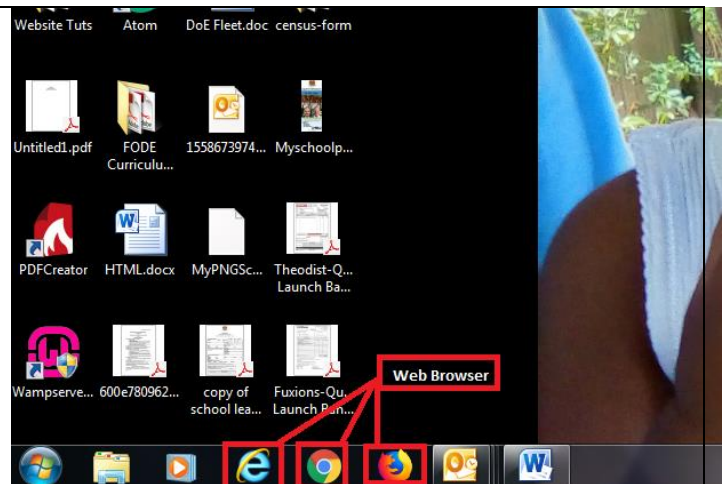
DEPARTMENT OF EDUCATION

MyPayslip

Users Guide – Desktop Version

Once you receive your password via email or text message, follow these steps below to log in to payslip application and check if your access is OK.

1. Open up a “**Web Browser**” either on your PC Eg: “Internet Explorer or Google Chrome or Firefox Mozilla”.



2. Go to the address bar and type <http://mypayslip.education.gov.pg> and Click refresh button or press enter on your keyboard.



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TISA PAY



User Log

File Number

Password

[Forget Password?](#)

3. In the payslip User Login area, enter “FileNumber” and “Password” and Click on “Login” button.

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TISA PAYSPLIT



User Login

File Number

Password

[Forget Password?](#)

4. Once you click “Login” it will open up the window listing your payslip history.

File No	Pay Date	End Date	Gross	Deduction	Net Salary	Download
10682260	21 Jun 2019	19 Jun 2019	1703.42	882.06	821.36	Payslip
10682260	07 Jun 2019	05 Jun 2019	1703.42	754.06	939.36	Payslip
10682260	24 May 2019	22 May 2019	1703.42	791.36	912.06	Payslip
10682260	10 May 2019	08 May 2019	1703.42	791.36	912.06	Payslip
10682260	28 Apr 2019	24 Apr 2019	3102.26	1385.41	1706.87	Payslip
10682260	12 Apr 2019	10 Apr 2019	1039.91	773.52	886.39	Payslip
10682260	29 Mar 2019	27 Mar 2019	1039.91	773.52	886.39	Payslip
10682260	15 Mar 2019	13 Mar 2019	1039.91	1164.00	495.22	Payslip
10682260	01 Mar 2019	27 Feb 2019	1039.91	1164.00	495.22	Payslip
10682260	15 Feb 2019	13 Feb 2019	1039.91	1164.00	495.22	Payslip

5. To **VIEW** your payslip, Click on “Payslip” on the right hand side of the payslip history under download column and it will open up your payslip details.

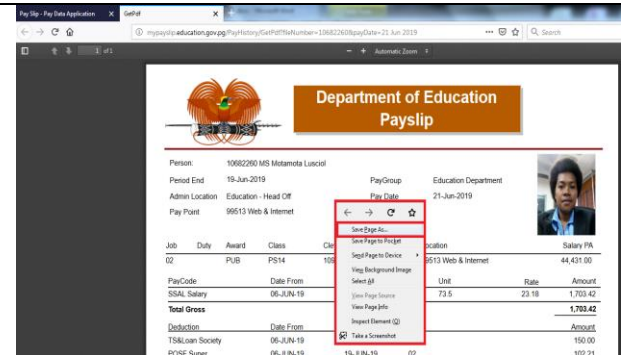
File No	Pay Date	End Date	Gross	Deduction	Net Salary	Download
10682260	21 Jun 2019	19 Jun 2019	1703.42	882.06	821.36	Payslip
10682260	07 Jun 2019	05 Jun 2019	1703.42	754.06	939.36	Payslip
10682260	24 May 2019	22 May 2019	1703.42	791.36	912.06	Payslip
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10682260	01 Mar 2019	27 Feb 2019	1039.91	1164.00	495.22	Payslip
10682260	15 Feb 2019	13 Feb 2019	1039.91	1164.00	495.22	Payslip

Job	Duty	Award	Class	Level	Location	Salary PK
02		PUB	PS14	1058.EDUC.TW0.000000	955.13 (Incl A Internet)	48,431.00

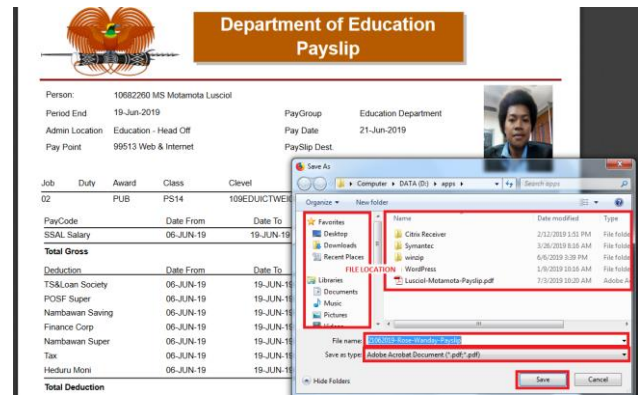
PayCode	Date From	Date To	Job	Rate	Amount
TOTAL Salary	00-JUN-19	19-JUN-19	02	912.5	8,203.42
Total Gross					1,783.42


Deductions	Date From	Date To	Job	Amount
TISA Loan Society	00-JUN-19	19-JUN-19	02	150.00
PF01F Super	00-JUN-19	19-JUN-19	02	102.21
Non-Resident Savings	00-JUN-19	19-JUN-19	02	120.00
Finance Corp	00-JUN-19	19-JUN-19	02	69.49
Non-Resident Saver	00-JUN-19	19-JUN-19	02	0.00
Tax	00-JUN-19	19-JUN-19	02	322.36
Health Care	00-JUN-19	19-JUN-19	02	133.00
Total Deduction				882.06

6. If you want to **DOWNLOAD** your payslip, right click anywhere on your payslip, click **“Save Page As”**



7. On File Explorer Window, select **“Folder”** where you want to save your payslip, enter File Name **“21062019-Rose-Wandau-Payslip”**, Save as type **“Adobe Acrobat Document (*.pdf,*.pdf)”** and click **“Save”**. The file will be saved in the folder you select.



8. To **PRINT** your payslip, click on payslip to open your payslip details, on the top right corner of the document, click on printer icon ,

In print settings window, select your printer, and click **“OK”**.

