



E-PAYSLIP LINKS:

UCSI Education (UCSI University)

<https://epayslip.ucsigroup.com.my/eLeaveUCSIHRMS/login.aspx>

UCSI Consulting Group

<https://epayslip.ucsigroup.com.my/eLeaveBOSRC/login.aspx>

UCSI Campio Builders

<https://epayslip.ucsigroup.com.my/eLeaveCBSB/login.aspx>

UCSI Child Development Centre

<https://epayslip.ucsigroup.com.my/eLeaveCDC/login.aspx>

UCSI 1 Card

<https://epayslip.ucsigroup.com.my/eLeaveCTSB/login.aspx>

UCSI Extension

<https://epayslip.ucsigroup.com.my/eLeaveExtension/login.aspx>

Laurent Bleu

<https://epayslip.ucsigroup.com.my/eLeaveLB/login.aspx>

UCSI College

<https://epayslip.ucsigroup.com.my/eLeaveUCSIUPA/login.aspx>

UCSI Hospital

<https://epayslip.ucsigroup.com.my/eLeaveUCSIHOSP/login.aspx>

UCSI Hotels

<https://epayslip.ucsigroup.com.my/eLeaveLEISCONV/login.aspx>

UCSI Peterson Properties

<https://epayslip.ucsigroup.com.my/eLeavePPSB/login.aspx>

NCR Travel and Tours

<https://epayslip.ucsigroup.com.my/eLeaveSRM/login.aspx>

Sekolah Sri UCSI

<https://epayslip.ucsigroup.com.my/eLeaveSSS/login.aspx>

Uni Comms International

<https://epayslip.ucsigroup.com.my/eLeaveUCSICOMM/login.aspx>

UCSI Group Holdings

<https://epayslip.ucsigroup.com.my/eLeaveUCSIGH/login.aspx>

UCSI International School

<https://epayslip.ucsigroup.com.my/eLeaveUCSIINT/login.aspx>

UCSI Academy

<https://epayslip.ucsigroup.com.my/eLeaveUCSIPH/login.aspx>

IMPORTANT NOTES.
MANUAL USER FOR EPAYSLIP (PLEASE READ)

User Name: **Staff ID** number

Staff default password: your **last four digit** of either

- 1) NRIC for Malaysian
- 2) Passport Number for Expatriates

How to Start

- 1.) To launch ESS. Open Internet Explorer, and enter the web address
(<http://qnesvr/eportal/>)
- 2.) Login Page



The screenshot shows the ESS login page. At the top is a logo consisting of three orange leaves and the text "ESS" in red. Below the logo is a login form with the following fields: "Username :" followed by a text input field, "Password :" followed by a password input field, and "Period :" followed by a dropdown menu showing "April" and "2010". At the bottom of the form is a "Login" button.

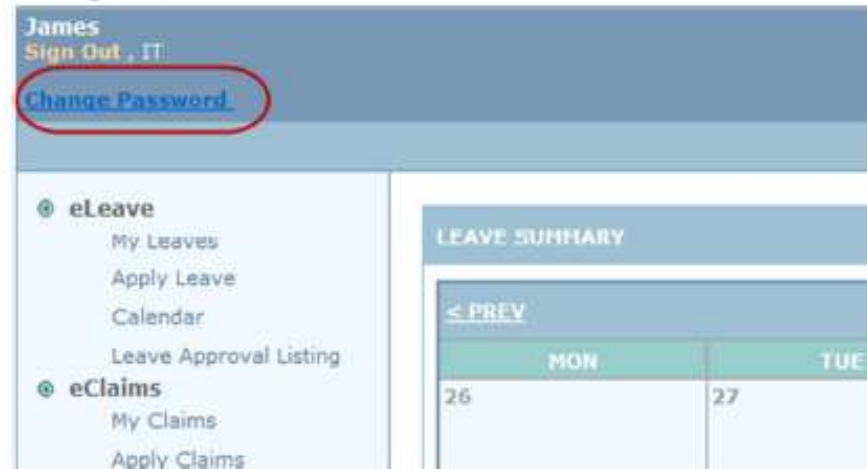
- Username: User's ID – assigned by the system administrator
- Password: User's Password – assigned by the system administrator
- Period: Login to different period
- Click "Login" enter to software.



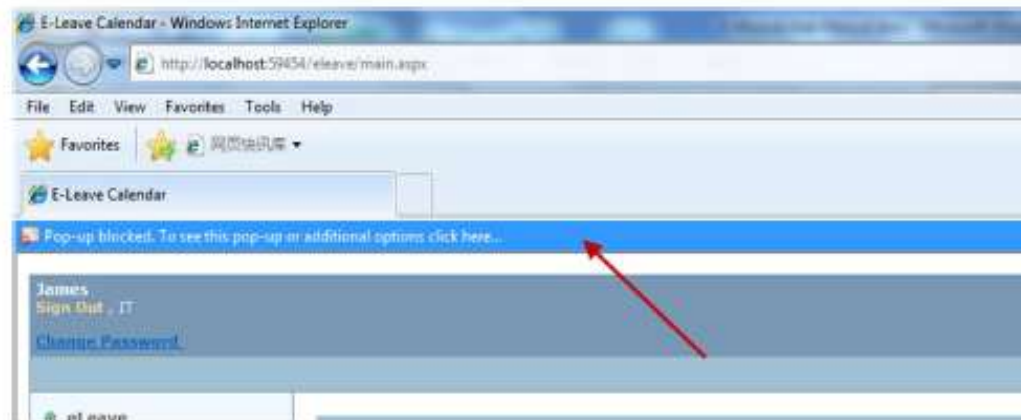
The screenshot shows the ESS login page with an error message. The "Username" field is filled with "Tan". The "Password" field is empty. The "Period" dropdown menu shows "May" and "2010". Below the form, a red oval highlights the error message: "Username and password not found!". The "Login" button is visible at the bottom.

If error message, contact system administrator.

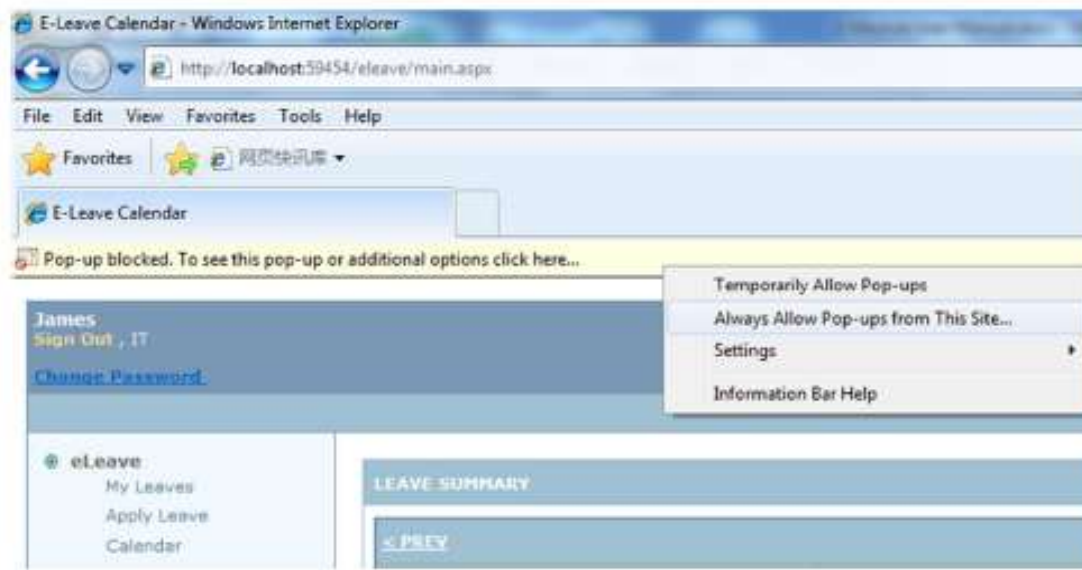
Change Password



- Change Password: Change the existing password.



- After click on "Change Password", your internet explorer may block the pop up.



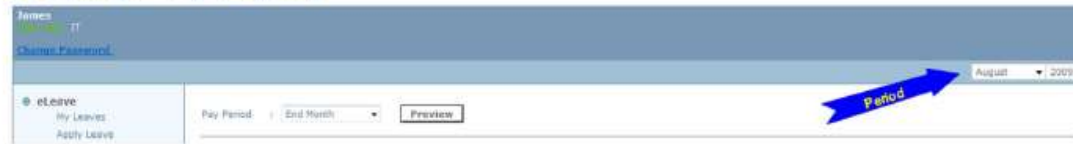
- Left click on the pop-up event, and choose "Always Allow Pop-ups from This Site".
- Next choose "Yes".
- Next choose "Retry".



- Old Password: Enter old password.
- New Password: Enter new password.
- Confirm Password: Enter new password again for confirmation.
- Click "Apply" button for save the changes.

E-Payslip Module

ePayslip – My Payslip



- Pay Period: Select pay period.
- Period: Choose period.
- Click “Preview” button to preview payslip.



- Incorrect pay period: User selected wrong pay period



- Payslip for period 200909 not yet published: Payslip for the selected period haven't released from admin.

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Sample payslip for Better