

Welcome to HROnline

The PayAsia HROnline is a tool that employees and managers use for performing human resources functions. It is cloud-based, with users entering and processing information in a web portal and storing records online.

Modules

HROnline has four modules, each representing a core HR function in an organization.

Client Administrator Module

Description

HRIS Module

Description

Leave Module

Description

Claim module

Description

What's New

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Frequently Asked Questions

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Help and Support

List here

Getting Started

Overview here plus some general functionalities

Minimum Requirements

Browsers

Mobile Devices

Access Based on Roles

Intro

Employee

Manager

Log In

Your organization has an HROnline site that only you and your co-employees can access. You should receive the link to the site in a Welcome email.

In your browser, go to your organization's HROnline site and enter the username and temporary password that were given to you in the Welcome email.

If you're logging in for the first time, change your temporary password using a combination of letters, numbers, and special characters. Your password should contain 8-20 characters.

If you can't log in, click the links for getting help from technical support. You will be asked to enter your name or email to verify your identity.

Personalize Your Dashboard

Info here

Working with HRIS Using an Employee Role

Create Your Employee Profile

Info here

Make an HR Letter

View Your Payslip

View Your HR Requests

View Your HR Documents

Working with HRIS Using a Manager Role

Review an Employee Profile

Info here

Approve Changes in an Employee Profile

Approve an HR Letter

View HR Documents

View HR Requests