

**Guideline to Download e-Statement  
for staff of  
Department of Health**

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# 1. Accessing e-Payroll System

Step 1.1 Access the **Departmental Portal** at any computer connected to DH's intranet

*If you are using terminals provided through Accessibility Programme (AP), you may access the departmental portal through “Other Useful Links” at the main page (refer to the figure on the right).*

*For other users, you may access the Departmental Portal at <https://dp.dh.hksarg>. Type the link in your browser (refer to the figure below)*

Department of Health The Government of the Hong Kong Special Administrative Region	
Accessibility Programme Main Page	
Item	Description
<b>Support helpline</b>	
Accessibility Programme (AP) related issues	Support Team (TTHU): 2126-5176, 2126-5119
Departmental Portal, Eleave and E-payroll related issues	Ms Chui Tsz Tung (Personnel) - 2337-2595 Ms Ng YSUNG (Personnel) - 2337-2590
<b>Accessibility Programme (AP) Related</b>	
Notes of Accessibility Programme v1.0 (Last updated date: 28 May 2007)	Important information for Accessibility Programme User
Accessibility Programme E-mail System	The login page to access AP e-mail system
Change Password of E-service Terminal (EST) and Internet Access	A link for AP user to change their password of E-service terminal (EST) and Internet Access. (Note: Once the password is changed, both passwords of EST and Internet Access will be applied.)
AP User Manual v1.0 (Last updated date: 04 July 2007)	A user manual for AP, in which user can learn how to login the EST, operate AP E-mail, access Internet, change login passwords
Training Manual Part I v1.0 (Last updated date: 04 July 2007)	A training guide for AP (Part I)
Training Manual Part II v1.0 (Last updated date: 08 June 2007)	A training guide for AP (Part II)
<b>Other Useful Links</b>	
Cyber Learning Centre Bus	A government web site provides different learning courses through Internet
Infocube Web Site	A government web site provides different security information and advice
Central Cyber Government Office (CCGO)	A one-stop service hub providing information and electronic services needed by Government users to support their daily work
Departmental Portal	A link to access the departmental Portal
E-leave and E-payroll Training Kit	A link to access the E-leave training kit
Staff Integrity and Conduct Corner	A link to access the Staff Integrity and Conduct Corner

Step 1.2 Type your user name and password. Click “Login”.



Step 1.3 Select “Application List”.



Step 1.4 Select “e-Payroll & Benefits” to enter the system.



## 2. Identity Verification

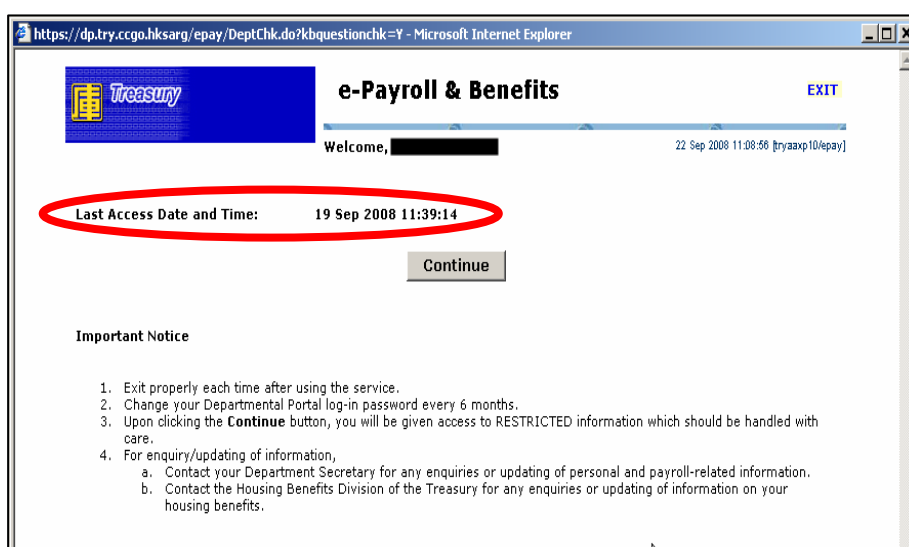
Step 2.1 Before you access e-Payroll, you have to answer a question concerning your personal particulars for verification of your identity. Fill in your answer and click “Continue”.



The screenshot shows a web browser window with the URL <https://dp.dh.hksarg/cmd/text/samext/saml/gen/afct?AID=dp.try.ccgo.hksarg&TARGET=https://dp.try>. The page header includes the Treasury logo and the title "e-Payroll & Benefits". A timestamp "19 Sep 2008 14:17:41 [tryaaxpc/epay]" is displayed. A button labeled "中文版" is in the top right. The main text asks for further verification information. A form field for "Your Date of Birth" contains seven dots. Below it, a note specifies the "ddmmyyyy" format with an example "01051960" for 1 May 1960. A "Continue" button is at the bottom. A disclaimer at the very bottom states: "You must click here to read the terms and conditions carefully before using the e-Payroll services. By using the Service, you shall be deemed to have accepted and be bound by all these terms and conditions."

If your answer is wrong, a new question will be generated. For data security's sake, e-Payroll only allows three attempts per day. You will have to try again next day if you fail to answer the questions thrice.

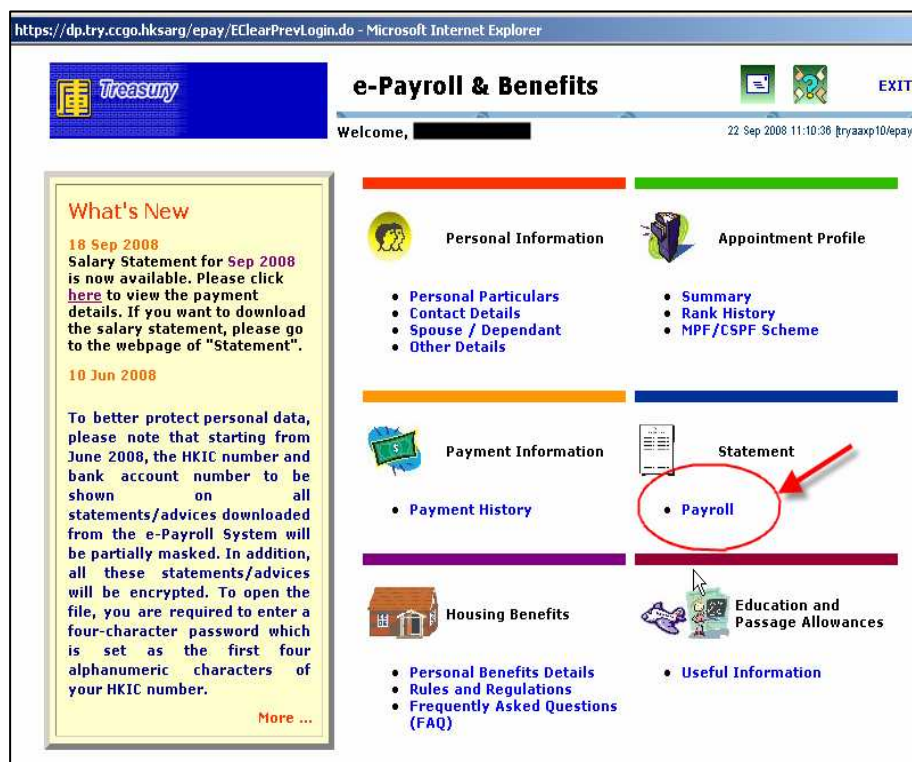
Step 2.2 If your answer is correct, your last login time would be displayed for your information. Click “Continue” to enter the system.



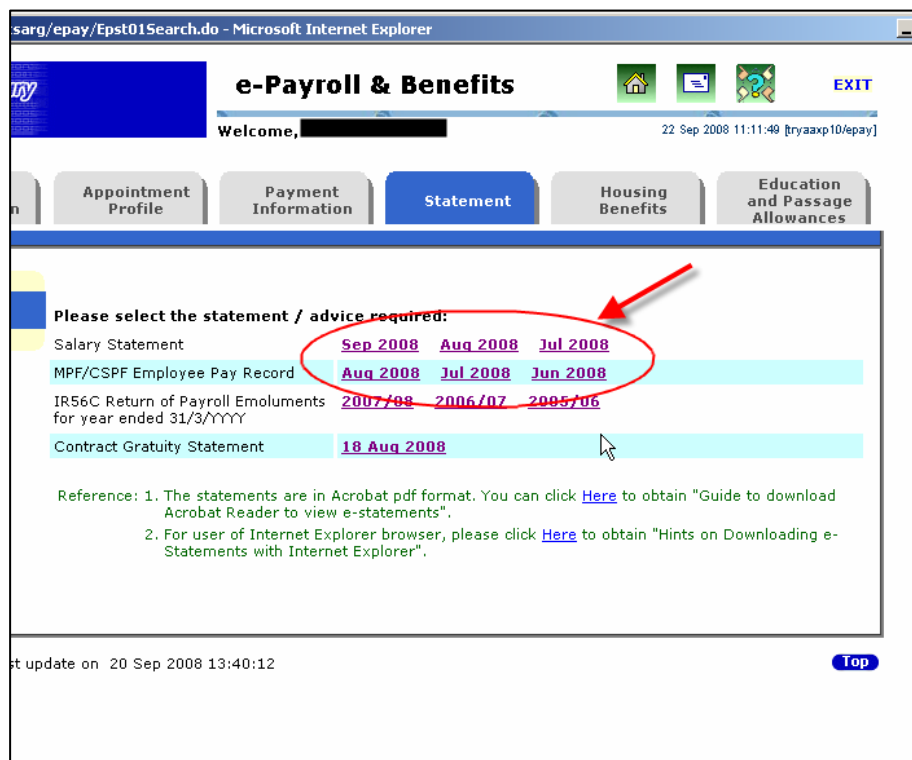
The screenshot shows the "e-Payroll & Benefits" welcome page. The URL is <https://dp.try.ccgo.hksarg/epay/DeptChk.do?kbquestionchk=Y>. The page header includes the Treasury logo, the title "e-Payroll & Benefits", and an "EXIT" link. A timestamp "22 Sep 2008 11:08:56 [tryaaxp10/epay]" is displayed. Below the header, it says "Welcome, [redacted]". A red oval highlights the "Last Access Date and Time: 19 Sep 2008 11:39:14". A "Continue" button is below this. An "Important Notice" section follows, containing four numbered items: 1. Exit properly each time after using the service. 2. Change your Departmental Portal log-in password every 6 months. 3. Upon clicking the "Continue" button, you will be given access to RESTRICTED information which should be handled with care. 4. For enquiry/updating of information, a. Contact your Department Secretary for any enquiries or updating of personal and payroll-related information. b. Contact the Housing Benefits Division of the Treasury for any enquiries or updating of information on your housing benefits.

### 3. Download your Payroll Statement

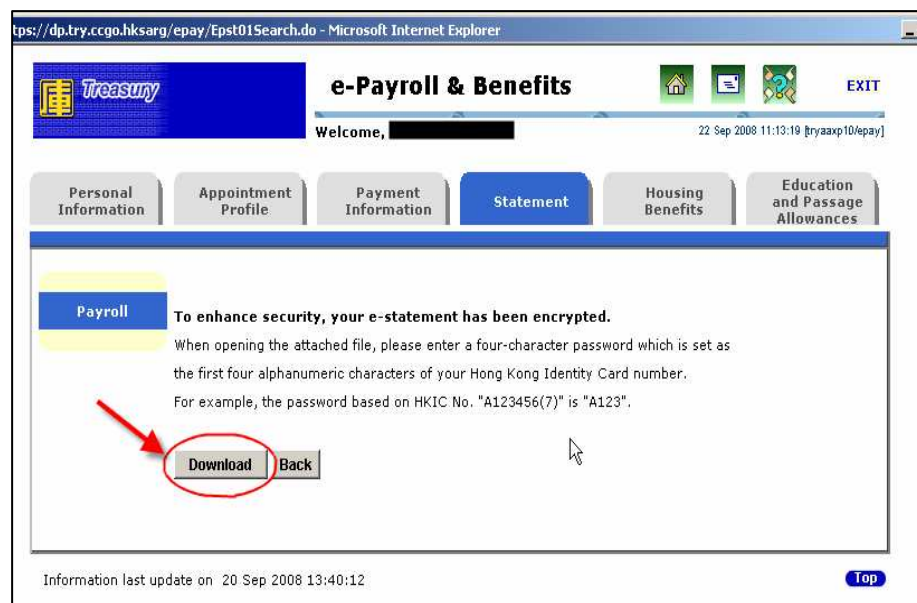
Step 3.1 Click "Payroll" under "Statement".



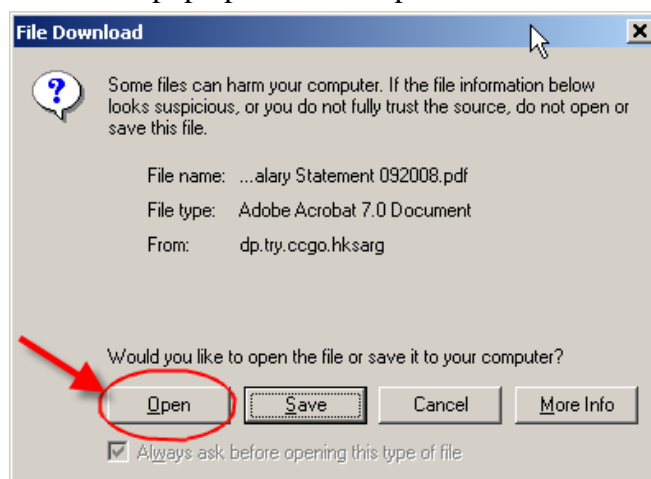
Step 3.2 Select the statement you wish to view.



Step 3.3 Click “Download” after reading the instruction.



Step 3.4 A box will pop up. Click “Open”.



## 4. View your Statement

Step 4.1 Your computer will prompt for password input when it opens the statement. Enter password, which is the first four alphanumeric characters of your HKID card, e.g., if your HKID card number is “A123456(7)”, enter “A123”.



Step 4.2 Your statement would be displayed. You may click “File” and then “Save” to save the statement at the location you wish.

Adobe Reader - [Sample e-Statement.pdf]

File Edit View Document Tools Window Help

Pages

新俸結算書

Salary Statement

月份/年份 09.2008  
Month/Year  
發出日期 17.09.2008  
Issued Date  
結算書號碼 S090810  
Statement No.

香港庫務署  
The Treasury  
Hong Kong

姓名 CHAN SIU MING  
Name  
機構名稱/付款區 41-2008  
Dept./Pay Zone  
成本中心/僱員號碼 412030-  
Cost Centre/Man No.

迄今之應課稅薪俸 101,202.50  
Taxable Emoluments to Date  
銀行戶口號碼 000-082-90\*\*\*61  
Bank A/C No.  
香港身份證號碼 \*\*\*4120(\*) \*1  
HKIC No.

收入項目 / 扣款項目的分析

Analysis of Income and Deductions

安排付款日期	項目	期間	調整項目	每月金額/計算	收入/扣款
Date Payment	Items	Period	已付/已扣除額	單位(如適用)	Income/
Arranged			Amount Already Paid/Deducted	Monthly/Unit	Deductions
			Correct Amount Payable/Deductible	Rate(If Applicable)	
29	BASIC SALARY	01.09.2008-30.09.2008		12202.00	12,202.00
	ODD CENTS B/F	01.09.2008-01.09.2008			0.55-
	ODD CENTS C/F	30.09.2008-30.09.2008			0.55
				Net Pay:	12,202.00

With effect from 10/2008, the Treasury will no longer deliver pay statements in paper or through e-mail.  
Please access e-Payroll System through your Departmental Portal and view the payment details/download the statement. It is much quicker and convenient!

Comments

Attachments



## **5. Enquiry**

In case you need statements without masking on Bank A/C No. and / or HKIC No., please contact SCO(A) of Finance Unit at 2961 8611.

If you have any enquiries on the above procedure, please contact SCO(Per)1 at 3107 2550 or CO(Per)1 at 3107 2551.

October 2008

Personnel Unit 1, Departmental Administration Section