

BJMP FINANCE SERVICE WEBSITE

Real Time Mode of Releasing Payslip and Pay Data Card
(RTMRPP)

User's Manual



www.bjmpfinanceservice.com.ph

All rights reserved 2015

1. Hardware requirement:
 - Any computer that has internet connection

2. Software requirements:
 - a. Web browser (Internet Explorer, Mozilla Firefox, Google Chrome, Opera, etc.)
 - b. Adobe Acrobat Reader
 - Visit www.adobe.com and download the Adobe Acrobat Reader

3. Your default Username and Password is your Account Number which is seen on your payslip at the Acct. No. field.

NAME		TIN	LP	UNIT CODE	ACCT. NO.	PAY PERIOD
name		tin	lp	ucode	A123456	pay
EARNINGS			DEDUCTIONS			
BASEPAY						
LONG PAY						
PERA						
INCENTIVE PAY						
HAZARD PAY						
SUBSISTENCE ALLOW						
QUARTER ALLOW						
LIVING ALLOW						
CLOTHING ALLOW						
LAUNDRY ALLOW						
ADDITIONAL COMP						
TOTAL EARNINGS		1st Check #	2nd Check #	TOTAL DEDUCTIONS		
1st SALARY		2nd SALARY		YOUR NETPAY		

4. Fill in the Username and Password then choose your Member Type, it is either Active Personnel or Pensioner then click the Login button to browse your personal account.



- Home
- Forum
- How To
- Contact Us

[?](#) Please Click the How To menu for instructions on how to use the website...

Security Login...

Account No.:

Password:

Member Type:

5. After a successful login you are directed to your personal profile page. The page is divided into three (3) parts namely profile, payslip and list of deduction.



- Utility ▼
- Forum
- Download/Print ▼
- Contact Us

PERSONAL PROFILE

Last Name:	<input type="text" value="DELA CRUZ"/>	PhilHealth No.:	<input type="text" value="0"/>
First Name:	<input type="text" value="JUAN"/>	GSIS Policy No.:	<input type="text"/>
Middle Name:	<input type="text" value="PENOLGY"/>	NHMFC Account No.:	<input type="text"/>
Rank:	<input type="text" value="INSP"/>	Longevity:	<input type="text" value="2"/>
Region of Assignment:	<input type="text" value="BJMP NHQ"/>	Salary Grade:	<input type="text" value="0"/>
Date of Employment:	<input type="text" value="Friday, July 18, 2003"/>	Step Number:::	<input type="text" value="0"/>
Withholding Tax Status:	<input type="text" value="ME"/>	BIR TIN:	<input type="text" value="11-111-11"/>

[Print Payslip via Adobe Acrobat Reader](#)

PAYSLIP FOR THE PERIOD OF JUNE 2015		Browse Previous Period >>		JANUARY	2015	GO
EARNINGS			DEDUCTIONS			
BASEPAY	32,341.00			BJMBAI Life	970.23	
LONG PAY (2)	6,792.00			BJMBAI SL	10,777.62	2
PERA	2,000.00			BJMP-MPC CC	2,000.00	
INCENTIVE PAY	0.00			BJMPSGTI	6.00	
HAZARD PAY	240.00			CONT	100.00	
SUBSISTENCE ALLOW	4,500.00			MBA P	485.12	
QUARTER ALLOW	600.00			Pagibig	100.00	
LIVING ALLOW	0.00			PAGIBIG ADD	900.00	
CLOTHING ALLOW	200.00			PhilHealth	400.00	
LAUNDRY ALLOW	60.00			POAP CONT	200.00	
ADDITIONAL COMP	0.00			PRVDN CC	1,000.00	
				W/Tax	6,218.97	
TOTAL EARNINGS	46,733.00	(ME)		TOTAL DEDUCTIONS	23,157.94	
1st SALARY	11,788.50	2nd SALARY	11,786.56	YOUR NETPAY	23,575.06	

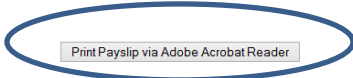
List of Deductions...

Code	Loan Amount	No. of Months	Start	Loan Balance	Payments Made
BJMBAI Life	970.23	0	03/08/2004	0.00	0
BJMBAI SL	129,331.44	12	05/01/2015	107,776.20	2
BJMP-MPC CC	2,000.00	0	03/01/2015	2,000.00	0
PAGIBIG ADD	900.00	0	03/01/2015	900.00	0
POAP CONT	200.00	0	06/01/2014	200.00	0
PRVDN CC	1,000.00	0	04/01/2015	1,000.00	0

Copyright © 2015 BJMP-Finance Service Office. All rights reserved.

For insurances, contributions and savings the loan amount is your monthly amortization.

7. There are two (2) ways to print or download your payslip. 1) thru the Print Payslip via Adobe Acrobat Reader button that can be seen on top of the payslip and 2) on the Download/Print menu choose the payslip submenu. Clicking either of these 2 will produce same result.



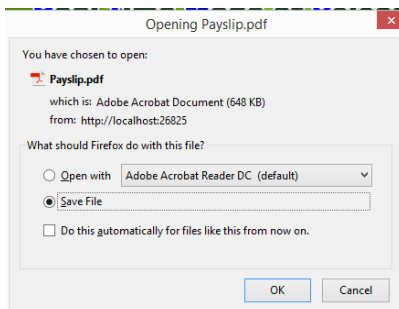
EARNINGS		DEDUCTIONS				
BASEPAY	32,341.00			BJMBAI Life	970.23	
LONG PAY (2)	6,792.00			BJMBAI SL	10,777.62	2
PERA	2,000.00			BJMP-MPC CC	2,000.00	
INCENTIVE PAY	0.00			BJMPSGTI	6.00	
HAZARD PAY	240.00			CONT	100.00	
SUBSISTENCE ALLOW	4,500.00			MBA P	485.12	
QUARTER ALLOW	600.00			Pagibig	100.00	
LIVING ALLOW	0.00			PAGIBIG ADD	900.00	
CLOTHING ALLOW	200.00			PhilHealth	400.00	
LAUNDRY ALLOW	60.00			POAP CONT	200.00	
ADDITIONAL COMP	0.00			PRVDN CC	1,000.00	
				W/Tax	6,218.97	
TOTAL EARNINGS	46,733.00	(ME)		TOTAL DEDUCTIONS	23,157.94	
1st SALARY	11,788.50	2nd SALARY	11,786.56	YOUR NETPAY	23,575.06	

BJMP FINANCE SERVICE
 Real Time Mode of Releasing
 Payslip and PayDataCard (RTMRPP)

Utility | Forum | **Download/Print** | Contact Us

PERSONAL PROFILE | **Payslip**

The result is, you will be prompted to open or save the file. You can choose save to have a copy in your local machine or just open with Adobe Acrobat Reader to directly open the file.



This is the printable payslip file.

NAME		TIN	LP	UNIT CODE	ACCT. NO.	PAY PERIOD
INSP JUAN P DELA CRUZ		11-111-111	2	NH01000	A123456	Jun 2015
E A R N I N G S		D E D U C T I O N S				
BASE PAY	32,341.00			B/JMBAI Life		970.23
LONG PAY	6,792.00			B/JMBAI SL		10,777.02 2
PERA	2,000.00			B/JMP-MPC CC		2,000.00
INCENTIVE PAY				B/JMPSGTI		8.00
HAZARD PAY	240.00			CONT		100.00
SUBSISTENCE ALLOW	4,600.00			MBA P		485.12
QUARTER ALLOW	600.00			Pagbig		100.00
LIVING ALLOW				PAIGBIG ADD		900.00
CLOTHING ALLOW	200.00			PhilHealth		400.00
LAUNDRY ALLOW	60.00			POAP CONT		200.00
ADDITIONAL COMP				PRVDN CC		1,000.00
				W/Tax		6,218.97
TOTAL EARNINGS	46,733.00	(ME)	PhilHealth # 0	TOTAL DEDUCTIONS		23,167.04
1st SALARY	11,786.50	2nd SALARY	11,786.56	YOUR NETPAY		23,575.06

This is an online Generated Payslip. Authenticated Copy is required for any Legal Transaction this form may serve.

- The Paydatacard is now on a separate page. To view your paydatacard go to utility menu and choose the paydatacard submenu. This will lead you to the paydatacard page where you can browse your pay and allowances including deductions from Calendar Year 1998 to present. To view previous years, use the Select Calendar Year Control Panel. Choose the year you want to view and click Go button to execute backup.



Utility ▼	Forum	Download/Print ▼	Contact Us
Search Personnel			
Paydatacard	DELA CRUZ <input type="text"/>	PhilHealth No.: <input type="text"/>	0 <input type="text"/>
Change Password	JUAN <input type="text"/>	GSIS Policy No: <input type="text"/>	
Logout	PENOLOGY <input type="text"/>	NHMFC Account No.: <input type="text"/>	
Rank:	INSP <input type="text"/>	Longevity: <input type="text"/>	2 <input type="text"/>
Region of Assignment:	BJMP NHQ <input type="text"/>	Salary Grade: <input type="text"/>	0 <input type="text"/>
Date of Employment:	Friday, July 18, 2003 <input type="text"/>	Step Number:: <input type="text"/>	0 <input type="text"/>
Withholding Tax Status:	ME <input type="text"/>	BIR TIN: <input type="text"/>	11-111-11 <input type="text"/>

This is the Paydatacard Page:



- Back to Profile
- Forum
- How To
- Contact Us

Select Calendar Year to View Details...

Calendar Year:

Your Pay and Allowances...

Calendar Year: 2015

Month	Rank	Unit Assignment	Basepay	Longpay	Subsistence Allow	Laundry Allow	Clothing Allow	Quarter Allow	Hazard Pay	PERA	RATA	Additional Comp	Pay and Allow	Deduction	Netpay
January	INSP	NH01000	32,341.00	6,792.00	2,790.00	60.00	200.00	600.00	240.00	2,000.00	0.00	0.00	45,023.00	8,730.32	36,292.68
February	INSP	NH01000	32,341.00	6,792.00	2,520.00	60.00	200.00	600.00	240.00	2,000.00	0.00	0.00	44,753.00	8,730.32	36,022.68
March	INSP	NH01000	32,341.00	6,792.00	2,790.00	60.00	200.00	600.00	240.00	2,000.00	0.00	0.00	45,023.00	11,580.32	33,442.68
April	INSP	NH01000	32,341.00	6,792.00	2,700.00	60.00	200.00	600.00	240.00	2,000.00	0.00	0.00	44,933.00	21,957.07	22,975.93
May	INSP	NH01000	32,341.00	6,792.00	4,650.00	60.00	200.00	600.00	240.00	2,000.00	0.00	0.00	46,883.00	23,157.93	23,725.07
June	INSP	NH01000	32,341.00	6,792.00	4,500.00	60.00	200.00	600.00	240.00	2,000.00	0.00	0.00	46,733.00	23,157.94	23,575.06
July															
August															
September															
October															
November															
December															

Your Authorized Deductions...

Calendar Year: 2015

Months	BJMBAI Life	BJMP-MPC CC	BJMPSGTI	CONT	MBA P	Pagibig	PhilHealth	POAP CONT	PRVDN CC	W/Tax	PAGIBIG ADD	BJMBAI SL
January	970.23	50.00	6.00	100.00	485.12	100.00	400.00	200.00	200.00	6,218.97		
February	970.23	50.00	6.00	100.00	485.12	100.00	400.00	200.00	200.00	6,218.97		
March	970.23	2,000.00	6.00	100.00	485.12	100.00	400.00	200.00	200.00	6,218.97	900.00	
April	970.23	2,000.00	6.00	100.00	485.12	100.00	400.00	200.00	1,000.00	6,218.97	900.00	9,576.75
May	970.23	2,000.00	6.00	100.00	485.12	100.00	400.00	200.00	1,000.00	6,218.96	900.00	10,777.62
June	970.23	2,000.00	6.00	100.00	485.12	100.00	400.00	200.00	1,000.00	6,218.97	900.00	10,777.62
July												
August												
September												
October												
November												
December												

- You have an option to change your password. Go to utility menu and choose change password submenu. This will lead you to the change password page.



Utility ▼	Forum	Download/Print ▼	Contact Us
Search Personnel			
Paydatacard			
Change Password			
Logout			

Rank:	DELA CRUZ	PhiHealth No.:	0
Region of Assignment:	JUAN	GSIS Policy No.:	
Date of Employment:	PENOLGY	NHMFC Account No.:	
Withholding Tax Status:	INSP	Longevity:	2
	BJMP NHQ	Salary Grade:	0
	Friday, July 18, 2003	Step Number.:	0
	ME	BIR TIN:	11-111-11

This is the change password page: for security reason you need to fill in your old password and then provide your new password. All these fields are required, your old password must match your current password and then the fields New Password and Retype Password must also match to have a successful transaction. After a successful transaction you can use your new password the next time you will login.



Back to Profile	Forum	How To	Contact Us
-----------------	-------	--------	------------

Change Password...

Old Password:

New Password:

Retype Password:

10. For your security, you must logout every after use of the finance website to avoid others to view or print your payslip. There is also an automatic logout if the page is idle for 10 minutes.



- Utility ▼
- Forum
- Download/Print ▼
- Contact Us

Search Personnel

Paydatacard

Change Password

Logout

Rank:

DELA CRUZ

PhiHealth No.:

0

Region of Assignment:

JUAN

GSIS Policy No.:

Date of Employment:

PENOLOGY

NHMFC Account No.:

Withholding Tax Status:

INSP

Longevity:

2

BJMP NHQ

Salary Grade:

0

Friday, July 18, 2003

Step Number.:

0

ME

BIR TIN:

11-111-11