



2296037

**PAY BILL SECTION(NG)**

No. Pay bills /2023-24

Date: 03/02/2024

**CIRCULAR**

Sub: Accessing Payslips via the eadmin Website – Reg.  
\*\*\*\*\*

**It is hereby notified that all the employees of JIPMER can access the payslips from the eadmin website have to login into the following JIPMER Internal website and apply the same.**

**Link : <https://eadmin.jipmer.edu.in/>**

1. In the Internal Site, Login into PaySlips using JIPMER email id (emp\_id@jipmer.ac.in).
2. Step by Step procedure to Sign In/Downloading Pay Slip is explained in the manual enclosed herewith Annexure
3. If User finds any discrepancy in Sign In/Downloading Pay Slip or for any suggestions, mail can be sent to ais@jipmer.ac.in with the Employee Number, brief description of the problem occurred.

This is issued with the approval of the Director.

*Ranjit Singh*  
**DRAWING AND DISPENSING OFFICER**  
**आहरण और संचितरण अधिकारी**  
**JIPMER**  
**Drawing and Disbursing Officer**  
**जिपमेर / JIPMER**  
**पुदुच्चेरी / Puducherry - 6.**

To

All the Heads of Department/ Sections/ Units of JIPMER. – for circulate among their staff members.

Copy to

1. P.S. to Director / M.S. / Dean (Academic/Research) / DD(A) / Dean (Karaikal)
2. P.A. to S.A.O./Sr. ACO/Accounts Officer/ Welfare Officer / Law Officer
3. The Officer In-Charge of IT Wing – Request to upload in JIPMER Website.

## MANUAL FOR DOWNLOADING PAYSLIP

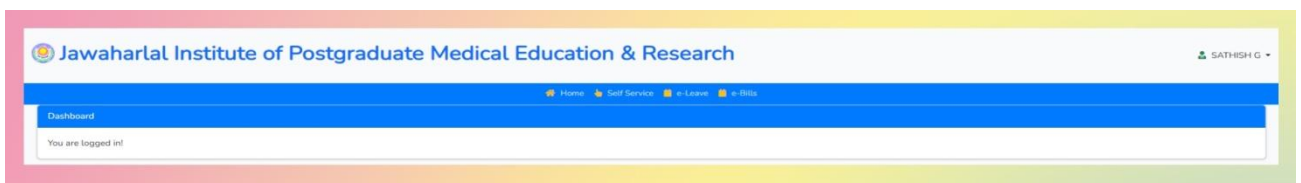
*(The portal eadmin.jipmer.edu.in is accessible only within the network of JIPMER)*

FOR EMPLOYEES:

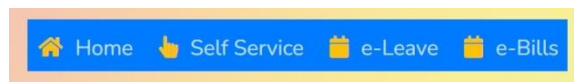
1. Visit the portal **eadmin.jipmer.edu.in**



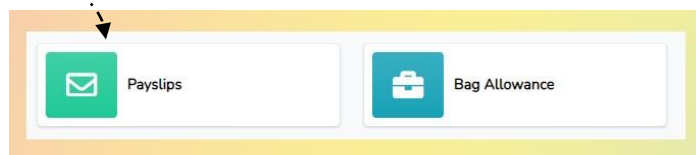
2. Click on the “Sign in using Google” button.
3. You will be redirected to the Gmail Login Page. Enter the mail id provided by JIPMER i.e. *your\_employee\_id@jipmer.ac.in* and *password* to login to the eadmin.jipmer.edu.in portal.
4. The Logged in portal looks like below image.



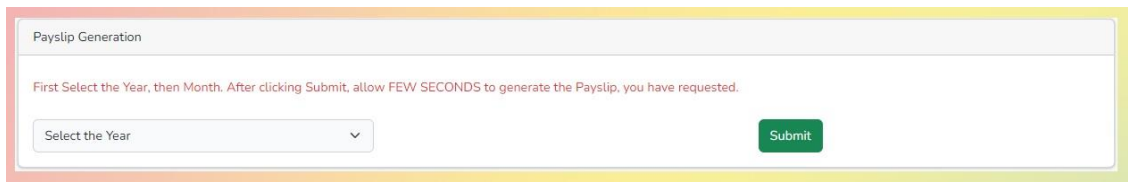
5. Click the “Self Service” from the menu.



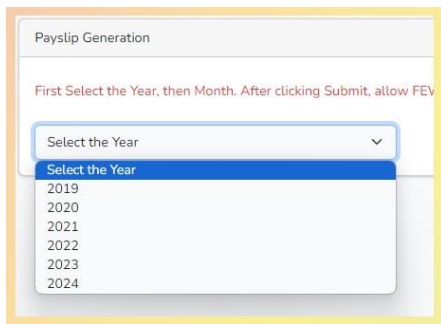
6. Click the “Payslips” tile



7. A screen will displayed as below. It contains a dropdown of the “**YEARS**”. Select the year for which you want to download the Payslip.

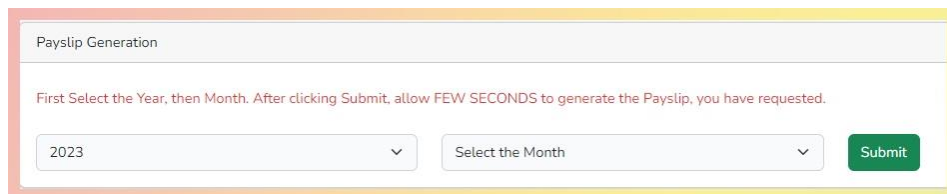


The screenshot shows a web form titled "Payslip Generation". Below the title is a grey bar with the text "First Select the Year, then Month. After clicking Submit, allow FEW SECONDS to generate the Payslip, you have requested." Below this bar is a dropdown menu labeled "Select the Year" with a downward arrow. To the right of the dropdown is a green "Submit" button.



The screenshot shows the same "Payslip Generation" form, but the "Select the Year" dropdown menu is open, displaying a list of years: 2019, 2020, 2021, 2022, 2023, and 2024. The year 2023 is highlighted in blue.

8. On selecting the year from the dropdown, a new dropdown will be shown automatically with the list of Months. Select the month for which you want to the payslip and click “**SUBMIT**”. Wait for few seconds. A new tab will be opened to generate the payslip.



The screenshot shows the "Payslip Generation" form with the "Select the Year" dropdown menu now displaying "2023". A new dropdown menu labeled "Select the Month" has appeared to the right of the year dropdown. A green "Submit" button is located to the right of the month dropdown.

## For Queries



Query on Errors & Feedbacks  
(AIS Unit, IT Wing, 5th Floor, Admin Block)

Extn: 6044

Query on discrepancy on details in payslips  
(Pay Bills Section - Gazetted & Non Gazetted, 3rd Floor, Admin Block)

Extn: 6035, 6037