

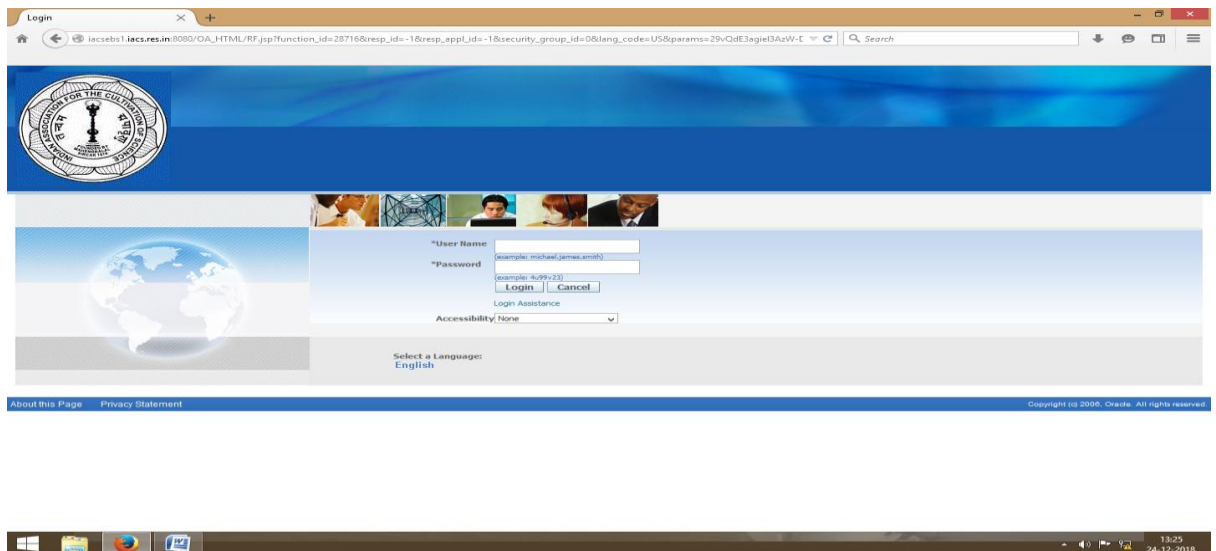
Step By Step Instruction for Pay Slip Printing

1. Open oracle ERP Systems on your Mozilla browser

By clicking on the link given below:

URL: <http://iacsebs1.iacs.res.in:8080>

Or you can visit IACS website URL: <http://www.iacs.res.in> go to Administration menu and click on “Online Ordering, Requisition & Employee Self Portal” (5th point of this menu).

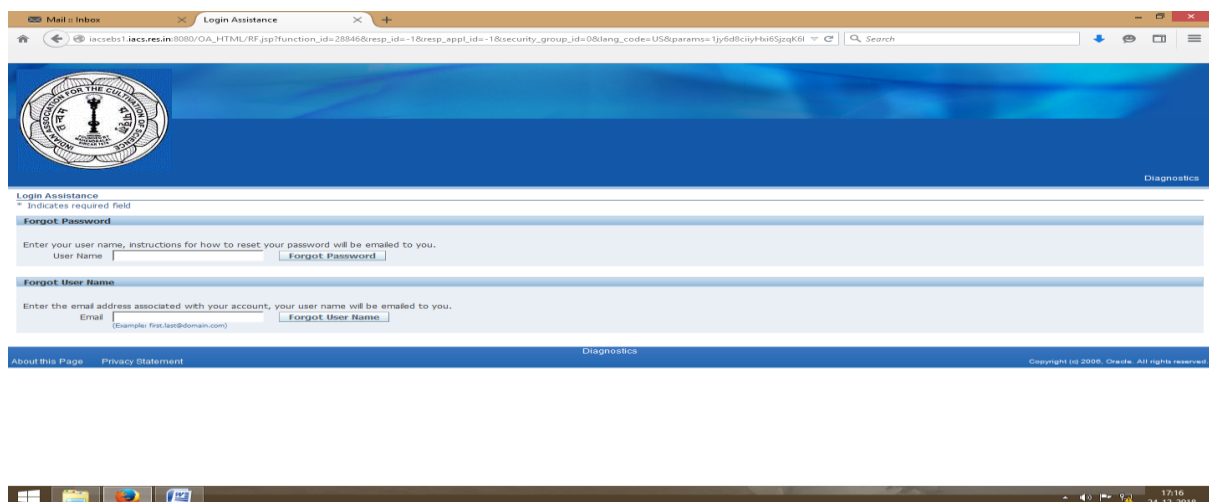


The screenshot shows the Oracle ERP Login page in a Mozilla browser. The page has a blue header with the Oracle logo and a search bar. Below the header, there is a login form with fields for "User Name" and "Password". The "User Name" field contains the example text "example: michael.james.smith" and the "Password" field contains "example: 409c23". There are "Login" and "Cancel" buttons. Below the password field, there is a "Login Assistance" link and an "Accessibility" dropdown menu set to "None". At the bottom, there is a "Select a Language" dropdown menu set to "English". The page footer includes "About this Page", "Privacy Statement", and "Copyright (c) 2008, Oracle. All rights reserved."

2. Login using User Name: EMP4 digit employee id

Password: personal

If you forget your password click on “**Login Assistance**” and it will redirect you to a new screen



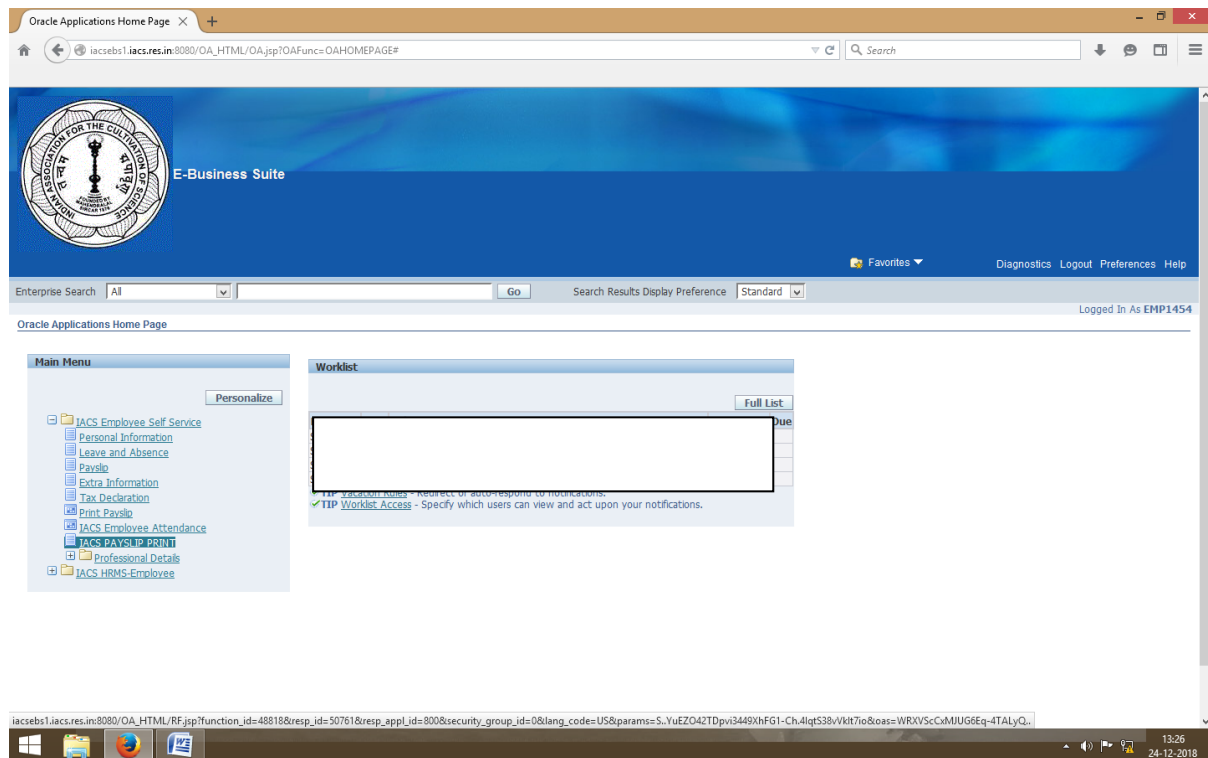
The screenshot shows the Oracle ERP Login Assistance page in a Mozilla browser. The page has a blue header with the Oracle logo and a search bar. Below the header, there is a "Login Assistance" section with a "Forgot Password" link. The "Forgot Password" section has a form with a "User Name" field and a "Forgot Password" button. Below this, there is a "Forgot User Name" section with an "Email" field and a "Forgot User Name" button. The page footer includes "About this Page", "Privacy Statement", "Diagnostics", and "Copyright (c) 2008, Oracle. All rights reserved."

Put your user name and click on Forget Password Button

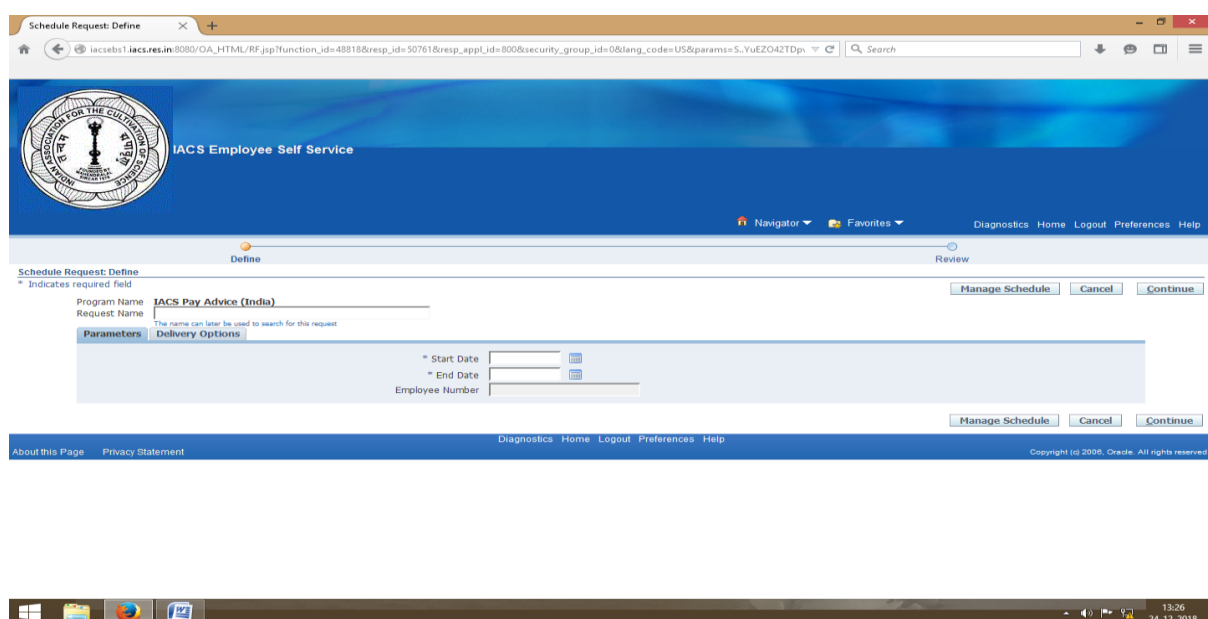
3. After login the below screen will appear

Click on IACS Employee Self Service - IACS Payslip Print

Note: If menu options are not working, press F5 or Ctrl+F5 (Page Refresh) once and try again.



4. Select Start date of the month , End Date of the month and your employee id and press on continue button.



Schedule Request: Define

iacsebs1.iacs.res.in:8080/OA_HTML/OA.jsp?_ri=0&_rc=FNDCCPPROGRAMPAGE&programApplName=PAY&programName=IACSPAYIN&programRegion=Hide&sr=

Search

 IACS Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Define Review

Schedule Request: Define

* Indicates required field

Program Name **IACS Pay Advice (India)**

Request Name The name can later be used to search for this request

Parameters Delivery Options

* Start Date 01-Nov-2018

* End Date 30-Nov-2018

* Employee Number EMP1454

Manage Schedule Cancel Continue

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5. After clicking on continue button below window will appear and click on Submit button here.

Schedule Request: Review

iacsebs1.iacs.res.in:8080/OA_HTML/OA.jsp?_ri=0&_rc=FNDCCPPROGRAMPAGE&programApplName=PAY&programName=IACSPAYIN&programRegion=Hide&sr=

Search

 IACS Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Define Review

Schedule Request: Review

Manage Schedule Cancel Back Submit

Name

Concurrent Program Name **IACS Pay Advice (India)**

Request Name

Operating Unit

Language Settings

Language Territory Numeric Character

American English United States

Parameters

Start Date 01-Nov-2018

End Date 30-Nov-2018

Employee Number EMP1454

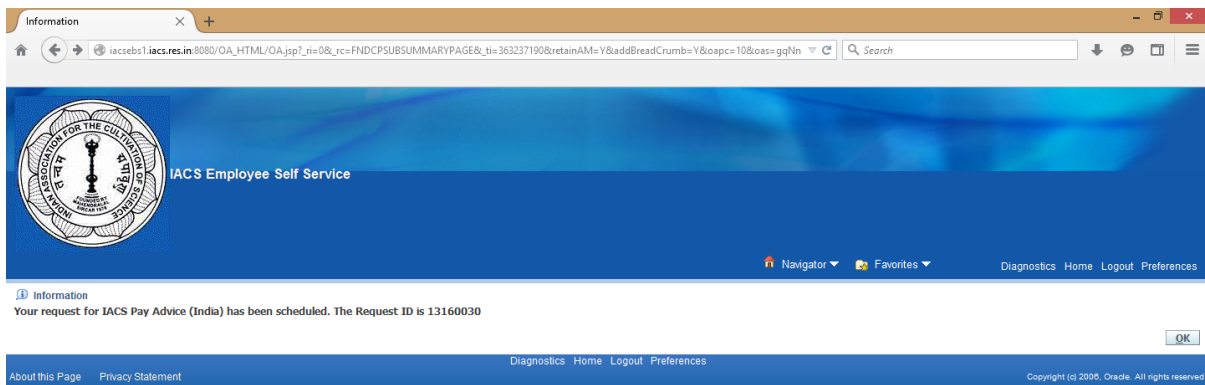
Delivery Options

Show Delivery Options

Manage Schedule Cancel Back Submit

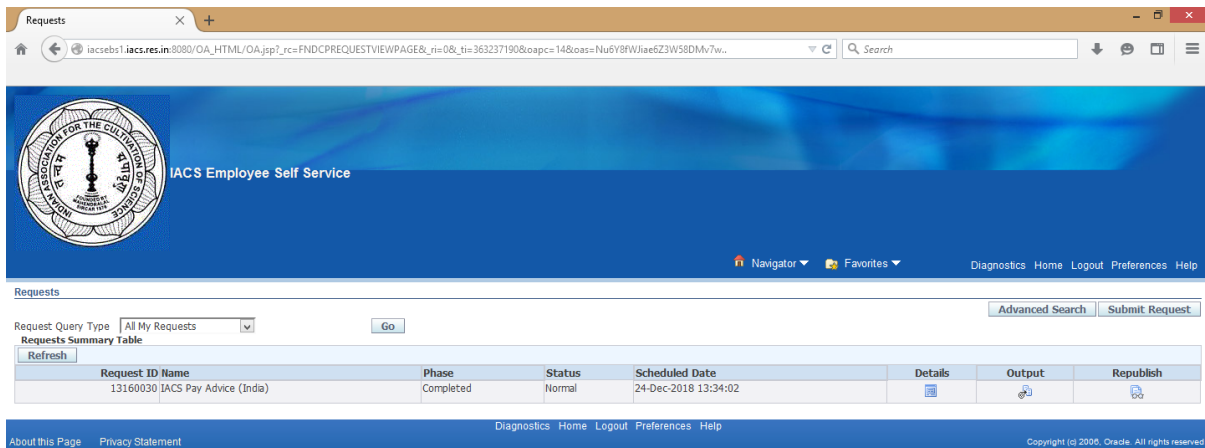
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6. System will accept your request and a Request id will generate. Click on OK button.



The screenshot shows the IACS Employee Self Service portal. The header includes the IACS logo and the text "IACS Employee Self Service". Below the header, a message states: "Your request for IACS Pay Advice (India) has been scheduled. The Request ID is 13160030". An "OK" button is visible at the bottom right of the message area. The footer contains navigation links: "About this Page", "Privacy Statement", "Diagnostics", "Home", "Logout", "Preferences", and "Copyright (c) 2008, Oracle. All rights reserved."

7. Your printable payslip is ready. You just need to click on Refresh button and click on  output to open the printable file on your browser. You can download/print the pdf file from here.



The screenshot shows the "Requests" section of the IACS Employee Self Service portal. It includes a "Request Query Type" dropdown set to "All My Requests" and a "Go" button. Below this is a "Requests Summary Table" with a "Refresh" button. The table contains the following data:

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
13160030	IACS Pay Advice (India)	Completed	Normal	24-Dec-2018 13:34:02			

The footer contains navigation links: "About this Page", "Privacy Statement", "Diagnostics", "Home", "Logout", "Preferences", "Help", and "Copyright (c) 2008, Oracle. All rights reserved."