

Set Up for ePayslip

To begin, please click on the **Apply** button of the firm or company that you're belonging to:

Grant Thornton Malaysia PLT

For staffs of Grant Thornton Malaysia, excluding Tax and Advisory staffs.

Apply here

Trainee - Apply here

Grant Thornton Taxation Sdn Bhd

For all staffs of Grant Thornton Malaysia's Tax division.

Apply here

Grant Thornton Consulting Sdn Bhd

For all staffs of Grant Thornton Malaysia's Advisory division, excluding trainees.

Apply here

Go to link '<https://eleave.gt.com.my/>'.

To begin, please click on the "Apply Here" button of the firm or company that you're from.

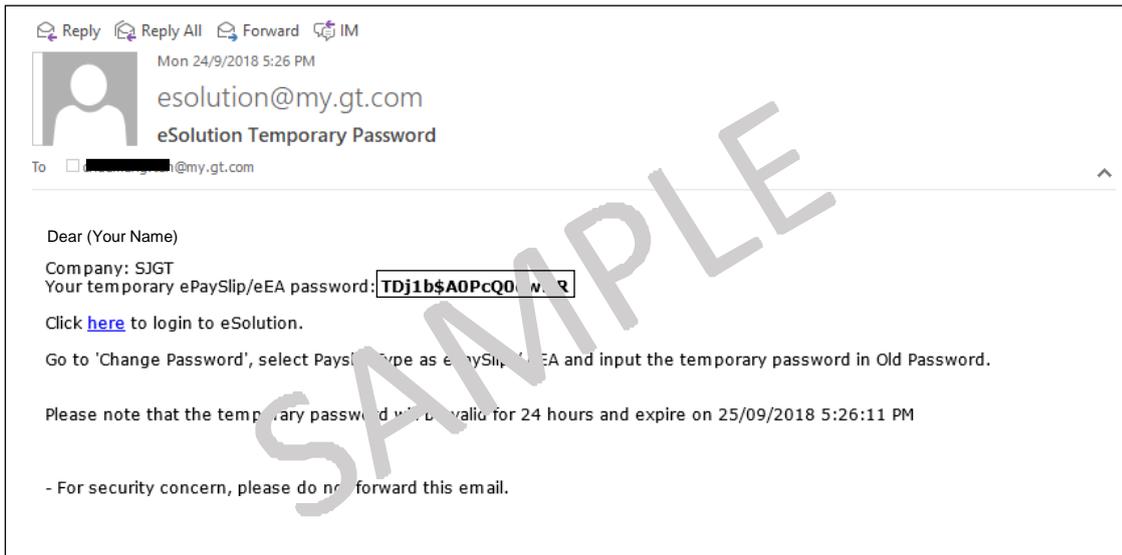
The screenshot shows the Times Software eLeave portal. At the top, it lists various E-Applications: E-Leave, E-Claims, E-HR, E-Training, E-Attendance, and E-Booking. The main content area is titled "Grant Thornton Malaysia. Welcome to the e-Leave portal." It provides instructions for first-time login, including clicking "First Time Login / Forgot Password" and entering employee and IC numbers. A "Login to eSolution!" form is visible on the right, with fields for Emp No., Password, and Period (2018, 10, E). There are "Login" and "First Time Login / Forgot Password" buttons.

Click on "First Time Login".

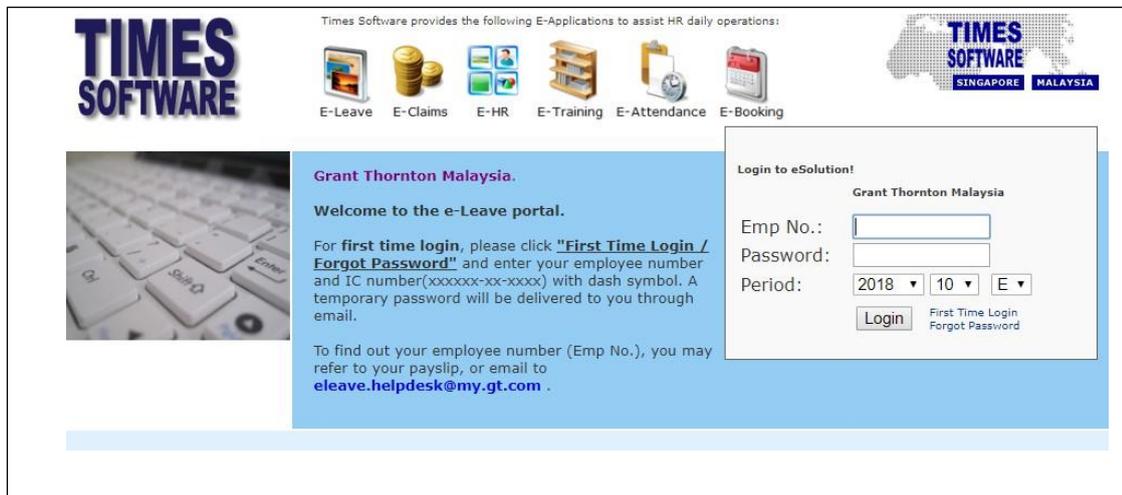
The screenshot shows the "Reset Your Password" page on the eLeave portal. It prompts the user to input information and click "SUBMIT". The form includes fields for Company (SJGT), Emp No. (XXXX), and NRIC No. (XXXXXXXX-XX-XXXX). Below these are fields for Password Type (Login Password, ePaySlip Password) and Verification Code. A "Submit" button is at the bottom. In the background, the login form from the previous screenshot is partially visible.

Key in your "Employee No." and "IC Number" (with '-') and select the Password Type as "ePaySlip Password". Then key in the Verification Code and click "Submit".

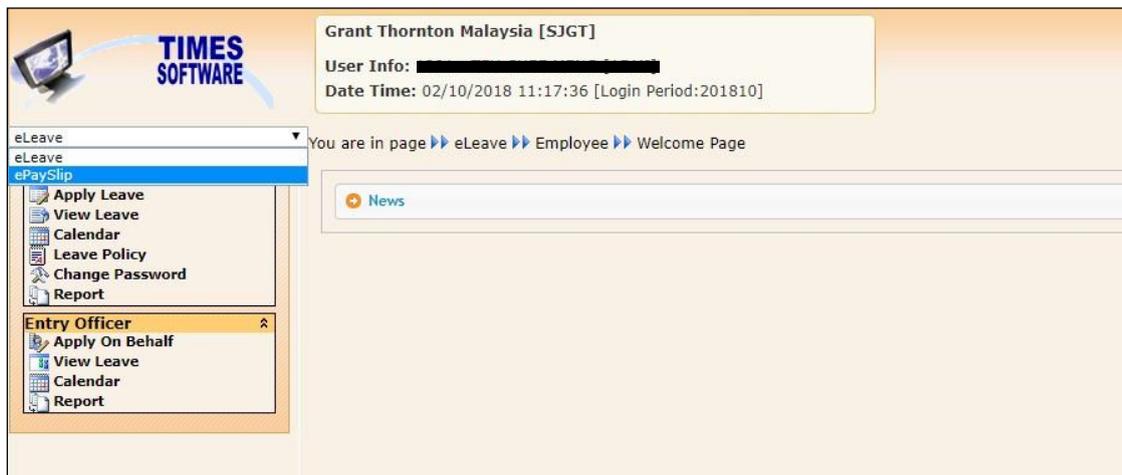
Set Up for ePayslip



You will receive an email from esolution@my.gt.com for the Temporary Password.



Go to eLeave and login as usual you login to apply leave.



Select "ePayslip" as per above.

Set Up for ePayslip

The screenshot shows the 'Change Password' page. At the top left is the 'TIMES SOFTWARE' logo. The header area displays 'Grant Thornton Malaysia [SJGT]', 'User Info: [redacted]', and 'Date Time: 02/10/2018 11:17:36 [Login Period:201810]'. A breadcrumb trail reads 'You are in page >> ePaySlip >> Employee >> Change Password'. The main content area contains a message: 'This function allows you to change your existing password. * the following special characters are not allowed to be part of your password: ! " & < > or <blank space>'. Below this is a form with fields for 'Employee' (a dropdown menu), 'Old Password', 'New Password', 'Confirm Password', and 'Password Type' (a dropdown menu set to 'Login Password'). A 'Submit' button is at the bottom of the form. On the left side, there is a navigation menu with 'Employee' selected, containing 'View Payslip' and 'Change Password'.

Select "Change Password" and you will direct to above page.

Paste the 'Temporary Password' from the email you receive from eSolution on "Old Password".

Set the "New Password" and "Confirm Password".

*[Suggestion: For security purpose, you're advised that to set a different password from eLeave Login Password]

The screenshot shows the 'View Payslip' page. The header area displays 'Grant Thornton Malaysia [SJGT]', 'User Info: [redacted]', and 'Date Time: 02/10/2018 11:40:47 [Login Period:201810]'. A breadcrumb trail reads 'You are in page >> ePaySlip >> Employee >> View Payslip'. The main content area is titled 'Online Payslip Viewer' and contains a 'Period' dropdown menu set to '201809E' and a 'Password' input field. A 'Preview' button is located below the password field. On the left side, the navigation menu shows 'Employee' selected, with 'View Payslip' and 'Change Password' options.

Once the settings is done, you may re-login to get the payslip.

Thank you.
Lee Ai Sim
Finance Manager