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## How to login to HR & Payroll Self Service for the first time from a HSE device - PC or Laptop

### SUMMARY

1. Log in here <https://myhseselfservice.hse.ie>  
This brings you to the login screen.
2. If you have forgotten your password or wish to change your password - please select **Password Reset** option
3. Enter your Login ID (This is your SAP personnel number (8 digits eg 30123456) prefaced by the letter "E" for Employee and "M" for Managers. In certain regions you will find it printed on your payslip.) and mobile number in the format 353 87\*\*\*\*\*. Click **Reset**
4. Enter the Login ID temporary password sent by text message to your mobile device. Click **Log On**
5. Enter the "old password". This is the temporary password sent to your mobile number. Enter a new password and confirm this. The password must be at least 8 characters long with a requirement for one uppercase letter, one number and a special character e.g. \$&! . Click **Change**
6. Your password is now changed. and you will be logged on to HR & Payroll Self Service

# How to login to HR & Payroll Self Service for the first time

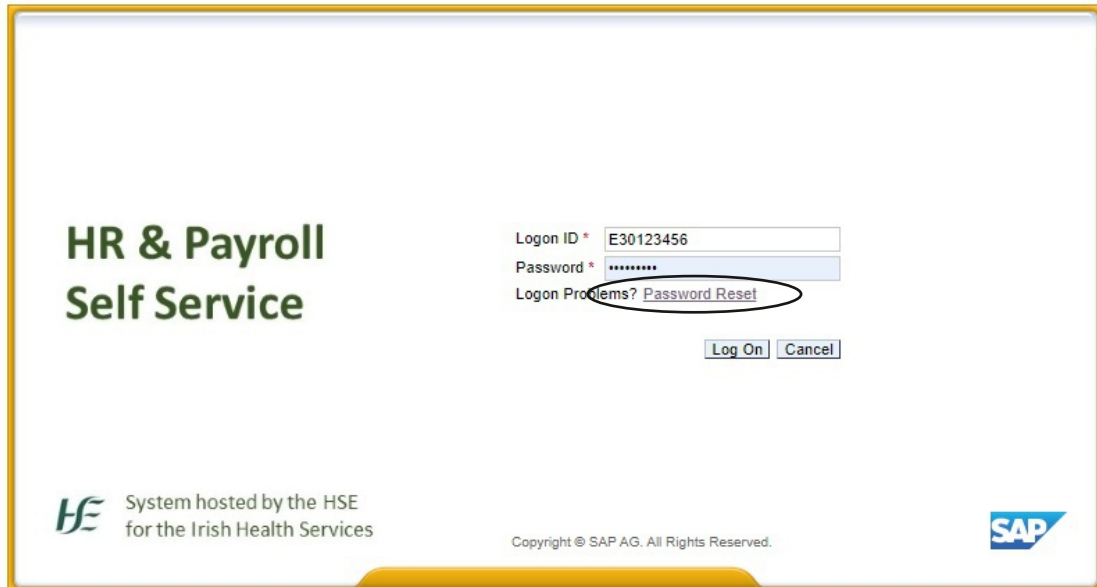
## from a HSE device - PC or Laptop

1. Open your preferred internet browser and enter the URL: <https://myhseselfservice.hse.ie>



https://myhseselfservice.hse.ie

2. Initial logon screen appears. Select the **Password Reset** option (circled below)



**HR & Payroll Self Service**

Logon ID \* E30123456  
Password \* \*\*\*\*\*  
Logon Problems? **Password Reset**

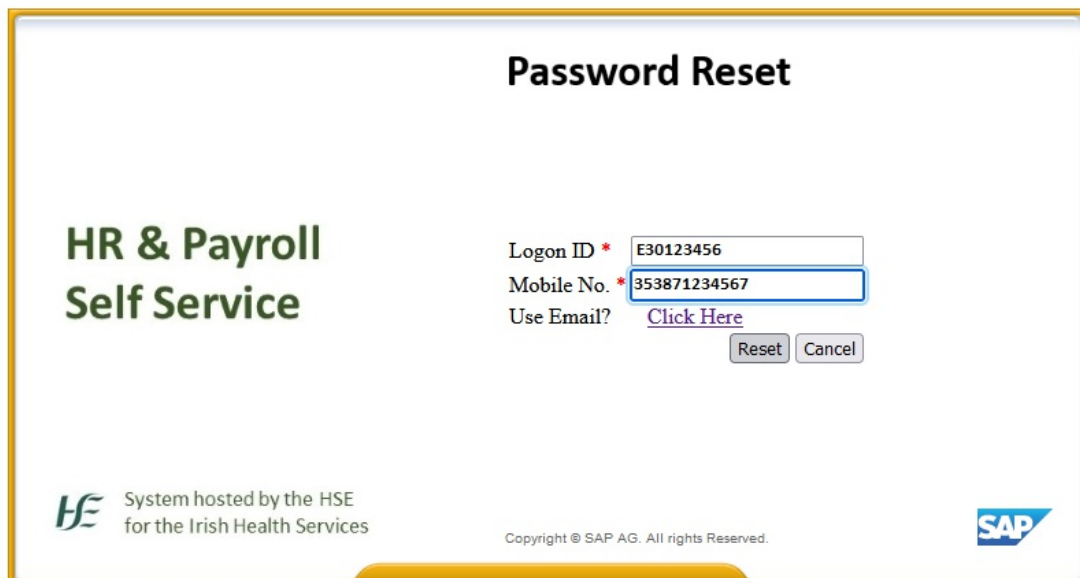
Log On Cancel

System hosted by the HSE for the Irish Health Services

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SAP

3. Enter your Login ID and Mobile number in the format 353 87 \*\*\*\*\*. Click **Reset**.



**Password Reset**

**HR & Payroll Self Service**

Logon ID \* E30123456  
Mobile No. \* 353871234567  
Use Email? [Click Here](#)

Reset Cancel

System hosted by the HSE for the Irish Health Services

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- **Logon ID**

Enter one of the following: - Employee letter "E" plus your personnel number  
Manager letter "M" plus your personnel number

- **Mobile No.**

Enter the mobile number assigned to your Logon ID.

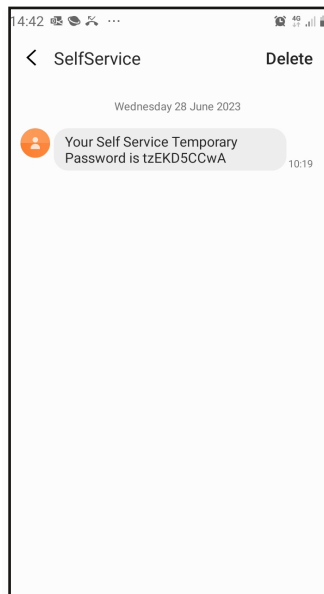
- **Email**

If you don't have a mobile number and wish to use email instead, Select Click here. This is the email address used to set up your account

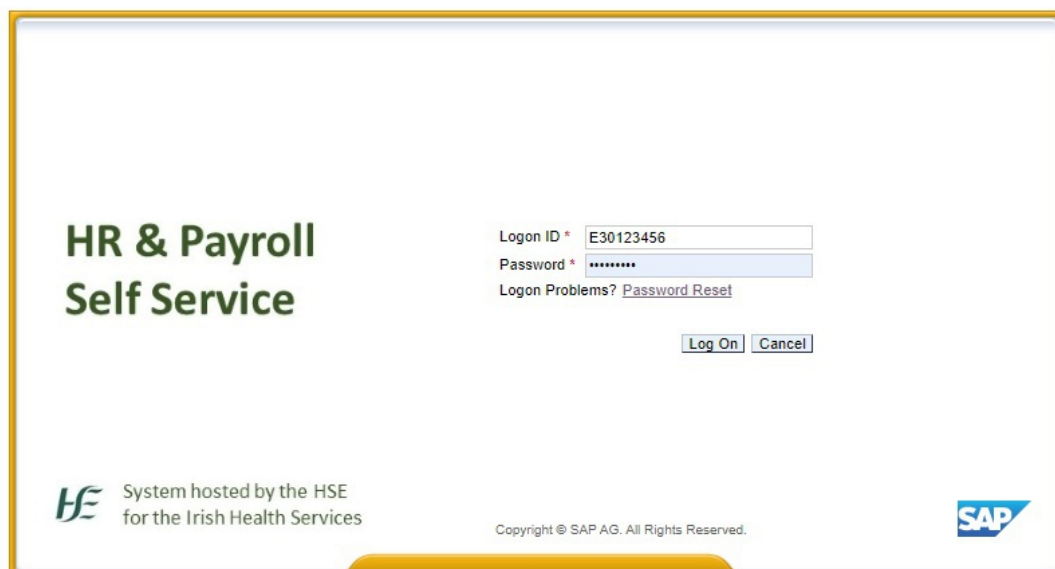
This is the message you see to confirm the temporary password was sent to the mobile number.



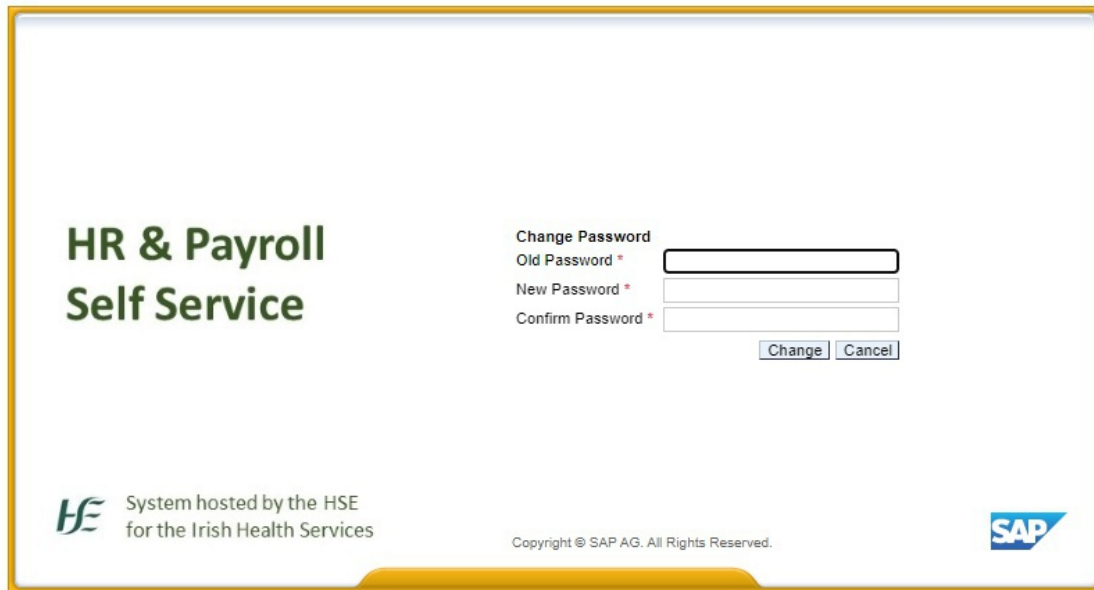
This is the text message you receive on your mobile phone.



4. Return to the logon screen and enter (or copy & paste) your Logon ID and temporary password received in the text message.

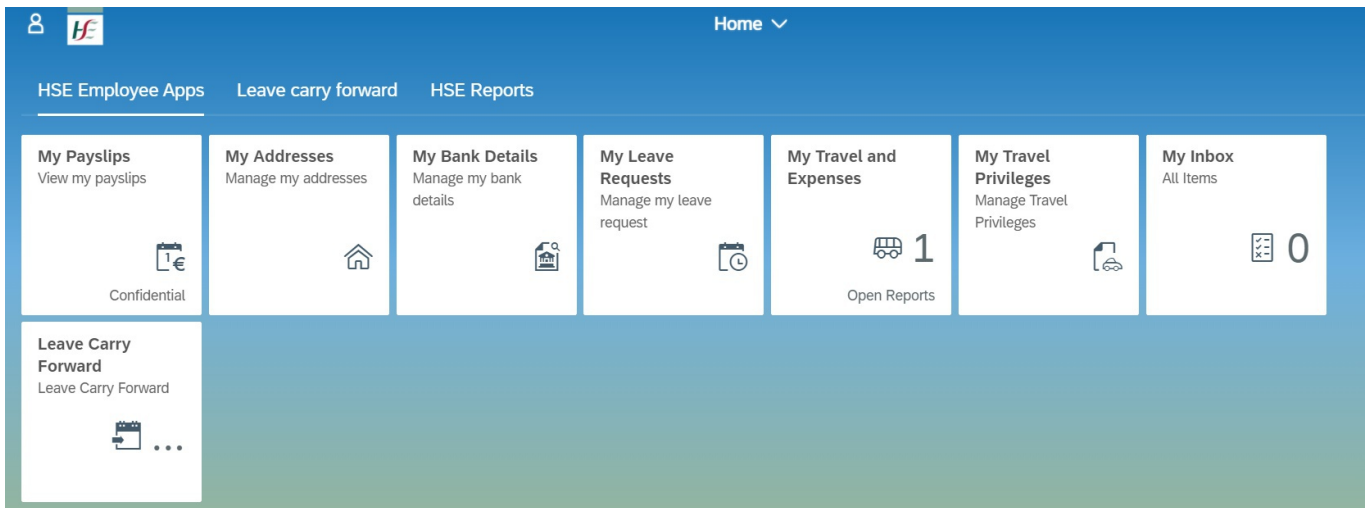


5. Enter the "old password". This is the temporary password sent to your mobile number. Enter a new password and confirm this. The password must be at least 8 characters long with a requirement for one uppercase letter, one number and a special character e.g. \$&!.. Click **Change**



The screenshot shows the 'HR & Payroll Self Service' interface. On the left, the text 'HR & Payroll Self Service' is displayed in a large, bold, green font. Below this, the HSE logo is shown with the text 'System hosted by the HSE for the Irish Health Services'. On the right, there is a 'Change Password' section with three input fields: 'Old Password \*', 'New Password \*', and 'Confirm Password \*'. Below these fields are two buttons: 'Change' and 'Cancel'. At the bottom of the page, there is a copyright notice: 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo.

6. Your password is now changed and you will be logged on to HR & Payroll Self Service



The screenshot shows the HR & Payroll Self Service dashboard. The top navigation bar is blue and contains the HSE logo, a user profile icon, and the text 'Home' with a dropdown arrow. Below the navigation bar, there are three tabs: 'HSE Employee Apps', 'Leave carry forward', and 'HSE Reports'. The main content area is divided into several tiles. The first row contains seven tiles: 'My Payslips' (View my payslips, Confidential, 1€ icon), 'My Addresses' (Manage my addresses, house icon), 'My Bank Details' (Manage my bank details, bank icon), 'My Leave Requests' (Manage my leave request, calendar icon), 'My Travel and Expenses' (Open Reports, bus icon, 1), 'My Travel Privileges' (Manage Travel Privileges, bus icon), and 'My Inbox' (All Items, envelope icon, 0). The second row contains one tile: 'Leave Carry Forward' (Leave Carry Forward, calendar icon, ...).