



Login instructions to HR & Payroll Self Service from a personal (non-HSE) PC or Laptop

Note:

Managers are not allowed to log on outside the HSE network. To log as a Manager please use a HSE Device device. To view your own details log on with your employee Logon ID for e.g. E30123456

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 employees and "R" for retirees. 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 and temporary password sent by text message to your mobile device. Click **Log On**
5. Accessing Self Service from a personal device requires an additional verification code, an 8 digit number. The code is sent via text message to your mobile phone. This is a security step, similar to the process used in online banking
6. Enter the verification code on the login screen. Click **Log on**
7. Enter new password and confirm password. This must be at least 8 characters long and contain 1 uppercase letter, 1 number and 1 symbol e.g. \$&! Click **Change**
8. You will be now logged on to HR & Payroll Self Service

More detailed instructions below...

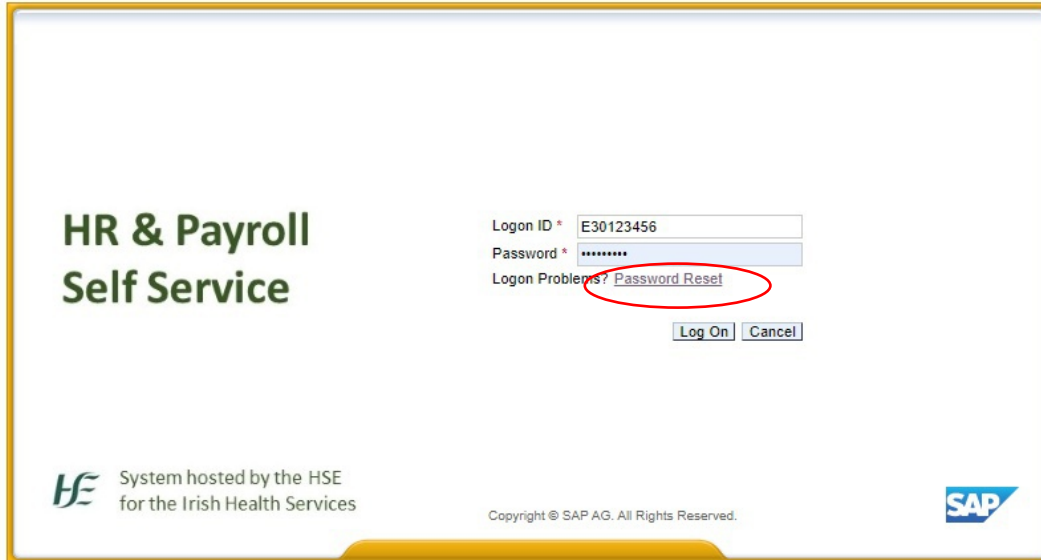
Login instructions to HR & Payroll Self Service from a personal (non-HSE) PC or Laptop

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



https://myhseelfservice.hse.ie

2. Select the Password Reset option circled below:



**HR & Payroll
Self Service**

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

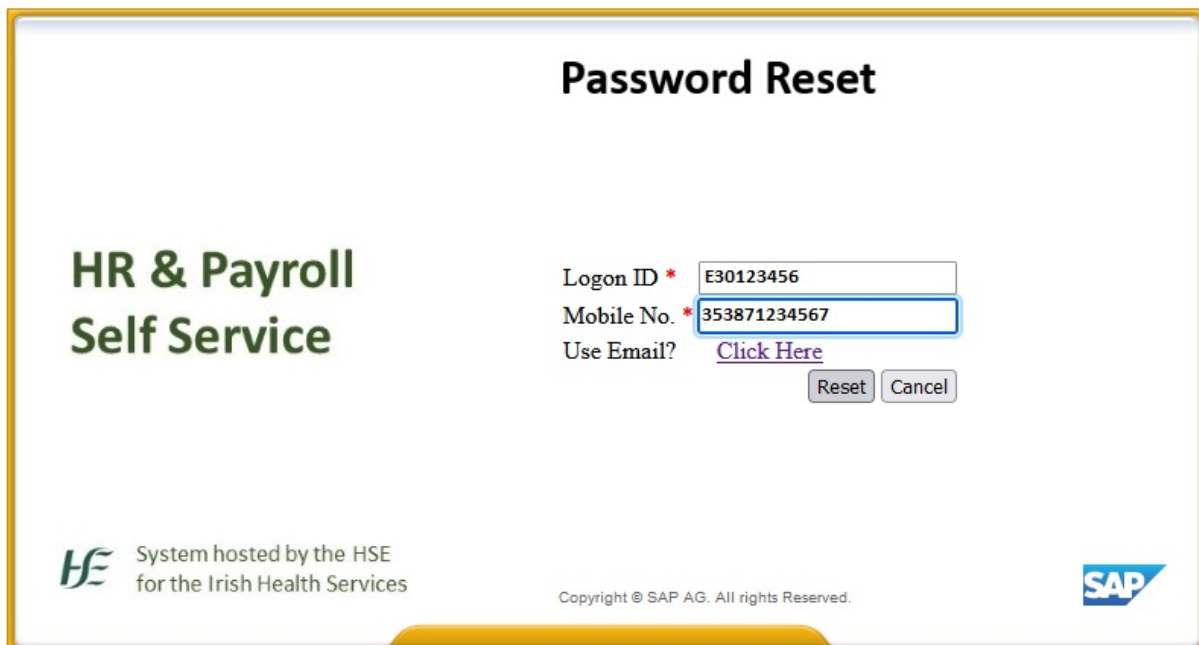
Log On Cancel

System hosted by the HSE
for the Irish Health Services

Copyright © SAP AG. All Rights Reserved.

SAP

3. Enter your Logon ID and Mobile No. (details on next page). Click **Reset**. A Temporary Password is sent to your mobile phone.
Select **Click Here** if you wish to use an email address (if you do not have a mobile number).



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

Copyright © SAP AG. All rights Reserved.

SAP

- Logon ID
Enter one of the following: Employee letter "E" plus your personnel number
Retiree letter "R" plus your personnel number

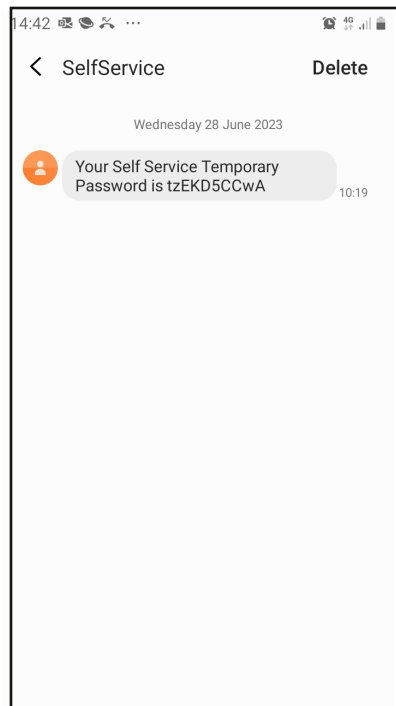
Mobile No.

Enter the mobile number assigned to you
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

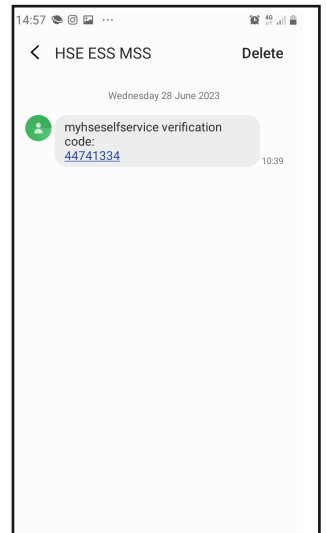
The image below shows the text message sent to your mobile phone.



4. Enter your Logon ID and the Temporary Password received by text message in the Password field.
Click **Log On**

A screenshot of the 'HR & Payroll Self Service' login interface. The title 'HR & Payroll Self Service' is displayed in large green font on the left. On the right, there are two input fields: 'Logon ID *' with the value 'E30123456' and 'Password *' with masked characters '*****'. Below the password field is a link for 'Logon Problems? Password Reset'. At the bottom right of the form area are two buttons: 'Log On' and 'Cancel'. In the bottom left corner, there is a logo for 'HSE' (Health Service Executive) with the text 'System hosted by the HSE for the Irish Health Services'. In the bottom right corner, there is the 'SAP' logo. At the very bottom center, there is a small copyright notice: 'Copyright © SAP AG. All Rights Reserved.'

5. A verification code will be sent to your mobile number or email address. Open the text message on your phone to access the verification code. This is an eight digit code sent to your device as an extra verification step **every time you log in** from a non HSE device. This is similar to the process used in online banking.



6. Enter the verification code received and click **Log On**

A screenshot of the 'HR & Payroll Self Service' login interface. The title 'HR & Payroll Self Service' is displayed in large green font on the left. On the right, there is a message: 'Verification code sent via SMS to: +353 *****128. Please enter the verification code to log on.' Below this, the 'Logon ID' is 'E30010089' and the 'Verification Code' field contains eight dots. There are 'Log On' and 'Cancel' buttons. At the bottom left, it says 'System hosted by the HSE for the Irish Health Services' with the HSE logo. At the bottom center, it says 'Copyright © SAP AG. All Rights Reserved.' and at the bottom right is the SAP logo.

7. 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 title 'HR & Payroll Self Service' is displayed in green. Below it, the HSE logo and text 'System hosted by the HSE for the Irish Health Services' are visible. On the right, the 'Change Password' section contains three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. Below these fields are two buttons: 'Change' and 'Cancel'. At the bottom right, the SAP logo is present. At the bottom center, the text 'Copyright © SAP AG. All Rights Reserved.' is displayed.

8. You will be logged in to HR & Payroll Self Service

The screenshot shows the HR & Payroll Self Service dashboard. At the top, there is a blue header with a user profile icon, the HSE logo, and a 'Home' dropdown menu. Below the header, there are two tabs: 'HSE Employee Apps' and 'HSE Reports'. The dashboard is divided into two main sections. The top section, 'HSE Employee Apps', contains eight cards: 'My Payslips' (View my payslips, Confidential), 'My Addresses' (Manage my addresses), 'My Bank Details' (Manage my bank details), 'My Leave Requests' (Manage my leave request), 'My Travel and Expenses' (Open Reports, 0), 'My Travel Privileges' (Manage Travel Privileges), 'My Inbox' (All Items), and 'Leave Carry Forward' (Leave Carry Forward). The bottom section, 'HSE Reports', contains three cards: 'Your Leave' (Leave remaining, 84 hrs, taken 23), 'Your expenses' (Expenses received, 2, Total claims = €522), and 'Absence report' (further info).