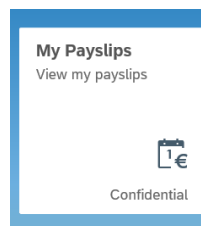




My Payslips

1. Log into SAP Fiori using Username/Password.
2. Select the My Payslips Tile.



3. A list of payslips which have been generated in the SAP HR/Payroll system are listed here (Please note that for East employees no payslips will appear until their first payroll has been completed – screenshot contains test data).

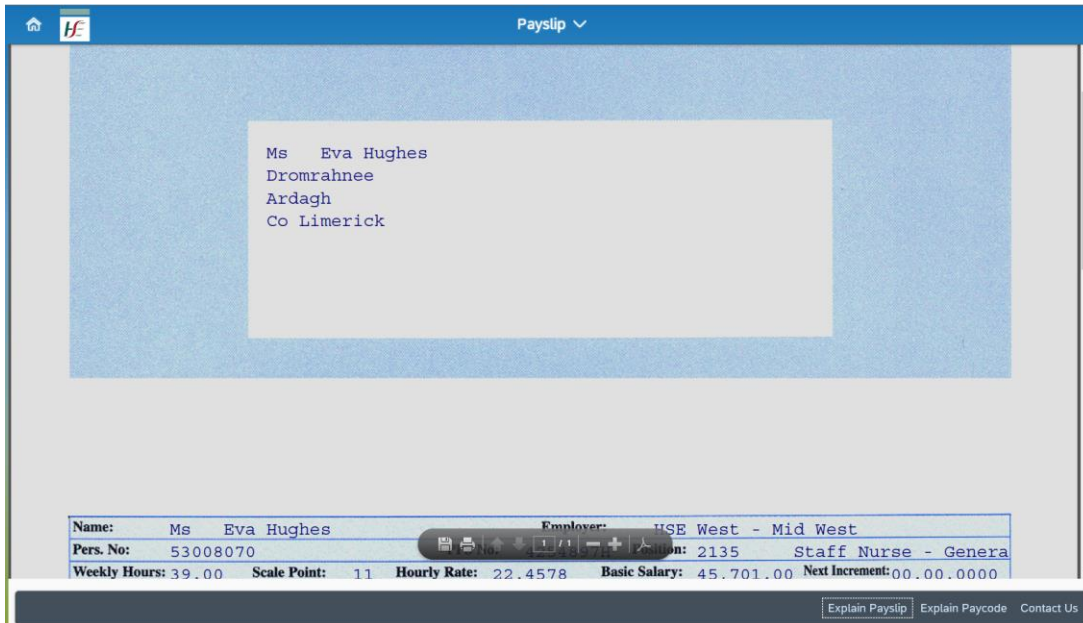
Pay Date	Pay From – Pay To	Payroll Period	Gross Pay	Net Pay	
Payroll Year: 2019					
10.01.2019	17.12.2018 – 30.12.2018	01/2019	1,751.72 EUR	1,247.64 EUR	Download Payslip >
Payroll Year: 2018					
27.12.2018	03.12.2018 – 16.12.2018	26/2018	1,751.72 EUR	1,223.29 EUR	Download Payslip >
13.12.2018	19.11.2018 – 02.12.2018	25/2018	1,751.72 EUR	1,223.27 EUR	Download Payslip >
29.11.2018	05.11.2018 – 18.11.2018	24/2018	1,560.83 EUR	1,144.36 EUR	Download Payslip >
15.11.2018	22.10.2018 – 04.11.2018	23/2018	1,867.65 EUR	1,272.58 EUR	Download Payslip >
01.11.2018	08.10.2018 – 21.10.2018	22/2018	1,635.18 EUR	1,172.68 EUR	Download Payslip >
18.10.2018	24.09.2018 – 07.10.2018	21/2018	1,824.80 EUR	1,251.73 EUR	Download Payslip >
04.10.2018	10.09.2018 – 23.09.2018	20/2018	1,879.42 EUR	1,274.78 EUR	Download Payslip >
20.09.2018	27.08.2018 – 09.09.2018	19/2018	2,354.45 EUR	1,468.05 EUR	Download Payslip >

4. To view Previous Payslips select the button in the bottom right hand corner.

View Previous Payslips

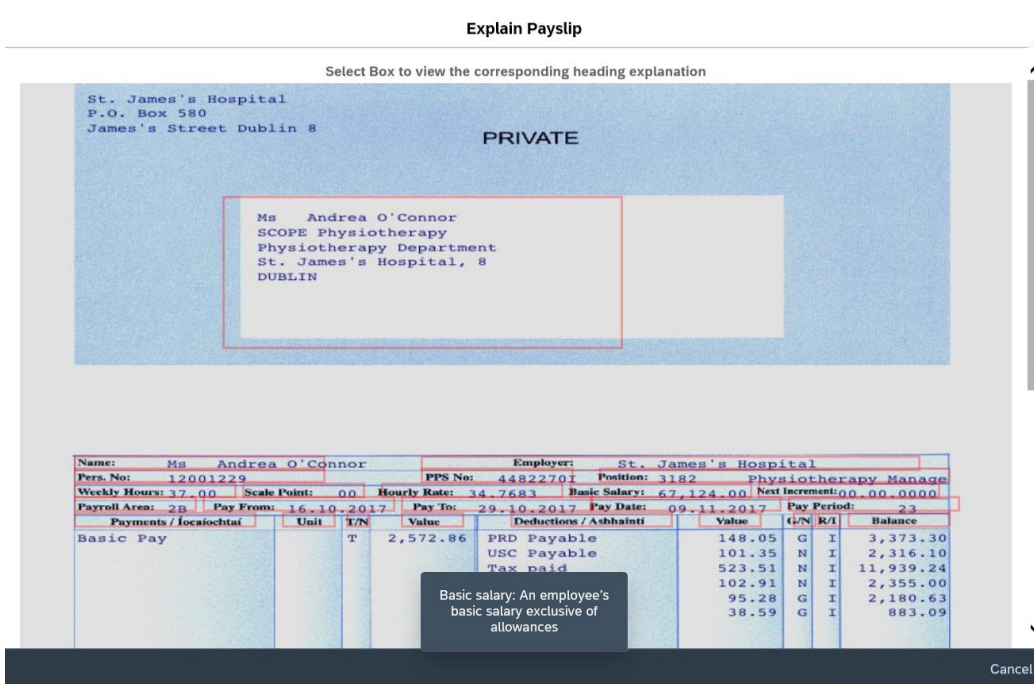
, this launches <https://onlinepayslips.hse.ie/live/Portal/> and if you previously accessed payslips online you can view them here.

5. To view a payslip from the list, click on the relevant payslip –



6. There is an option to Download, Save and Print your payslips.

7. Select **Explain Payslip**.



8. This launches the Explain Payslip screen - choose each field for an explanation of same – example Basic Salary shown above (Select Cancel to exit).

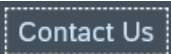
9. Select **Explain Paycode** (East & South East Only)

Explain Paycode	
<input type="text"/>	
Unipay Payslip Description	SAP Payslip Description
ALADNMH PERM	Comm Allce ADNMH
ALADPARA PERM	Adv Para Allow
ALCINDIR PERM	Clin direct all
ALCNM1 PERM	Comm Allce CNM1(P)
ALCNM11 PERM	Comm Allce CNM2(P)
ALCNM111 PERM	Comm Allce CNM3(P)
ALCPN PERM	Comm Allce CRPN
ALDUALCA PERM	Dual Resp Allow A
ALLIVOUT PERM	Rent Allow CMH
ALLOC PERM	Location Allow
ALNCANCS PERM	Ntl Cancer Screening
ALONCALL PERM	On Call PN
ALRACDIN PERM	Dip. Nuc. Med/Radio
ALRADDIU PERM	Dip. UltraS/RadioG
ALRADHDI PERM	Higher Dip Radiogra
ALRCDNO PERM	Unit Allow red cir.
ALRCDNO PERM	Unit Allow red cir.

Cancel



10. This launches the Explain Paycode screen – this lists the Previous/Old Payslip Description with the corresponding SAP Payslip Description – you can search for a specific paycode in the Search box (Select Cancel to exit)

Note this is not applicable to NWHB, MWHB or Midlands areas.

11. Select  to launch a list of contact details for each payroll department.

Contact Us			
<input type="text"/>			
Region	County	Telephone No.	E-Mail Address
Eastern	Dublin Kildare Wicklow	01-8817150	payroll@hse.ie
South	Cork Kerry	021-4923659	salaries@hse.ie
South East	Carlow Kilkenny Tipperary South Waterford Wexford	056-7784268	pay.southeast@hse.ie
West	Galway Mayo Roscommon	091-775983	Payroll.west@hse.ie
North West	Donegal Sligo Leitrim	071-9820485 / 413	pay.northwest@hse.ie
Mid West	Clare Limerick North Tipperary	061-483312	payrollmw@hse.ie
North East	Louth Monaghan Meath Cavan	046-9261200	payroll.kells@hse.ie
Midlands	Laois Offaly Longford Westmeath	057-9357537	payroll.midlands@hse.ie

Cancel

12. To exit My Payslips choose the Back arrow  or Home Button .