



# HSE ONLINE PAYSLEIPS USER GUIDE V0.2

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## 1.2 LOGGING ON: INITIAL LOGON

### 1.2.1 INITIATING REGISTRATION PROCESS

You can log on from home or work using your PC, laptop, tablet or smart phone and you will need to log onto [www.hse.ie/onlinepayslips](http://www.hse.ie/onlinepayslips) to register.

**If you are using your work PC and your Internet Browser is IE8 you will be able to access the online payslips by clicking on the icon called Online Payslips which has been added to your desktop. If your browser is IE9 or higher you can use your usual Internet icon to access the Intranet and use the Online Payslips tab on the right hand side of the home screen to enter the online payslip portal.**

The first time you logon to the Online Payslips Portal, you will need to register for an account.

This is done through the “Register for an account” option on the login page



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Password

[Register for an account](#)  
[Forgot password or security question](#)

Upon clicking this link, you will be prompted for the following details:

- PPSN
- Employee Number
- Registration PIN Id (Note: Your Registration PIN number should be present on your latest payslip)

These details should be entered on the following screen:

**Registration** ✕

To register complete this simple form; you will require your private token, email address and some unique personal information to help identify yourself. On successful registration an email will be sent to your registered email address containing important activation information.

**PPSN**  
your PPSN is available on your payslip or P60

**Employee Number**  
your employee number is available on your payslip

**Pin Number**  
provide your private token

← Previous Step Next Step →

Once the required credentials have been entered and validated you will be prompted to enter a valid email address:

**Registration** ✕

To register complete this simple form; you will require your private token, email address and some unique personal information to help identify yourself. On successful registration an email will be sent to your registered email address containing important activation information.

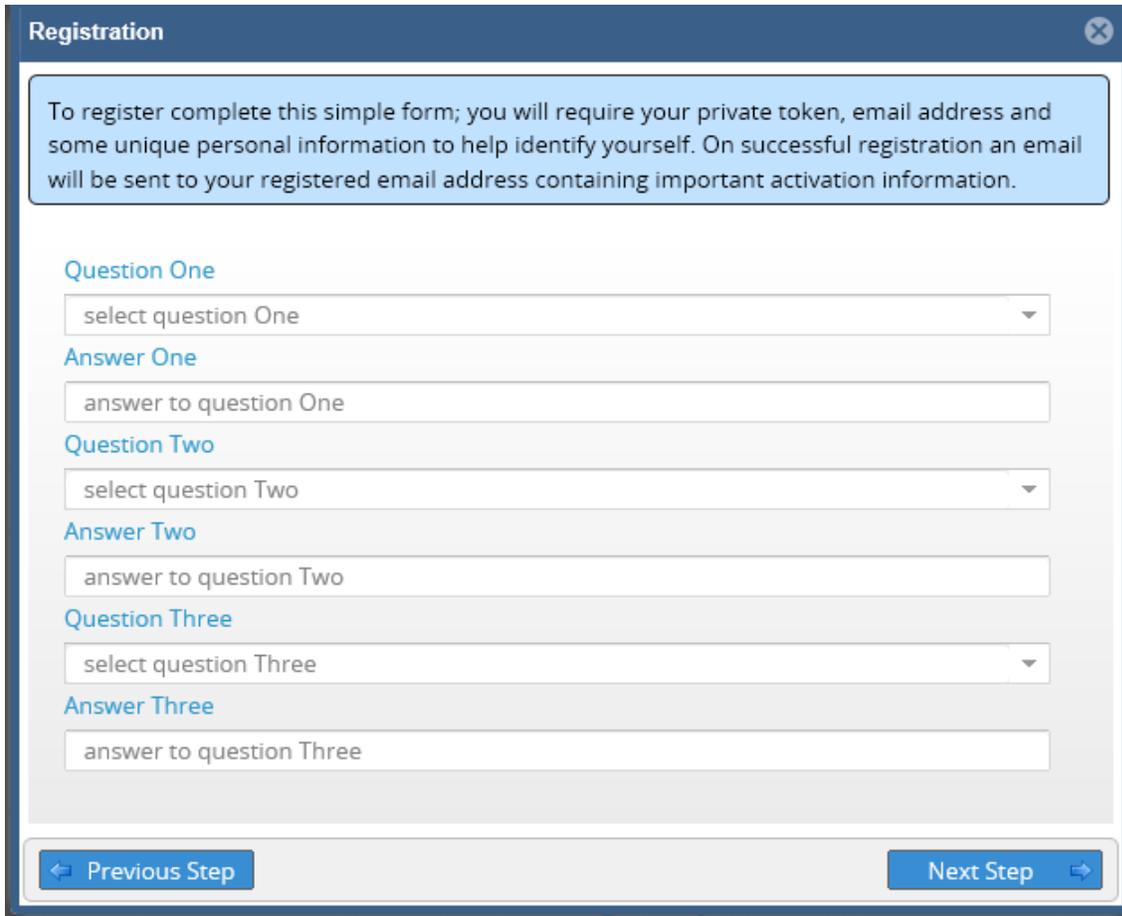
**Email**  
|

**Confirm Email**  
re-enter your email address for confirmation

← Previous Step Next Step →

Once this email address has been entered and verified you should click on the “Next Step” Button to continue.

Complete the security questions.



The image shows a 'Registration' window with a blue header and a close button. A light blue box at the top contains the text: 'To register complete this simple form; you will require your private token, email address and some unique personal information to help identify yourself. On successful registration an email will be sent to your registered email address containing important activation information.'

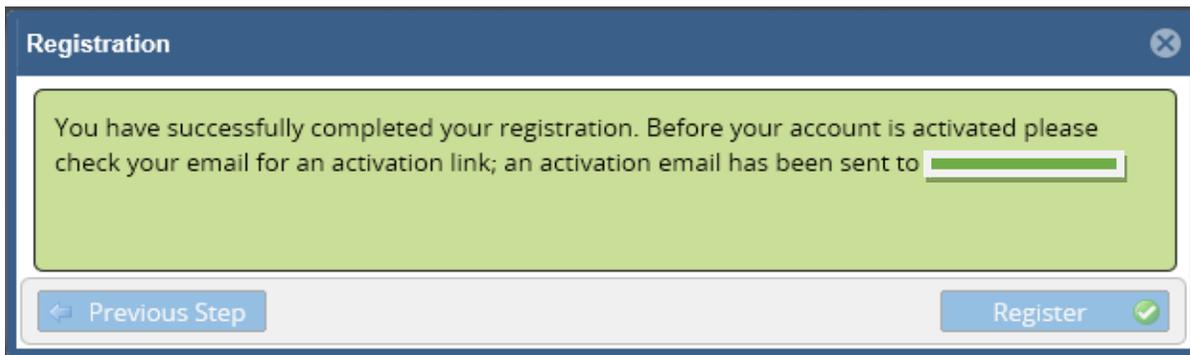
Below this are three sets of security questions:

- Question One:** A dropdown menu with the text 'select question One'.
- Answer One:** A text input field with the text 'answer to question One'.
- Question Two:** A dropdown menu with the text 'select question Two'.
- Answer Two:** A text input field with the text 'answer to question Two'.
- Question Three:** A dropdown menu with the text 'select question Three'.
- Answer Three:** A text input field with the text 'answer to question Three'.

At the bottom of the window, there are two buttons: 'Previous Step' on the left and 'Next Step' on the right.

Once you have completed this section click on the "Next Step" Button to continue.

A message should display indicating you have successfully registered.



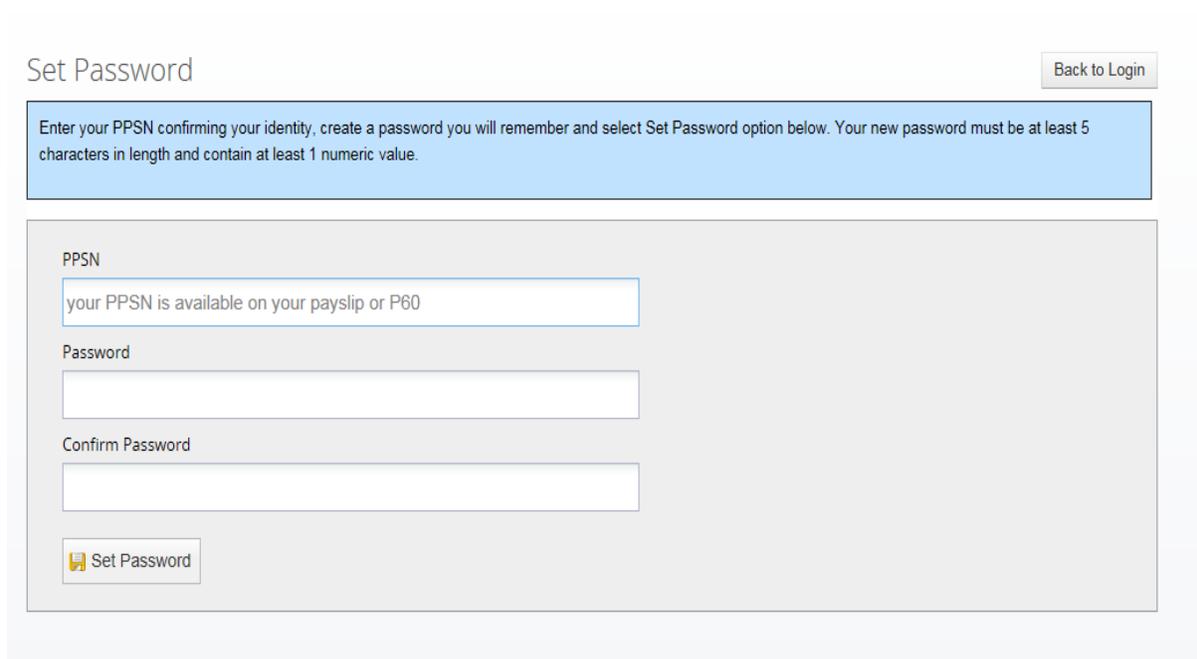
The image shows the 'Registration' window after successful completion. The main area is a green box with the text: 'You have successfully completed your registration. Before your account is activated please check your email for an activation link; an activation email has been sent to [redacted]'. The redacted area is a white box with a green border.

At the bottom, the 'Previous Step' button is still present on the left, and a new 'Register' button with a green checkmark icon is on the right.

## 1.2.2 COMPLETING REGISTRATION PROCESS

An email should be sent to the email address you had registered. This email will contain a link that will allow you to complete the registration process. If you are using a personal e-mail address the activation e-mail may be located in your Spam folder.

Click on the link within the email or copy and paste the link within it into your browser and this will bring you to a screen which will allow you to finalise your activation.



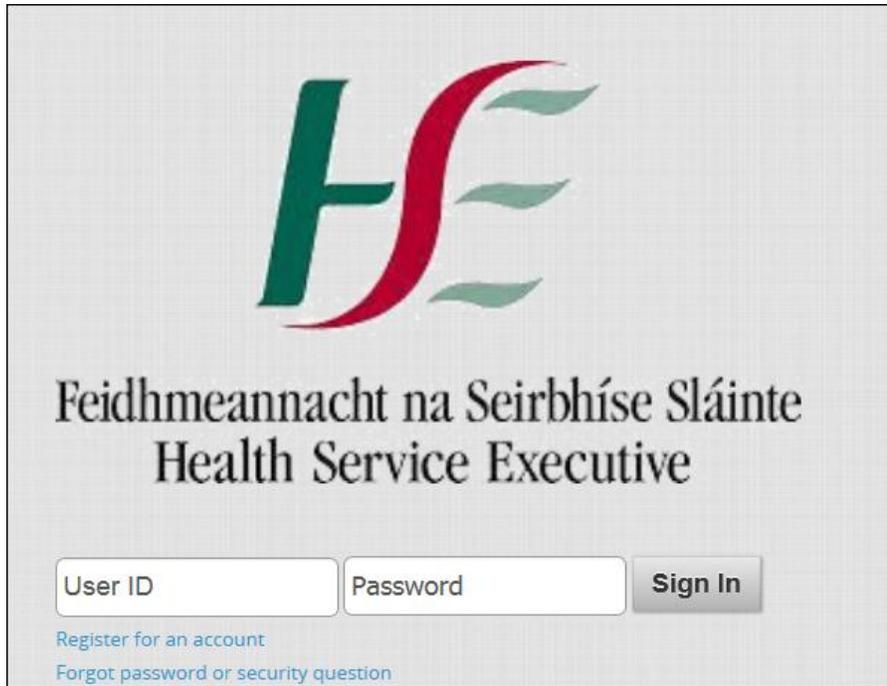
The screenshot shows a web form titled "Set Password". In the top right corner, there is a button labeled "Back to Login". Below the title, a blue instruction box states: "Enter your PPSN confirming your identity, create a password you will remember and select Set Password option below. Your new password must be at least 5 characters in length and contain at least 1 numeric value." The form contains three input fields: "PPSN" with a placeholder "your PPSN is available on your payslip or P60", "Password", and "Confirm Password". At the bottom left of the form is a button with a key icon and the text "Set Password".

Once you have entered your PPSN and password details correctly here, you will be able to logon to the Online Payslips website.

## 1.3 LOGGING ON: SUBSEQUENT LOGONS

### 1.3.1 LOGGING IN TO ONLINE PAYSIPS WEBSITE

Once you have successfully registered to access the Online Payslips website, you can logon to view your online payslips, using your Employee No as your username, and the password which you would have entered during the registration process.

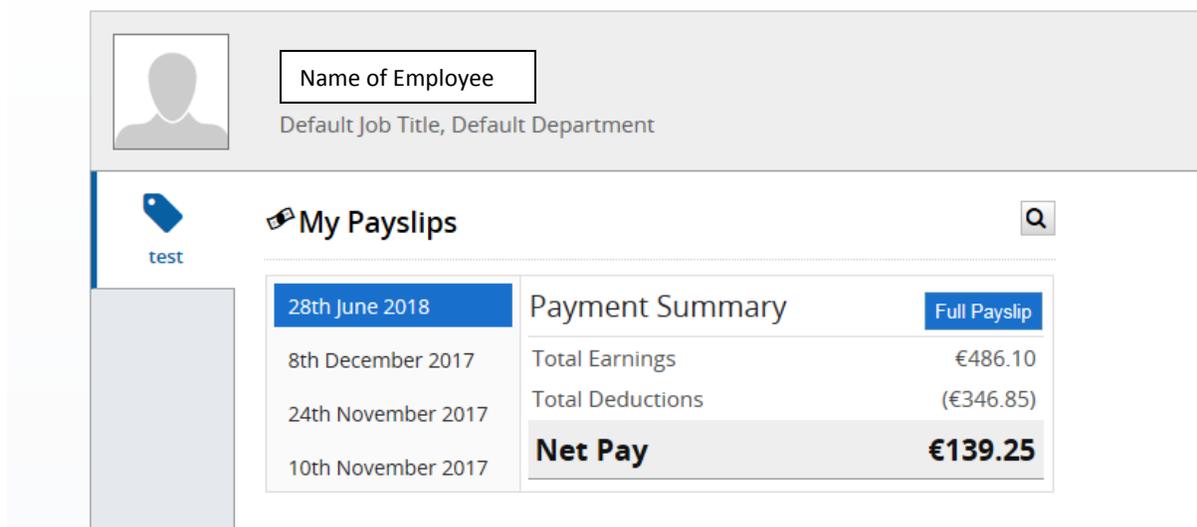


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User ID Password Sign In

[Register for an account](#)  
[Forgot password or security question](#)

Once logged in, you will be redirected to the self service home page:



Name of Employee  
Default Job Title, Default Department

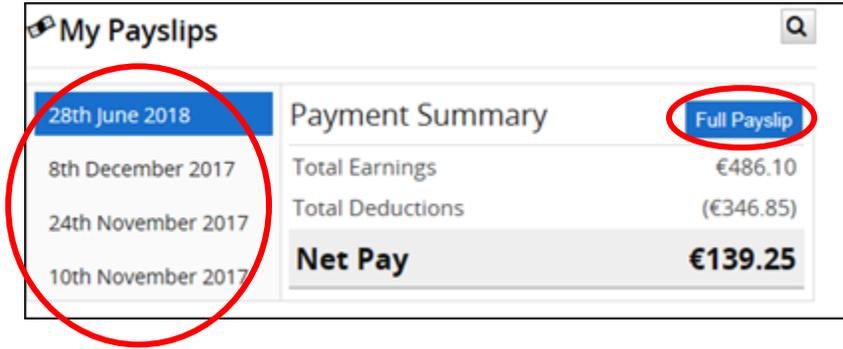
test

My Payslips

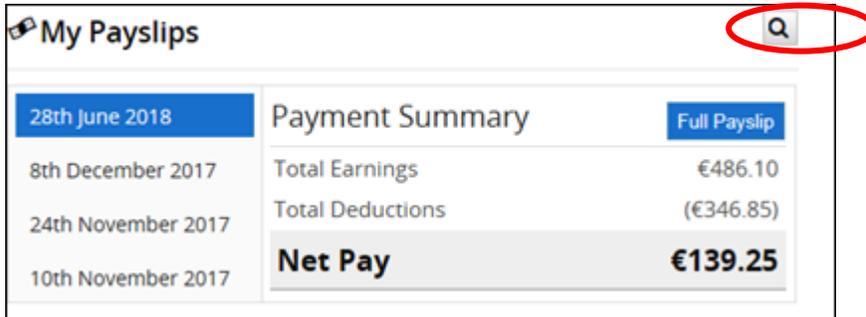
28th June 2018	Payment Summary	Full Payslip
8th December 2017	Total Earnings	€486.10
24th November 2017	Total Deductions	(€346.85)
10th November 2017	<b>Net Pay</b>	<b>€139.25</b>

### 1.3.2 VIEWING YOUR ONLINE PAYSLIPS

Your 4 most recent payslips are available by clicking on the relevant date / payslip on the left hand side of the Recent Payslips section of the screen:



Historic payslips can also be viewed by clicking on the 'Search'  button within the Recent Payslips section.



This will display previous payslips available on the system, click on the payslip you wish to view by clicking on 

My Pay History					
Date Paid	Week No	Pay Method	Bank Details	Net Pay	
24th June 2018	201826	Paypath	IPBSIE2DXXX BIC	€2,393.34	



Payslip Details		Scale	Address
Date: Oct 04, 2012 Period: 201240		Description: Staff Nurse Point: 13 Rate Current: 43,800.00	Mrs Joe Bloggs [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] Cost Centre: 422127

Gross Earnings			Deductions		
Description	Hours	Value	Description	This Period	Year-to-date
Basic Pay (Hours)	46.00	1,029.69	P.A.Y.E.	97.31	2,061.01
Sunday Premium	11.50	257.42	P.R.S.I. Ee	44.93	925.96
Night Duty Premium	1.00	5.60	Usc	70.20	1,452.07
Unsocial Hours Premium	5.00	18.65	Pension Levy	70.41	1,476.80
Nursing Allowance		65.78	Superannuation	157.26	3,190.07
<b>Total Pay</b>		<b>1,377.14</b>	<b>Total Deductions</b>	<b>440.13</b>	<b>9,105.91</b>
<b>Gross Pay For PAYE</b>		<b>1,149.45</b>	<b>Net Pay</b>		<b>937.01</b>

Details		Cumulatives (Year-to-date)	
Pay Group	203	Gross Earnings	28,229.60
Personnel No.	[Redacted]	Pre-Tax Deductions	4,666.67
PPS No.	[Redacted]	Taxable Pay	23,562.73
Annual Cut Off	33,502.00	Cut Off	25,770.77
Annual Tax Credit	3,447.00	Tax Credit	2,651.54
Cut Off (Period)	1,288.54	Tax	2,061.01
Tax Credit (Period)	132.58	Employee PRSI	925.96
PRSI Class	A1	Employer PRSI	2,875.94
PRSI Weeks	2	PRSI Weeks-to-date	40
Tax Basis	Cumulative		
Emergency Tax Periods	0		

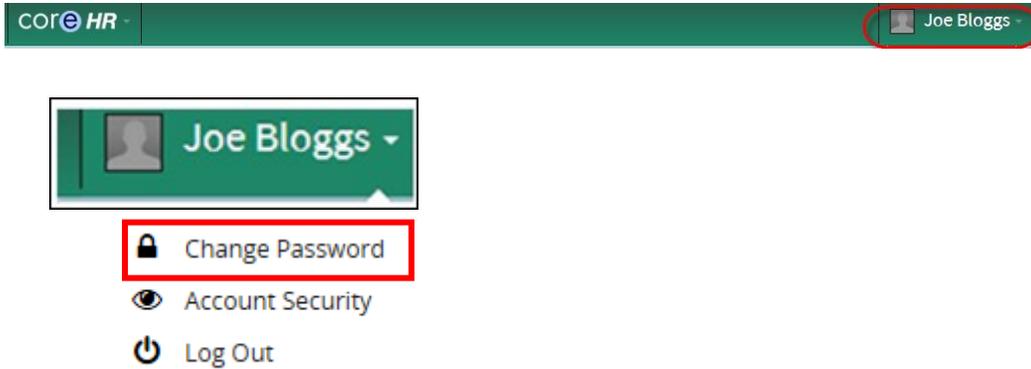
Message
There is no historic message stored for this payslip.

Print Payslip

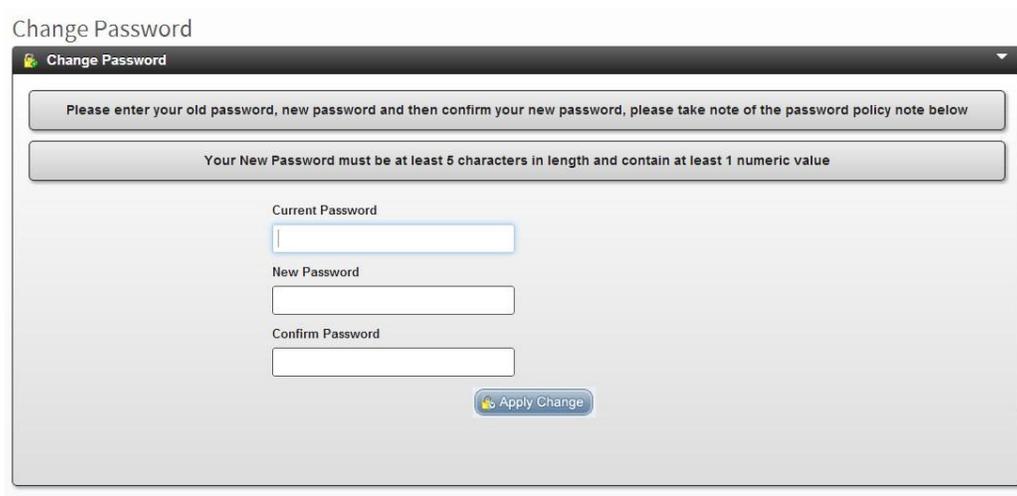
Pressing the 'Print Payslip' button on this screen will allow you to print the payslip

## 1.4 CHANGING YOUR PASSWORD

If you wish to change your password, this can be done through a menu option which exists under your name, on the top right hand corner of the screen once logged on:



Click on Change Password and this will allow you to change your password at any time once you are logged in to the website.

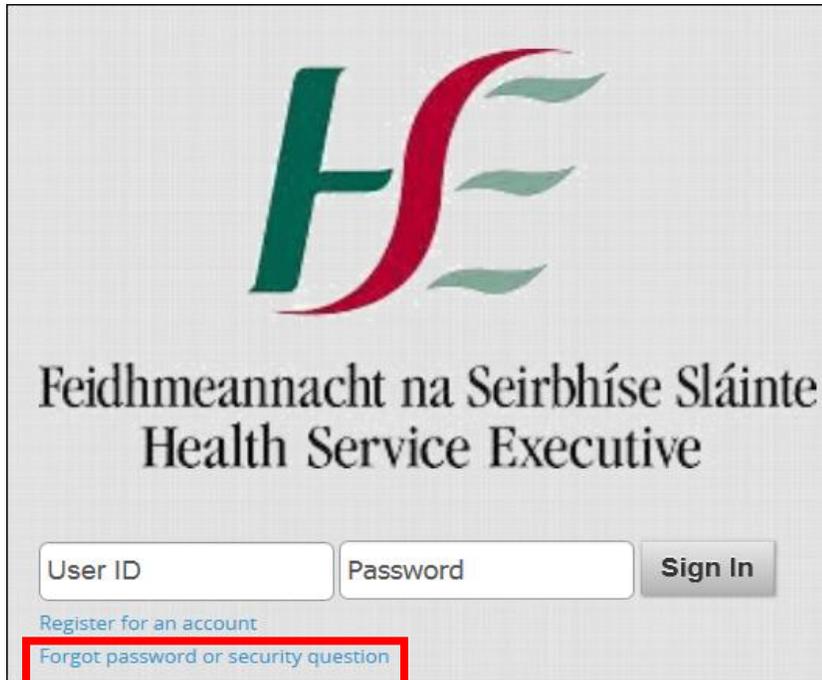


The image shows a screenshot of the 'Change Password' form. The form has a title 'Change Password' and a subtitle 'Change Password'. Below the title, there are two instructional messages: 'Please enter your old password, new password and then confirm your new password, please take note of the password policy note below' and 'Your New Password must be at least 5 characters in length and contain at least 1 numeric value'. The form contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom right of the form, there is a blue button labeled 'Apply Change'.

Click on the 'Apply Change' button once you have your new password details entered, to confirm your change of password.

## 1.5 FORGOTTEN PASSWORD

If you have forgotten your password, a “Forgotten Password” facility exists on the HSE Self Service Login page which will allow you to reset your password. This facility can be accessed by clicking on the following link:



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User ID Password Sign In

[Register for an account](#)  
[Forgot password or security question](#)

Once you select this link, you will be prompted to enter your username (employee number).



Forgotten Password

Please enter your username and we will email you a link to reset it.

Username Reset Password

An email will then be sent to the email address that is registered on the system for your username. This email will contain a link that will allow you to reset your password:

## 1.6 AMENDING SECURITY QUESTIONS AND ANSWERS

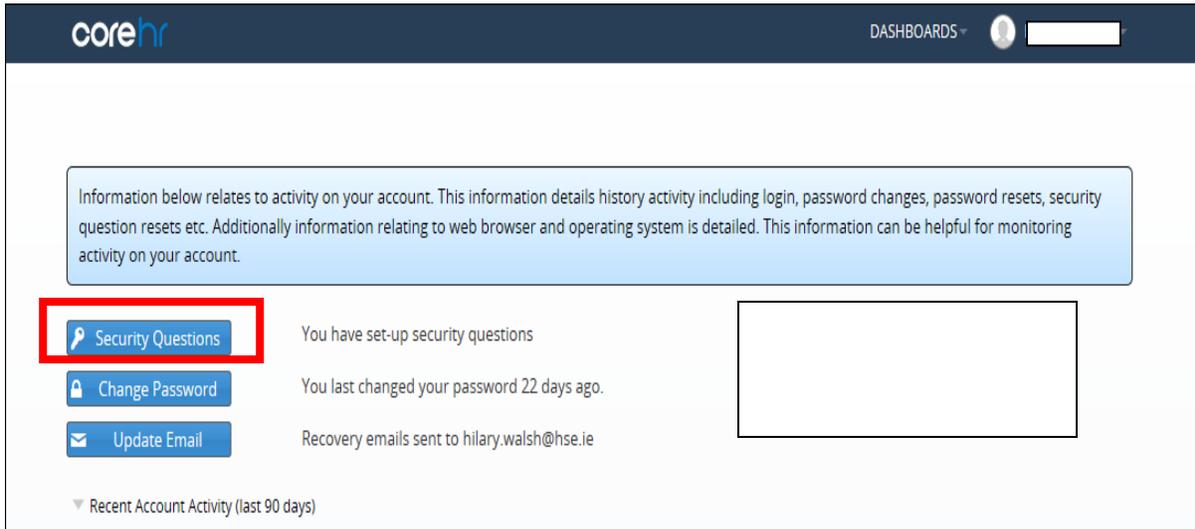
If you wish to change your security questions and/or answers, this can be done through a menu option which exists under your name, on the top right hand corner of the screen once logged on:



Make your selection from drop down menu beside your name(click on Account Security):



Select the tab to update your security questions: **Security Questions**



**Security Questions:**

Enter your password, select each of the 3 questions of your choice and input your answers. Save.

Password

Question One

Answer One

Question Two

Answer Two

Question Three

Answer Three

You will receive an e-mail confirmation as follows:

*The security questions for your Coreportal Account were recently changed. If you made this change, you don't need to do anything more. If you didn't change your security questions, your account might have been compromised, you should inform your system administrator. You should also initiate a password and security question reset.*

*Sincerely, The Coreportal Support Team.*

## 1.7 CHANGING YOUR E-MAIL ADDRESS

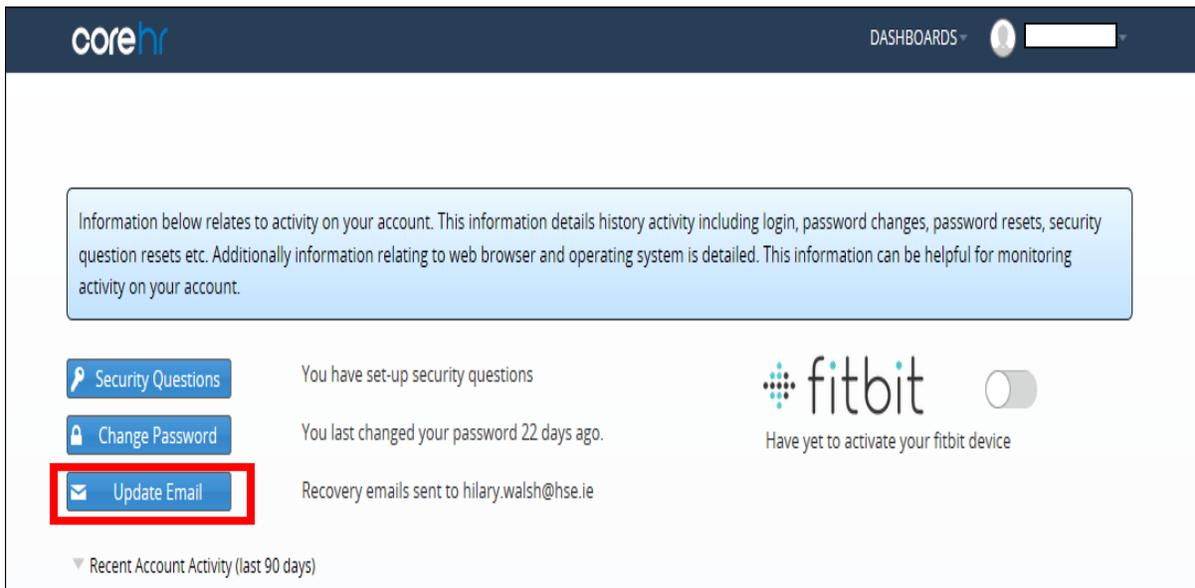
If you wish to change your e-mail address, this can be done through a menu option which exists under your name, on the top right hand corner of the screen once logged on:



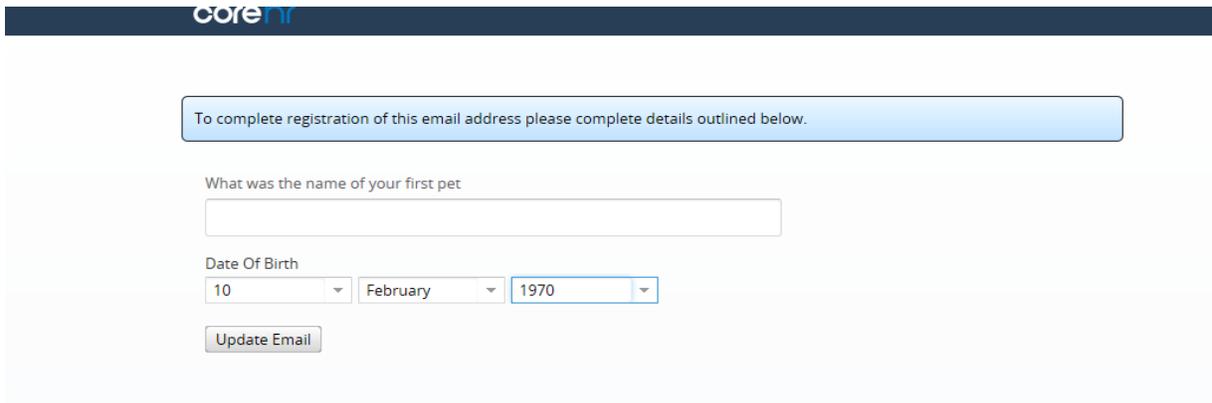
Make your selection from drop down menu beside your name(click on Account Security):



Select the tab to change your e-mail address: **Update Email**



Answer the security question and enter your date of birth:



You will receive an e-mail confirmation as follows with a link specific to you, similar to the one below:

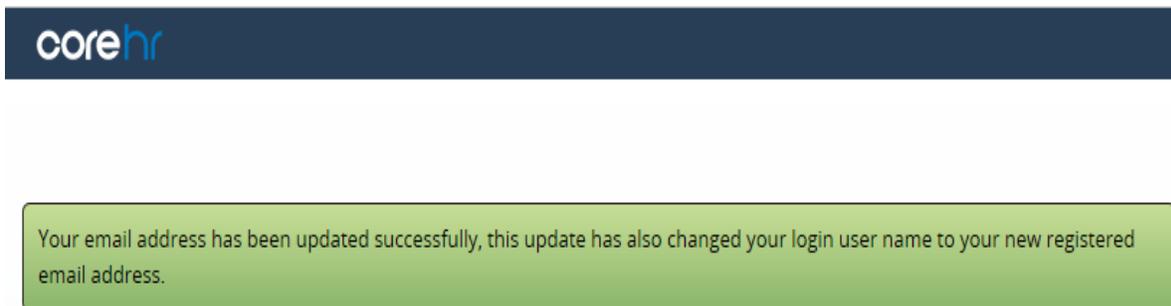
*This email address was recently used for a Coreportal account. As part of validation, this email address must be validated. To validate your email address click link below:*

[https://selfservice.hse.ie/pls/coreportal\\_live/cp\\_registration.activate?p=3de975e1a89056a70917b7b3ddd4e4daff235f1da610436e096c86a5376f6c&l=en&action=emailupdate](https://selfservice.hse.ie/pls/coreportal_live/cp_registration.activate?p=3de975e1a89056a70917b7b3ddd4e4daff235f1da610436e096c86a5376f6c&l=en&action=emailupdate)

*If clicking the link above does not work, please copy and paste the URL in a new browser window instead. If you have received this mail in error, it is likely that another user entered your email address by mistake while trying to update their email address. If you did not initiate the request, you do not need to take any further action and can safely disregard this email.*

*Sincerely, The Coreportal Support Team. Note This email address cannot accept replies.*

**Click on the link and you will receive the following message:**



**Important: your User Name now changes from your Employee Number to your registered e-mail address for all future logins.**

## 1.8 LOGGING OFF THE ONLINE PAYSLIPS WEBSITE

To log off the Online Payslips website, please use the Log Off option available from the Menu under your name on the top right hand corner of the Screen.



This will log you out, and return you to the Self Service login page.

For queries please contact HBS South East Payroll Department  
by e-mail: [payroll.southeast@hse.ie](mailto:payroll.southeast@hse.ie)  
or  
by phone: 056 7784268.

