HSE South Online Payslips User Guide

Logging In

To 'Sign In' enter your 7 digit User ID and Password.

Please note your User ID is your Personnel Number this is located in your Welcome email when you first register and if you have a letter at the end of your personnel number this has to be entered as a higher case

Your Password and User ID will be supplied by email following successful registration. *If you are using webmail such as Gmail or Yahoo please remember to check the Spam/Junk folders as automated emails are often sent to these folders. Webmail account access may be blocked when being accessed from within the HSE network.*

The password is 4 characters in length. If you are copying from your email and pasting, it will often include an extra space at the end. If you see 5 dots when you paste into the password box, delete the last dot. If you are typing the password in please bear in mind that it is case sensitive; you will need to enter the password exactly as it appears on your Welcome mail, including any upper/lower case letters or numbers.

| | Sign- In |
|--|--|
| | User ID b93276Y |
| Welcome to HSE Online Payslips - North East, South and West Regions Two can sign in and View your payslip using your User ID and your Password. The Sign in Box is at the top right of this page. | Password |
| Frequently Asked Questions Tou may have some questions about this service <u>See Frequently Asked Questions</u> | |
| Further Guidance For further guidance on using this service See User Documentation | |
| Help Logging On If you need help logging into this service <u>See Difficulties Logging in</u> | |
| Contact Details If you experience technical difficulties using this stap please email the Online Paysitg Support Department at HSEPaydbellis.com, giving details of your assue and including you mail support anion. If you wait is abance some email address for Online Paysitgs, please complete the appropriate sections of the Change of Personal Details Form and forward to yo give are in Adats. Onl. Chann of Menagean contact 0.64.533/151 or email payrotian/thesitgflines. This dedicated Payrol Hepdest tetraphone number a available for use in Galaxy. May or inforcement and you have any queries regarding the information on you raying please contact Payrol. Herbine Tayson Lead payrol and the information on you raying please contact Payrol. Herbine Tayson Lead payrol and technology of place are in Cart or Newsy Contact Tayson (1990) Hepdest tetraphone number a wailable for No. Adats. Or May or Lead payrol and place are informed to yo figure are in Cart or Newsy Contact Tayson (1990) Heighest tetraphone number as wailable for No.02.01. https://doi.org/10.1111/17325 or you lead payrol and place are informed to you have any queries regarding the information on you raying please contact Payrol. Heighest tetraphone laboration and the second place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be aparted and place are informed to you can be abarted and place are informed to you can be aplace and place are informed to you can be apar | our full name and User ID. Telephone support will be available on 01 571 0700 but priority will be given to the ver lecal HIR Department . ne 300 am. to 5.00 pm. (Mon to Fri). re |

Contact Details

If you are unable to access the registration link or experience technical difficulties using this site please email the Online Payslip Support Department at **HSEPay@Zellis.com**, giving details of your issue and including your full name and User ID. Telephone support will be available on **01-5710 780**, but priority will be given to the email support service.

If you are in Cork or Kerry, contact 021-4923659. This dedicated Payroll helpdesk telephone number is available from 9a.m. to 1p.m. (Mon to Fri). You can also email **payroll.south@hse.ie.**

If you wish to change your email address for Online Payslips, please complete the appropriate sections of the change of Personal Details Form HR104 and forward to your Payroll Department (payroll.south@hse.ie).

On initial login you will also be asked to provide your PPS Number as part of the security validation process. Click on [Verify my details] to continue.

| | | | User ID | [] | Sign in here |
|----------|--|-------------------|----------|----|--------------|
| <u>.</u> | Forgotten your password? Please enter your User ID: Please enter your User ID: | | Password | | |
| | Your PPS Number [| eset my account] | | | |

You will then be asked to set the answers to three security validation questions. You will be asked to provide the answer to one of these questions on each subsequent login as well as when resetting your password

Click on [Set my user questions] to continue

| III. Ale Talenanen E. Enember 2010. E. ene ale Talenanen en E. E. energisten en | |
|---|---------------------------|
| | Security Validation 💭 Sig |
| Security Validation | [<u>Genoel Ingin</u>] |
| To protect your account we need to ask you to set the answers to the following security questions on this screen. | |
| Your favourite colour | |
| Your mother's maiden name | |
| Your place of birth | |
| Set my user questions | |

Once your questions have been set you must change your password, the new password must be entered and confirmed. The screen contains the valid format instructions.

<u>Please note the old password here is the one that was provided in your welcome email.</u>

| | Security Validation 📡 |
|---|-----------------------|
| Change your password Plass role that your password muct comply with the following: Must be a minimum of 8 characters Plass role that your password muct comply with the following: Must be a minimum of 8 characters Plass role care characters (a through 2) Lower care characters (a through 2) As this is the first time you have logged in, you must change your password to something other than the password you were allocated. | [Groninge] |
| Once completed you will then need to login using your new password in order to enter MyView. | |
| Old Password | |
| New Password | |
| Repeat | nit 1 |

Clicking on [Submit] will bring you to the next screen

The following message confirms that the password change is complete.



View your Payslip

The HSE Online Payslips screen will appear.

| | Welcome Brid [terms] [terry surviver attach] |
|--|--|
| HSE Online Payslips/Annual Documentation Please click here to view and print your payslips, P60's & PRD60's. | [conge passing] [updata profile GO TO: Noma V |
| | |

When you click on 'here' you are brought into the payslip selection screen. You can then select which payslip you wish to view by clicking on the payslip date.

| ResourceLink BRINGING HUMAN RESOURCES ONLINE Pay Documents A full history of your Statutory Documents Payslips are available along with P60s and | Welcome Brid [tems] [service state] [design periods] [sector state]] GO TO: HEE Online Psyclipsilonual Documentation | Sign Out | | | | |
|--|--|----------|--------------------|-------------------|--|--|
| Payslip Documentation | | | | ^ | | |
| Period | Tax Year | Pay Dat | e Payslip Page(s | .) | | |
| 52 | 2012 | 21/12/20 | <u>12</u> <u>1</u> | | | |
| 50 | 2012 | 13/12/20 | <u>12</u> <u>1</u> | | | |
| 48 | 2012 | 29/11/20 | <u>12</u> <u>1</u> | | | |
| View Payslips for 2012 | ~ | | | Page <u>1</u> All | | |
| | | | | | | |
| Annual Documentation | | | | ^ | | |
| Tax Year | ASC60 | P60 | PRD60 | ^ | | |
| 2019 | View | | | | | |
| 2018 | | View | View | | | |

| NAME | 1 | | | | | | GROUP PE | rsonal no. | LOC | PAY | r TE | PAY METHOD |
|---|-------------|----------------------------|--|-------------|--|-------|--------------|---|------|--|----------|--|
| SAMPLE | | | ST/ | FF NUF | ξ | | | 14 54 54 54 50 C | | 06/09/2 | 012 | PAYPATH |
| TAX TABLE | TAX BAS | X IS | TAX CREDIT I WEEK/I MONTH | | SANN 2 | GRADE | PRSI CODE | PRSI WEEKS TO DATE | E | XPENDITURE CO | DDE | PERIOD NUMBER |
| | 0 | | 69.12 | 02 | 12 | 2135 | A1 | 36 | 038 | | | 38 |
| ITEM | | T/N | HOURS | THIS P | ES | то то | DATE | ITEM | DEI | HIS PERIOD | LUES | O DATE |
| SATURDAY UNSOC.HF SUNDAY NITE-DTY LO/UN HF BASIC HF INTERIM | r 1 1 | T T T T T N | 6.00 9.00 2.68 75.00 75.00 | 1,5 39,5 | 15.30 20.42 183.76 54.71 71.22 531.35 952.00 | | | TAX P.R.S.I. USC PEN LEVY PENSION | | 408.69 64.91 105.17 120.37 89.74 | | 5,974.64 1,126.03 1,818.99 2,063.88 1,622.01 |
| TAXABLE THIS PER | E PAY | | NON TAX PAY THIS PERIOD | GR THI | OSS PAY S PERIOD | тс | IS PERIOD | B/FWD | | B/FW/D | N THI | iet Pay S Period |
| 1,666.6 | 5 | 0 | 0.00 | 1,8 | 76.76 | 788. | 88 | 0.00 | | 0.00 | 1,08 | 7.88 |
| YEAR TO I | DATE | | YEAR TO DATE | YEAR | TO DATE | YEAI | R TO DATE | YEAR TO I | DATE | YEAR TO DA | TE | THIS PERIOD |
| 29,036. | 96 | C | 0.00 | 32, | 722.85 | 1,23 | 7.90 | 17,583. | 83 | 3,295.82 | 18 | 88.81 |
| PREVIO | US R-PAY | 1 | PREVIOUS EMPLOYER-TAX | | BASIC RA | TE | PP | S. NUMBER | 1 | TAX CUT OFF THIS PERIOD | SER' | VICE DAYS |
| 0.00 | | 0 | .00 | 0.00 | | | | | 97 | 8.62 | | |

BANK SORT CODE

BANK A/C No.

PRIVATE AND CONFIDENTIAL

SAMPLE EMPLOYEE SENIOR STAFF NUR ADDRESS 1 ADDRESS 2 ADDRESS 3 ADDRESS 4

Feidhmeannacht na Seirbhíse Sláinte Health Service Executive

Page 1 of 1

[Back] [Print

Requesting a new password

Using the 'Forgotten Password' link

This link allows you to request a password reset in the event that you cannot remember your existing password.

The first step is to click on the 'forgotten password' link

| User ID | | | Sign in here |
|----------|----------|-------------------------|--------------|
| Password | •••••••• | | |
| | | forgotten password? | |
| Password | •••••• | [forgotten password?] | |

This brings up the Forgotten your Password page where you are prompted for your User ID and presented with one of your previously set security validation questions.

| Resou | N RESOURCES ONLINE | |
|-----------|--|--|
| P | Forgotten your password? Please enter your User ID. | |
| • • • • • | Please enter your User ID: | |
| | Your PPS Number | |
| | | |

Click on [reset my account] link.

The following screen is displayed if you have entered <u>incorrect</u> details:

| Confirmation Message ! | |
|---|--|
| You have entered incorrect details. Your account has not been reset and you will not receive an email with a temporary password. Please re-enter the correct details by clicking on continue and selecting experience problems requesting a password reset please email the Online Payslip Support Department at HSEPay@ngahr.com, giving details of your issue and including your full name and User ID. Tele 4814314 but priority will be given to the email support service. | forgotten password. If you continue to phone support will be available on 01- |
| | |

If the <u>correct</u> details have been supplied the following confirmation page will be displayed:

Confirmation Message !

The details provided are correct. You will shortly be sent an email with a temporary password.

An email is generated and sent to your email account.

The email contains a temporary password and instructions for logging in:

From: <<u>payslips@hse.ie</u>> Date: 13 November 2019 at 09:12:01 GMT To: <u>User@hse.ie</u>

Subject: MyView Employee Self Service Forgotten Password

Dear User name,

Your password has been reset. In order to access this service you will need your User ID and Password. Your User ID is 1234567 Your initial password is Gh74

As an initial security validation when you first login you will be asked your PPS Number. You will then be asked to create a number of additional security questions and to change your password. One of these additional security questions will be presented on each subsequent login.

To login now and view your payslips online please click on the following link. https://onlinepayslipsrl.hse.ie/live/Portal/

Please do not reply to this email. Replies to this email will not be responded to or read. If you have any questions please visit the FAQs section on our website.

Kind Regards System Administrator

You can then log in using the temporary password

On successful login you will be asked for your PPS number. Click on [Verify my details] to continue

| | Security Validation | 🖬 Sign In |
|--|-------------------------|-----------|
| Security Validation | [<u>Gancel login</u>] | |
| Please answer the following security question. | | |
| Your favourite colour | | |

You will then be asked to set the answers to your security validation questions. On subsequent logins one of these questions will be asked and the answer must match the answer provided here

| ResourceLink Security Validation | Se |
|---|----|
| To protect your account we need to ask you to set the answers to the following security questions on this screen. | |
| Your favourite colour | |
| Your mother's maiden name | |
| Your place of birth | |
| Set my user questions | |
| | |

Click on [Set my user questions] to continue

Once these questions have been set you must change your password by entering your old password (just to note your old password is the password received when your password was re-set) followed by your new password which you must then confirm. The screen contains the valid format instructions.

| Resou | rceLink RESOURCES ONLINE |
|--|--|
| ÷ | Change your password Please note that your password must comply with the following: Must be a minimum of 8 characters Must contain two of the following character types: Upper case characters (A through Z) Lower case characters (a through Z) |
| Numeric characters | (0 through 9) |
| As this is the first tin | ne you have logged in, you must change your password to something other than the password you were allocated. |
| Once completed you Old Password New Password | u will then need to login using your new password in order to enter MyView. |
| Repea | t |
| | |

Clicking on [Submit] will bring you to the next screen

The following appears below and this confirms that the password change is complete.



Printing

| 1,666.65 | 0.00 | 1,876.76 | 788. | 88 | 0.00 | | 0.00 | 1,087.88 | | |
|-----------------------------|-----------------------------|---------------------------|-------------|-------------------|-----------------------------|----|--------------------------|----------|-------|-------------------------|
| TAXABLE PAY YEAR TO DATE | NON TAX PAY YEAR TO DATE | GROSS PAY YEAR TO DATE | TAX YEAR | CREDIT TO DATE | TAX CUT OFF YEAR TO DATE | | P.R.S.L-ER YEAR TO DA | ATE | TI | P.R.S.IER HIS PERIOD |
| 29,036.96 | 0.00 | 32,722.85 | 1,23 | 7.90 | 17,583.83 | | 3,295.82 | 2 | 188 | 8.81 |
| PREVIOUS | PREVIOUS | DASIC DATE | | | | T | AX CUT OFF | | SERVI | CE DAYS |
| EMPLOYER-PAY | EMPLOYER-TAX | BASIC RATE | | P.P.S. NUMBER | | Т | THIS PERIOD | | P. | Y.T.D. |
| 0.00 | 0.00 | 0.00 | | 111111 | 1N | 97 | 3.62 | | | |

BANK SORT CODE

BANK A/C No.

| PRIVATE AND CC | ONFIDENTIAL | | |
|--|-------------|---|------|
| SAMPLE EMPLOYEE SENIOR S ADDRESS 1 ADDRESS 2 ADDRESS 3 ADDRESS 4 | TAFF NUR | Feidhmeannacht na Seirbhíse Slá | inte |
| ADDRESS 4 | | Feidhmeannacht na Seirbhíse Slá Health Service Executive | inte |

Payslips can be printed by selecting print at the bottom right hand corner of the payslip

Can I remove the header and footer that outputs when I print my online payslip?

Yes this output can be adjusted via your browser by clicking on File and selecting Page Setup. You can then turn off the footer and header options.

Supported Internet Browsers for printing: Internet Explorer V7, V8, V9, Mozilla Firefox V3.5x, V3.6x, V6

Internet Browser not supported for printing: Google Chrome

Recommended settings for printing:

Internet Explorer

- 1. Open Internet Explorer
- 2. Click on the File option and then on Page Setup.



3. Ensure the following options are selected: Portrait, Enable Shrink to Fit

| Page Setup | × |
|---|---|
| Paper Options Page Size: A4 Portrait Landscape Print Background Colors and Images Enable Shrink-to-Fit | Margins (millimeters) Left: 19.05 Right: 19.05 Top: 19.05 Bottom: 19.05 |
| Headers and Footers Header: -Empty- | Footer: |
| Page # of total pages Change font | Date in short format |
| | OK Cancel |

Mozilla/Firefox

- 1. Open Firefox:
- 2. Click on the Firefox option on the top left of the browser window.
- 3. Click on Print, Page Setup



4. Ensure the following options are selected:

Portrait, Shrink to fit Page Width (the print size can be reduced further if required by deselecting Shrink to Fit and entering a percentage in the Scale box e.g. 80)

Other Links

Home – Clicking on the 'Home' link the following screen appears

| ResourceLink Pay Document View | Welcome Gillian [torm] [tomper data] [torganised] [today and the GO TO: |
|--|--|
| A full history of your Statutory Documents will be displayed here. You can browse the forms and select to print them if required. Payslips are available along with P60s and PRD60s where applicable. | HSE Online PaysipsiAnnual Documentation |

View your details – Clicking on the 'View your details' link the following screen appears

| Personal Details | |
|------------------|--------|
| Employee Numb | er |
| Forenames | TESTER |
| Surname | SEVEN |
| E-mail Address | |
| Pay Group | |
| | |

Change Password – Clicking on the 'change password' link allows you to change your password

| | rceLink N RESOURCES ONLINE |
|--------------------|---|
| Numeric characters | Change your password Please note that your password must comply with the following: Must be a minimum of 8 characters Must contain two of the following character types: Upper case characters (A through Z) Lower case characters (a through Z) (0 through 9) |
| Old Passwor | d |
| New Passwor | d |
| Repea | |

Update Profile – Clicking on the 'update profile' link allows you to reset the answers to your security validation questions

| ResourceLink BRINGING HUMAN RESOLUTES ONLINE DUFFEELINK Security Validation | | | |
|---|-----------------------|--------|---|
| To protect your account we need to ask you to set the answers to the following security questions on this screen. | | | H |
| Your favourite colour | | | |
| Your mother's maiden name | | | |
| Your place of birth | | | |
| | Set my user questions | Cancel | |
| | | | |

Need further help?

If you are still experiencing problems logging in, please email the Online Payslip Support Department at **HSEPay@Zellis.com**, giving details of your issue and including your full name and User ID. Telephone support will be available on 01-5710780 but priority will be given to the email support service.