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.
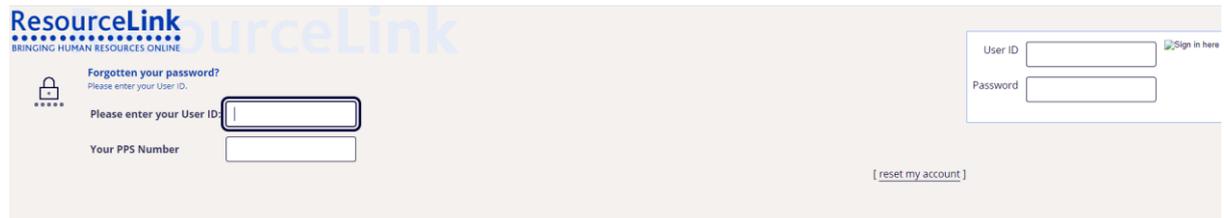
Sign- In
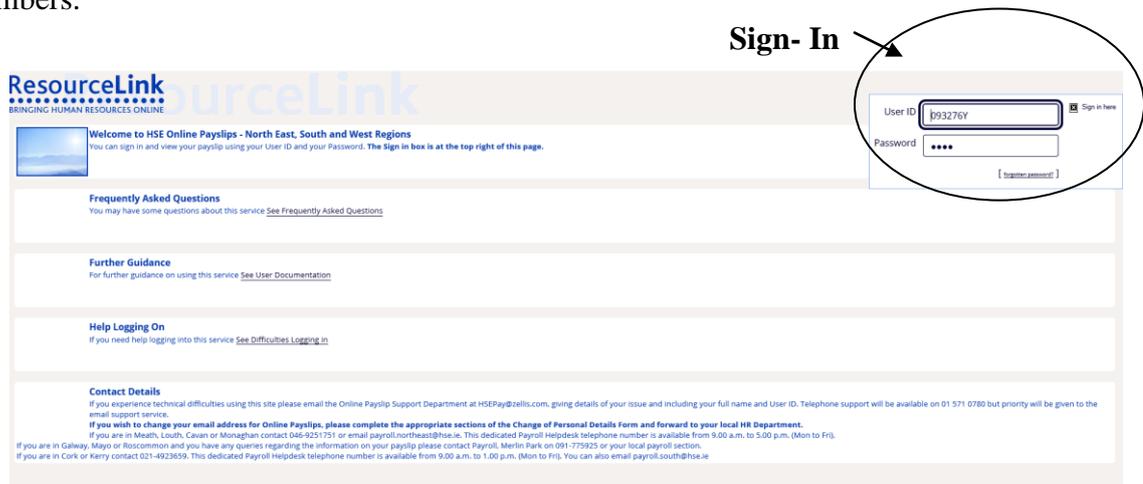
Contact Details

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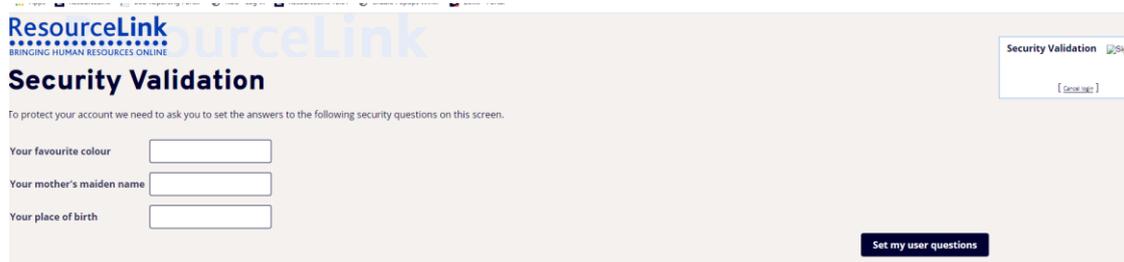
If you wish to change your email address for Online Payslips, please complete the appropriate sections of the change of Personal Details Form HR104 and forward to your Payroll Department (payroll.south@hse.ie).

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.

ResourceLink
BRINGING HUMAN RESOURCES ONLINE

Forgotten your password?
Please enter your User ID.

Please enter your User ID:

Your PPS Number

User ID
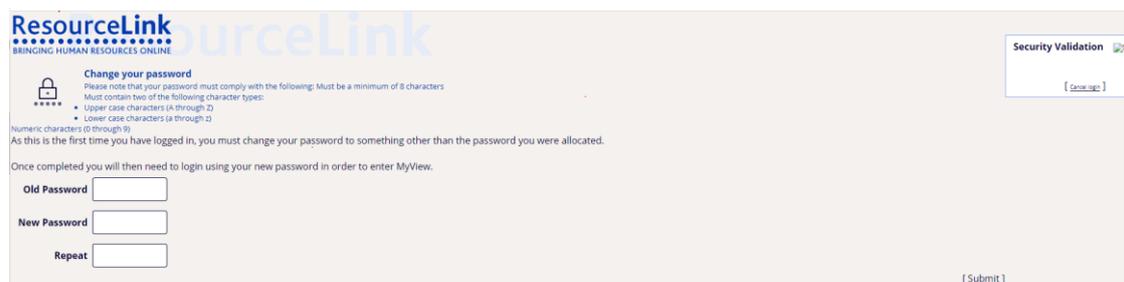Password

Sign in here

[reset 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

ResourceLink
BRINGING HUMAN RESOURCES ONLINE

Security Validation

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

Security Validation

[Cancel login]

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.

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

ResourceLink
BRINGING HUMAN 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 time you have logged in, you must change your password to something other than the password you were allocated.

Once completed you will then need to login using your new password in order to enter MyView.

Old Password

New Password

Repeat

Security Validation

[Cancel login]

[Submit]

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

The following message confirms that the password change is complete.
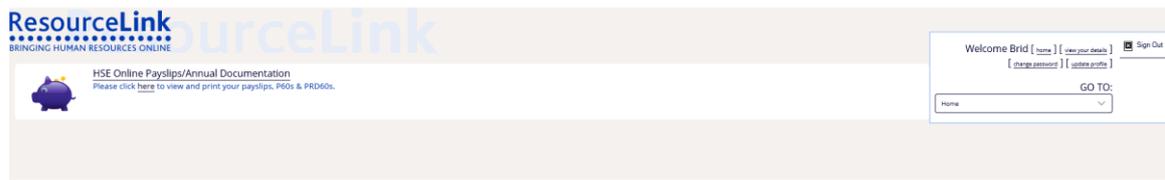
View your Payslip

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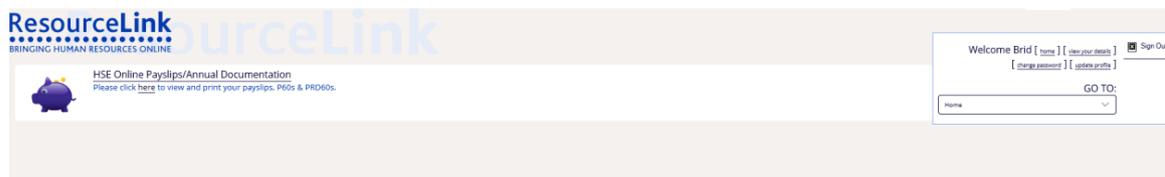
When you click on 'here' you are brought into the payslip selection screen.
You can then select which payslip you wish to view by clicking on the payslip date.

NAME					GROUP PERSONAL NO.		LOC	PAY DATE	PAY METHOD
SAMPLE			STAFF NUR					06/09/2012	PAYPATH

TAX TABLE	TAX BASIS	TAX CREDIT I WEEK/I MONTH	SANN I	SANN 2	GRADE	PRSI CODE	PRSI WEEKS TO DATE	EXPENDITURE CODE	PERIOD NUMBER
	O	69.12	02	12	2135	A1	36	038	38

ITEM	T/N	HOURS	THIS PERIOD	TO DATE	ITEM	THIS PERIOD	TO DATE
SATURDAY	T		15.30	0.00	TAX	408.69	6,974.64
UNSOC.HR	T	6.00	20.42	0.00	P.R.S.I.	64.91	1,126.03
SUNDAY	T	9.00	183.76	0.00	USC	105.17	1,818.99
NITE-DTY	T	2.68	54.71	0.00	PEN LEVY	120.37	2,063.88
LO/UN HR	T	75.00	71.22	0.00	PENSION	89.74	1,622.01
BASIC HR	T	75.00	1,531.35	0.00			
INTERIM	N		39,952.00	0.00			

TAXABLE PAY THIS PERIOD	NON TAX PAY THIS PERIOD	GROSS PAY THIS PERIOD	TOTAL DEDS THIS PERIOD	B/FWD	B/FWD	NET PAY THIS PERIOD
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 CREDIT YEAR TO DATE	TAX CUT OFF YEAR TO DATE	P.R.S.I.-ER YEAR TO DATE	P.R.S.I.-ER THIS PERIOD
29,036.96	0.00	32,722.85	1,237.90	17,583.83	3,295.82	188.81

PREVIOUS EMPLOYER-PAY	PREVIOUS EMPLOYER-TAX	BASIC RATE	PPS. NUMBER	TAX CUT OFF THIS PERIOD	SERVICE DAYS T.P.	Y.T.D.
0.00	0.00	0.00	....	978.62		

BANK SORT CODE   BANK A/C No.

PRIVATE AND CONFIDENTIAL

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

HSE
Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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[**Back**] [**Print**]

4
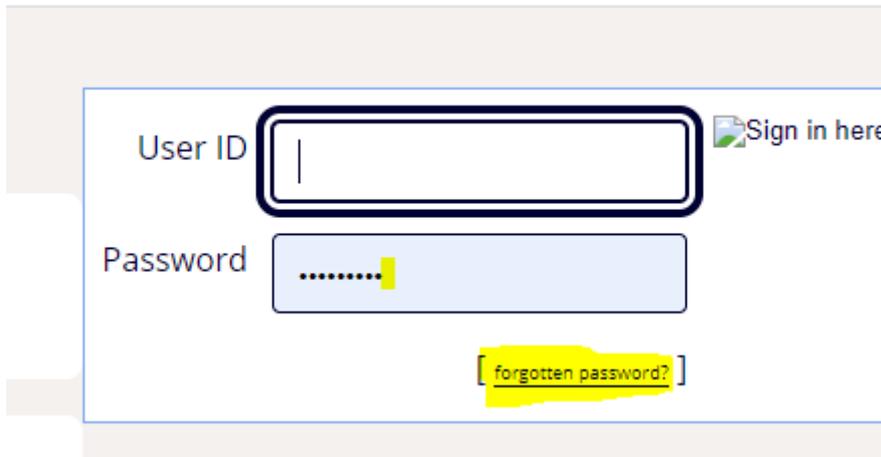
Requesting a new password

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
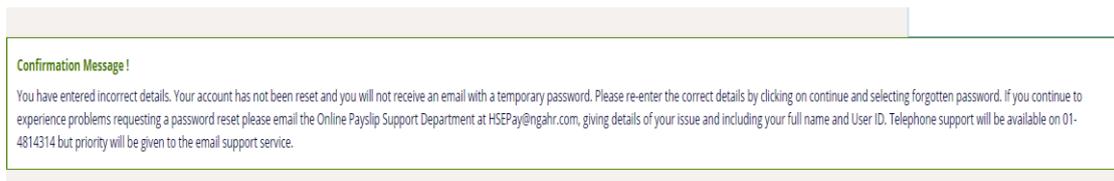

This brings up the Forgotten your Password page where you are prompted for your User ID and presented with one of your previously set security validation questions.

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 forgotten password. If you continue to 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. Telephone support will be available on 01-4814314 but priority will be given to the email support service.

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

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

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
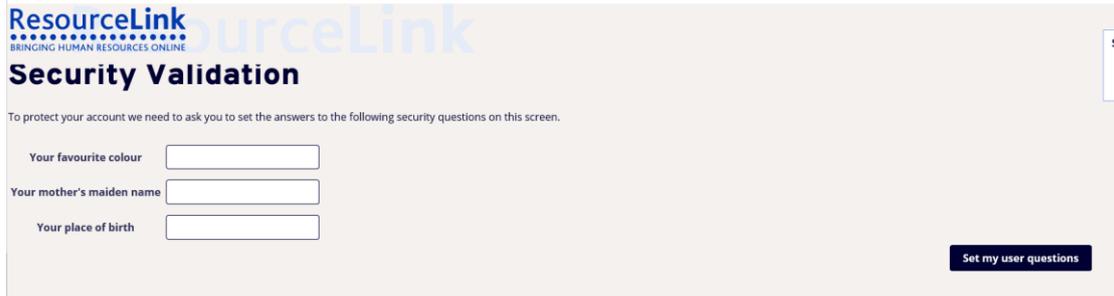
Click on [Set my user questions] to continue

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.
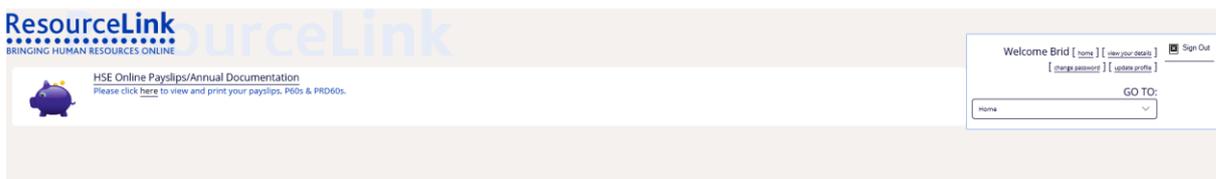

Clicking on [Submit] will bring you to the next screen

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 CREDIT YEAR TO DATE	TAX CUT OFF YEAR TO DATE	P.R.S.I.-ER YEAR TO DATE	P.R.S.I.-ER THIS PERIOD	
29,036.96	0.00	32,722.85	1,237.90	17,583.83	3,295.82	188.81	
PREVIOUS EMPLOYER-PAY	PREVIOUS EMPLOYER-TAX	BASIC RATE		P.P.S. NUMBER	TAX CUT OFF THIS PERIOD	SERVICE DAYS T.P.	Y.T.D.
0.00	0.00	0.00		1111111N	978.62		

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

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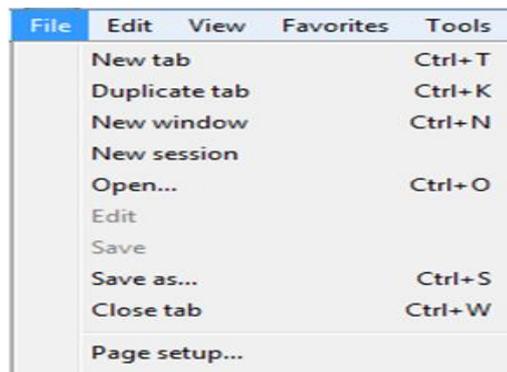
Supported Internet Browsers for printing: Internet Explorer V7, V8, V9**,** Mozilla Firefox V3.5x, V3.6x, V6

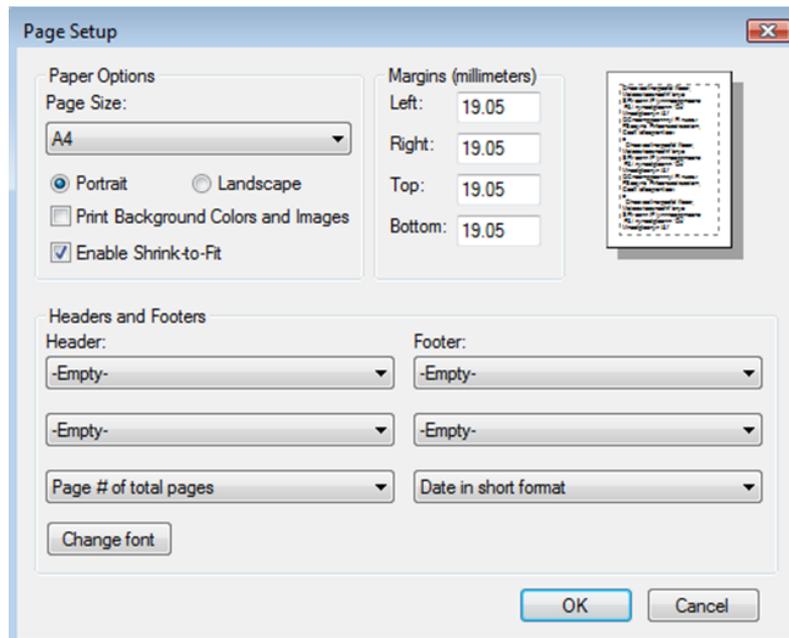**Internet Browser not supported for printing:** Google Chrome

Recommended settings for printing:

Internet Explorer

1. Open Internet Explorer

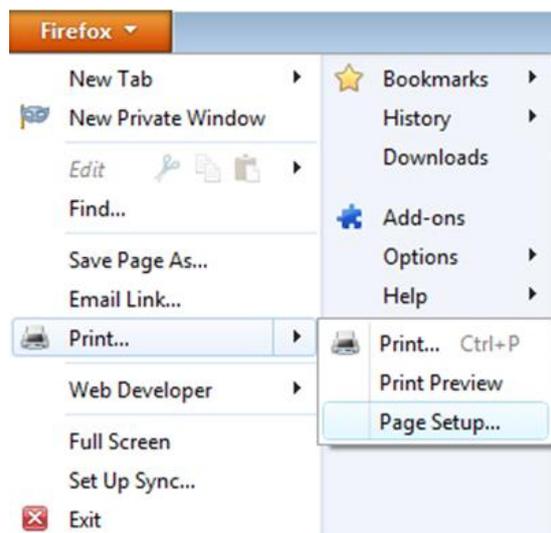2. Click on the File option and then on Page Setup.

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

Mozilla/Firefox

1. Open Firefox:

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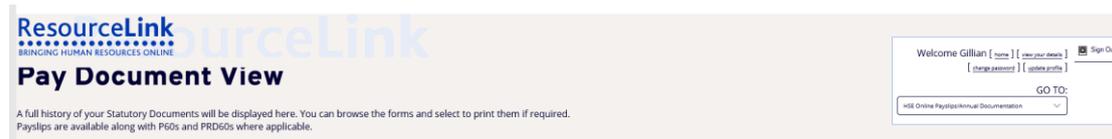
3. Click on Print, Page Setup

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

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

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

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

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.