iPayslips User Guide

iPayslips is the web portal used to access your pay slip online. Pay slips are normally made available the day prior to your usual pay date.

The iPayslips home page is https://www.ipayslips.net/ - this is where you can view your pay slips online or save a copy as a pdf offline. The web site keeps an archive of the previous 24 months of issued pay slips. If you have 2 years of pay slips online then the next upload will remove the oldest slip and so on.

The instructions that follow describe how to get set up on iPayslips and also how you can log a support query.

Please note the iPayslips support desk generally only deal with technical issues about accessing or using the web site. Queries about your pay or tax calculations should be sent to the HR/Payroll team of your employer.

Accessing iPayslips for the first time

Only use the following instructions if you have not yet registered on iPayslips.
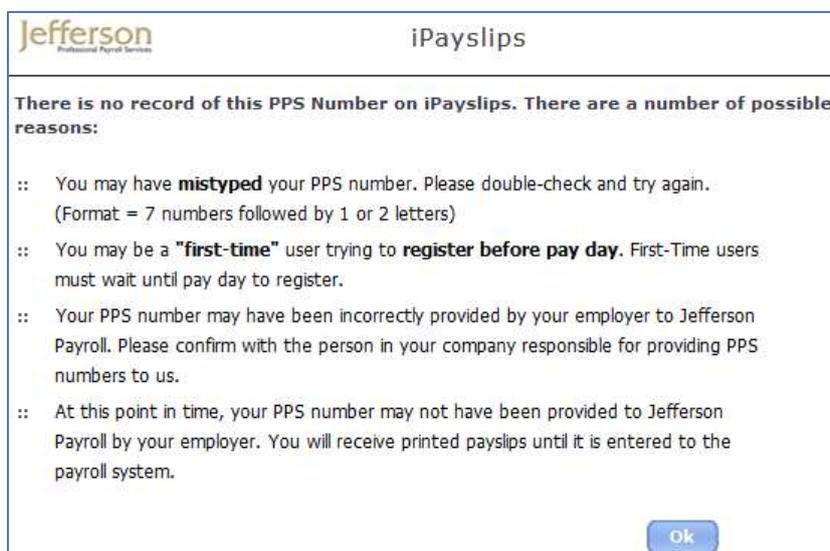
First time registration needs to be completed on a PC or laptop. Once fully registered though you can browse your pay slips on a mobile device. If you get a message saying something like "Please enter your Best Friend's name" then this means the device you are trying to register on will not display the User Set-up Form correctly.

Go to the iPayslips home page https://www.ipayslips.net/ where you will see a screen like that below. Click the **Register** button on the right-hand side.
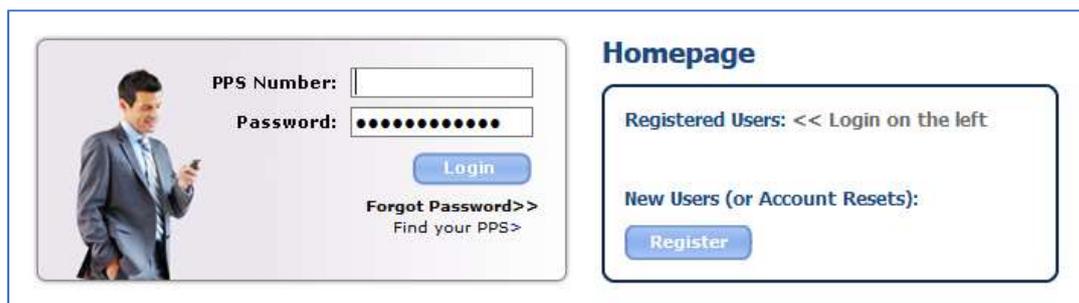
You may see the following screen if you a new employee and your pay slip has not yet been added to the iPayslips database or for any of the other reasons displayed. Please log a Support issue (see the instructions later in this document) if you wish to check with the support team as to why your PPS number is being highlighted as invalid.

If your PPS number is recognised then the screen below is then displayed. Key your PPS number on the left-hand side and click **Register**.

Follow the instructions in the next few prompts to allow the system to send you a temporary log-in password.

NOTE: If the email address shown is invalid then contact HR to ask for it to be corrected.

You should get a mail like that in the screenshot below. It may go to your Spam or Junk Mail folder so check there if it seems to have not been delivered. A new temporary password can also be issued by if the original temporary log-in mail doesn't arrive. Contact the iPayslips support team via the Support button (details later in this document).
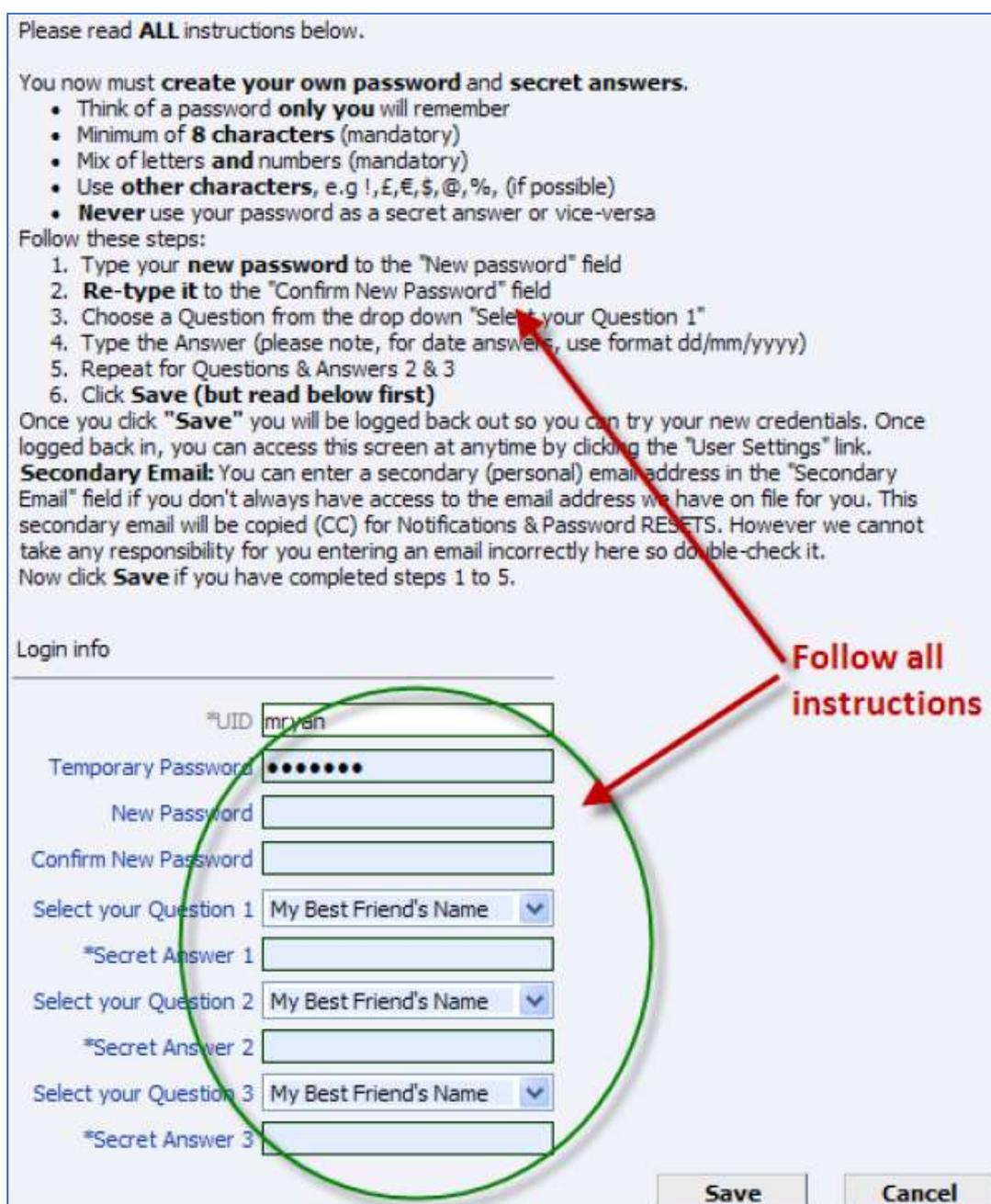
When you get the temporary password email key your PPS number and the temporary password on the *left-hand* side of the iPayslips home screen https://www.ipayslips.net/ and click the **Login** button.

You will then see a form where you can set your own password and three *different* challenge secret questions along with their answers. Click **Save** when finished (the system may log you off and prompt for you to log in again with your PPS number and the *new* password you created). Once all that is done you will then have access to iPayslips.

Address and telephone number are optional fields on the User Form - they are not used by iPayslips. You can also add a secondary email address if you don't always have access to your primary account (e.g., when absent/on leave).

Using iPayslips

Go to the iPayslips home page https://www.ipayslips.net/ and fill in your PPS number and your own password on the left-hand side. Click **Login** to proceed.

You will then be asked for the answer to *one* of the *three* secret questions you previously set up. Click **Ok** to proceed.

Forgotten password?

If you have forgotten your password then click on the **Forgot Password** link (just under the **Login** button on the iPayslips home page). Follow all the instructions carefully to get a new temporary password issued. NOTE: This feature only works if your account is fully set up on iPayslips.

Forgotten a security answer?

If you forget a security answer you can RESET your account. It can only be reset from the security question page (i.e., you must at least know your password to get to this page). NOTE: Resetting your account will require you to register again and set up your details from scratch.

A support query can be logged if you still have technical issues (details on the last page of this document)

Viewing your pay slips

The first screen you see after logging in shows a list of pay slips by pay period. Click on any line to see your full pay slip for that period. Click on the **Save/Print as PDF** link in the full screen view of your pay slip to save a copy off-line.

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Payslip History for

PPS Number	:1234567F
Employee Number	:000000014
Department	:02
Company Name	:A B Demo Company Payroll

Period	Date	Tax status	Tax Credits	Cut-Off	Class	Ins Weeks	Gross Pay	Nett Pay
01	25/01/2017	N	275.00	2816.67	A1	04	1875.00	1546.83
08	31/08/2016	N	275.00	2733.34	AL	25	1875.00	1521.48
07	31/07/2016	N	275.00	2733.34	AL	25	1875.00	1521.48
06	30/06/2016	N	275.00	2733.34	AL	25	1875.00	1521.48
05	31/05/2016	N	275.00	2733.34	AL	21	1875.00	1521.49
03	31/03/2016	N	275.00	2733.34	AL	13	1875.00	1521.48
02	29/02/2016	N	275.00	2733.34	AL	08	1875.00	1521.48
01	31/01/2016	N	275.00	2733.34	AL	04	1875.00	1506.97

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Paid under multiple payrolls?

If you have been paid under multiple payrolls (e.g., monthly and fortnightly, or a different business that also uses iPayslips) you will see a drop-down titled **Choose Payroll**. Use this to switch between the accounts you wish to view.

From [ ] To [ ] Go

Choose Payroll: A A Mapping Template

istory for	:
ber	:
Number	:000000020
nt	:01
Name	:A A Mapping Template

Choose Payroll: A A Mapping Template

A A Mapping Template

A B Demo Company Payroll

story for	:
er	:
Number	:000000020
nt	:01
Name	:A A Mapping Template

How to change your details

You can change your secret questions/answers or password at any time. Click on the **User Settings** link to the top left of the screen that lists the slips by pay period. This will then bring up the **User Form**.
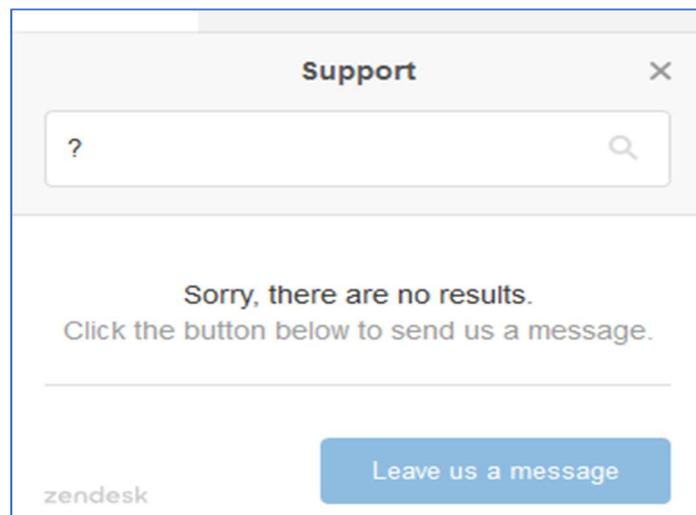
Queries about iPayslips

There is a Support button to the bottom right of any iPayslips screen. When you click on the button you will see a search box where you can look for the answer to a query in a list of Frequently Asked Questions. Type anything in the search box and click on the magnifying glass symbol to see either the list of FAQs or the option to log a query.
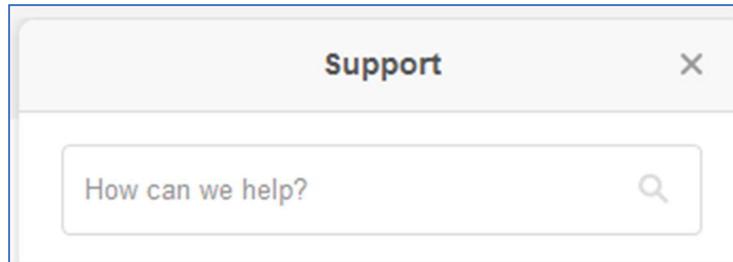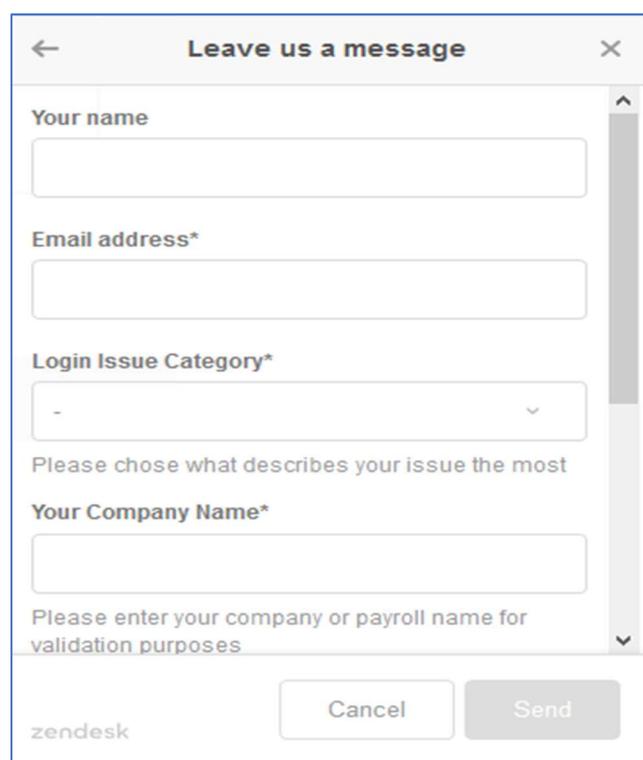
If you cannot find an answer in the FAQs then you can log a query with the Support team. Click on the **Leave us a message** button to see the form shown in the second screenshot below. Fill in the relevant details and click the **Send** button. A mail will be sent to the iPayslips Support team and they will contact you to discuss the query.