



HSE Online Payslips User Guide

Logging In

Click on the Login link on the HSE site for online payslips

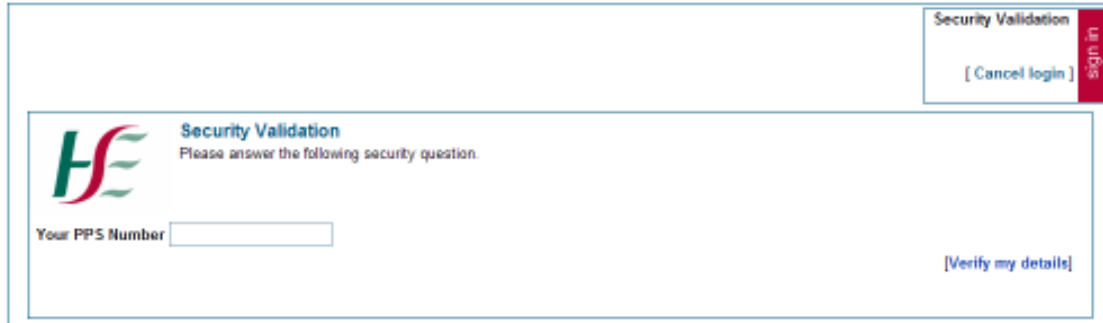
To 'Sign In' enter your User ID and Password

- Your User ID is the first 6 digits of your personnel number prefixed by either 30 or 70 to denote your HSE location area.
- Your Password will be supplied by email following successful registration

		User ID <input type="text"/>	sign in
		Password <input type="password"/>	
		[forgotten password?]	
	Welcome to HSE Online Payslips You 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.		
	<ul style="list-style-type: none">• You need to register online before you use this site• If you have not already registered for HSE Online Payslips you can do so here by clicking REGISTER• Your User ID is printed on your paper payslip• You will have received your password by email once registered.		
	You may have some questions about this service See Frequently Asked Questions For further guidance on using this service See User Documentation		
	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@hse.ie , giving details of your issue and including your full name and User ID. Telephone support will be available on 01-8814314 but priority will be given to the email support service.		
	If you are in Dublin, Wicklow or Kildare and you have any queries regarding the information on your payslip please contact the Payroll Helpdesk on 01-8817150 or email payroll@hse.ie		
	If you are in Galway, Mayo or Roscommon and you have any queries regarding the information on your payslip please contact Payroll, Merlin Park on 091-775925 or your local payroll section.		
	If you wish to change your email address for Online Payslips See Change of Personal Details		

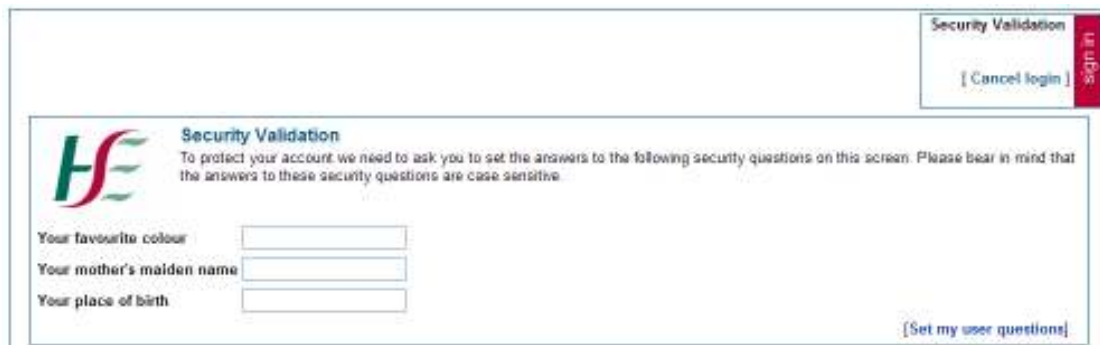
User ID	<input type="text" value="12345678"/>	sign in
Password	<input type="password" value="●●●●●●"/>	
[forgotten password?]		

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.



The screenshot shows a web page titled "Security Validation" with a red "sign in" button in the top right corner. Below the title is a link "[Cancel login]". The main content area features the HSE logo on the left and the text "Security Validation Please answer the following security question." on the right. Below this, there is a label "Your PPS Number" followed by a text input field. In the bottom right corner of the main content area, there is a link "[Verify my details]".

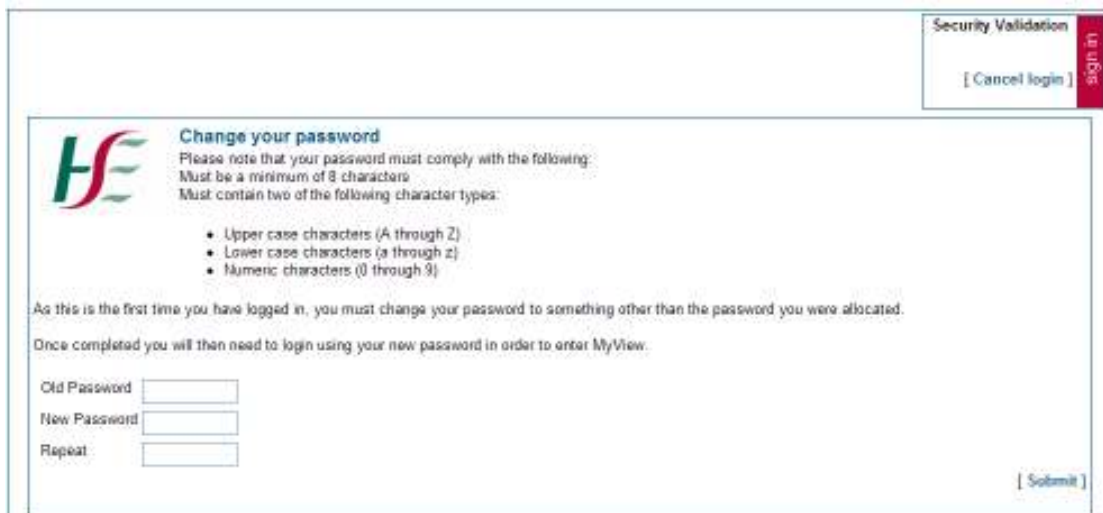
You will then be asked to set the answers to three security validation questions. You will be asked to provide the answer to one of these questions on each subsequent login as well as when resetting your password



The screenshot shows a web page titled "Security Validation" with a red "sign in" button in the top right corner. Below the title is a link "[Cancel login]". The main content area features the HSE logo on the left and the text "Security Validation To protect your account we need to ask you to set the answers to the following security questions on this screen. Please bear in mind that the answers to these security questions are case sensitive." on the right. Below this, there are three labels with corresponding text input fields: "Your favourite colour", "Your mother's maiden name", and "Your place of birth". In the bottom right corner of the main content area, there is a link "[Set my user questions]".

Click on [Set my user questions] to continue

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



The screenshot shows a web page titled "Change your password" with a red "sign in" button in the top right corner. Below the title is a link "[Cancel login]". The main content area features the HSE logo on the left and the text "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:" on the right. Below this, there is a bulleted list of requirements: "Upper case characters (A through Z)", "Lower case characters (a through z)", and "Numeric characters (0 through 9)". Below the list, there is a note: "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." Below this, there are three labels with corresponding text input fields: "Old Password", "New Password", and "Repeat". In the bottom right corner of the main content area, there is a link "[Submit]".

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

The following message confirms that the password change is complete.



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
TESTER									16/08/2012	PAYPATH
TAX TABLE	TAX BASIS	TAX CREDIT I WEEK/I MONTH	SANN 1	SANN 2	GRADE	PRSI CODE	PRSI WEEKS TO DATE	EXPENDITURE CODE		PERIOD NUMBER
	0	65.04	01	13	4917	A1	34			34
PAYMENTS VALUES					DEDUCTIONS VALUES					
ITEM	T/N	HOURS	THIS PERIOD	TO DATE	ITEM	THIS PERIOD	TO DATE			
SERV DAY	N		10.00	0.00	IRISH L	65.72	1,117.24			
UNSOC.HR	T	14.00	37.72	0.00	PENSION	50.78	926.75			
BASIC	T		1,261.28	0.00	USC	78.09	1,395.85			
SUNDAY	T	11.14	180.14	0.00	TAX	61.44	1,378.57			
SATURDAY	T		10.71	0.00	SIPTU 1	9.40	159.80			
					PEN LEVY	81.67	1,486.13			
					P.R.S.I.	49.43	879.40			
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				
983.10	0.00	1,170.02	420.24	0.00	0.00	749.78				
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	PR.S.I-ER YEAR TO DATE	PR.S.I-ER THIS PERIOD				
16,239.80	0.00	19,357.82	999.15	19,743.91	1,949.51	120.44				
PREVIOUS EMPLOYER-PAY	PREVIOUS EMPLOYER-TAX	BASIC RATE	PPS NUMBER	TAX CUT OFF THIS PERIOD	SERVICE DAYS					
0.00	0.00	0.00		1192	TP	Y.T.D.				

BANK SORT CODE

BANK A/C No.

PRIVATE AND CONFIDENTIAL

TESTER
ADDRESS 1
ADDRESS 2
ADDRESS 3
ADDRESS 4

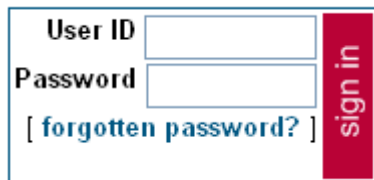
Payslips can be printed by selecting print at the bottom right hand corner of the payslip

Requesting a new password

Using the 'Forgotten Password' link

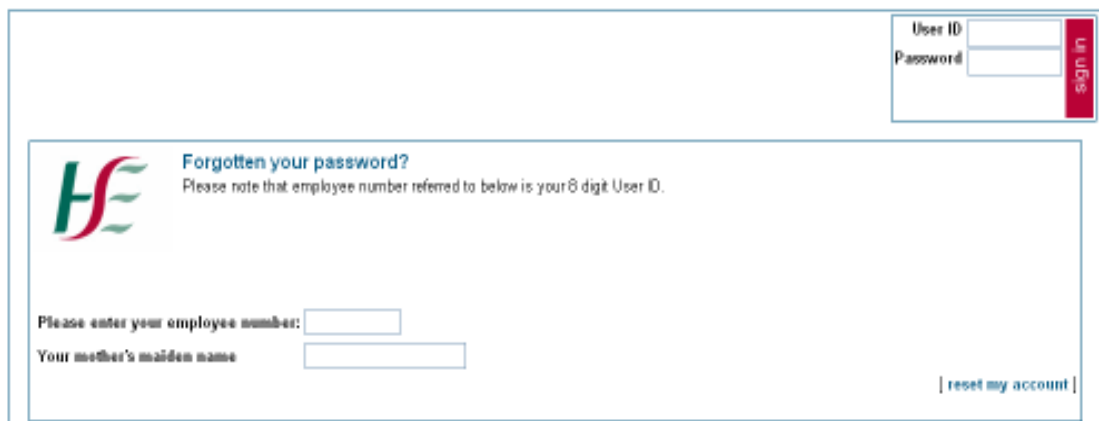
This link allows you to request a password reset in the event that you cannot remember your existing password.

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




User ID
Password
[forgotten password?] [sign in](#)

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



User ID
Password
[sign in](#)

 **Forgotten your password?**
Please note that employee number referred to below is your 8 digit User ID.

Please enter your employee number:
Your mother's maiden name

[reset my account]

Click on [reset my account] link and the following confirmation page will be displayed:



User ID
Password
[sign in](#)

 **Confirmation Message !**
If the credentials you supplied are correct, your account has been reset and an email containing a temporary password has been sent to the address associated with this account.

[continue]

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 [mailto:Payslips@hse.ie]
Sent: 28 August 2012 11:39
To: |
Subject: HSE Online Payslips: Password Reset

Dear

Your HSE Online Payslips password has been reset.

Your User ID is 12345678
Your temporary password is 7xE-%b

Password should only contain 6 characters - if you see 7 'dots' when you enter the password you will need to delete the last one - this commonly happens if you copy and paste the password from Outlook.

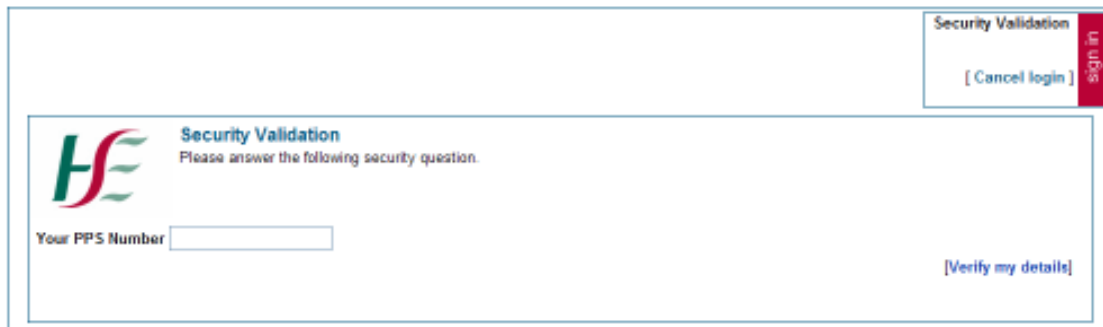
Your temporary password is case sensitive. On login you will be asked to change your password.

To login please click on the following link: <http://www.hse.ie/onlinepayslips>

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.

You can then log in using the temporary password

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



The screenshot shows a web page titled "Security Validation" with a red "sign in" button in the top right corner. Below the title, it says "Please answer the following security question." There is a text input field labeled "Your PPS Number" and a blue button labeled "[Verify my details]" at the bottom right of the main content area.

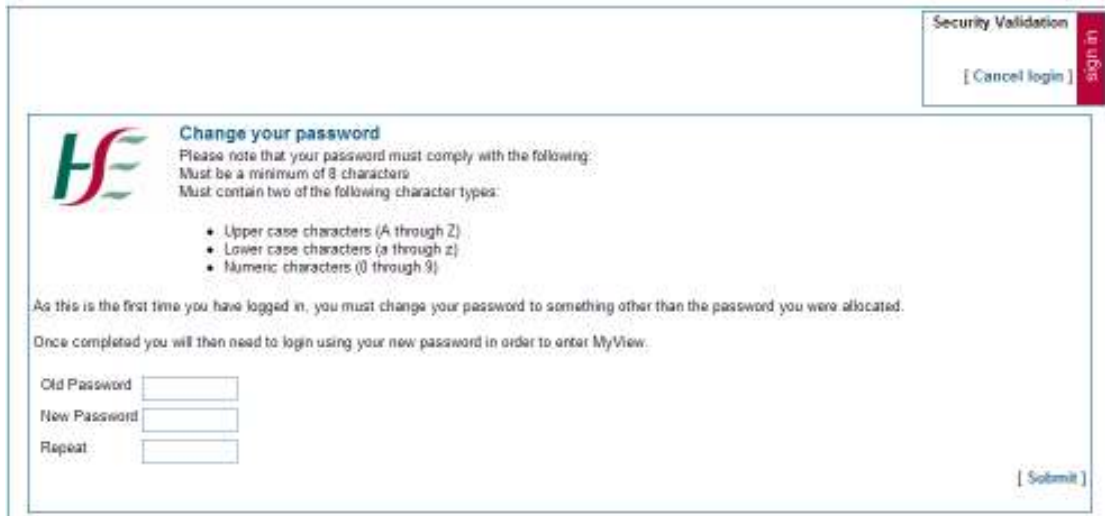
You will then be asked to set the answers to your security validation questions. On subsequent logins this question will be asked and the answer must match the answer provided here



The screenshot shows a web page titled "Security Validation" with a red "sign in" button in the top right corner. Below the title, it says "To protect your account we need to ask you to set the answers to the following security questions on this screen. Please bear in mind that the answers to these security questions are case sensitive." There are three text input fields labeled "Your favourite colour", "Your mother's maiden name", and "Your place of birth". A blue button labeled "[Set my user questions]" is located at the bottom right of the main content area.

Click on [Set my user questions] to continue

Once these questions have been set you must change your password by entering your old password, 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 message confirms that the password change is complete.



The HSE Online Payslips screen will appear.



Other Links

Home – Clicking on the ‘Home’ link the following screen appears

The screenshot shows the top navigation bar with the following links: Welcome, Home, View your details, Change password, and Update profile. A 'GO TO:' dropdown menu is visible. On the right side, there is a 'sign out' button. The main content area features the HSE logo and the text 'HSE Online Payslips' with a link to 'Please click here to view and print your payslips.'

View your details – Clicking on the ‘View your details’ link the following screen appears

The screenshot shows the 'Personal Details' section with the following information:

Employee Number	[Redacted]
Forenames	TESTER
Surname	SEVEN
E-mail Address	[Redacted]
Pay Group	[Redacted]

[Close]

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

The screenshot shows the 'Change your password' page with the following instructions and requirements:

- Upper case characters (A through Z)
- Lower case characters (a through z)
- Numeric characters (0 through 9)

Old Password

New Password

Repeat

[Submit]

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

The screenshot shows the 'Security Validation' page with the following instructions and questions:

To protect your account we need to ask you to set the answers to the following security questions on this screen. Please bear in mind that the answers to these security questions are case sensitive.

Your favourite colour

Your mother's maiden name

Your place of birth

[Set my user questions][Cancel]