

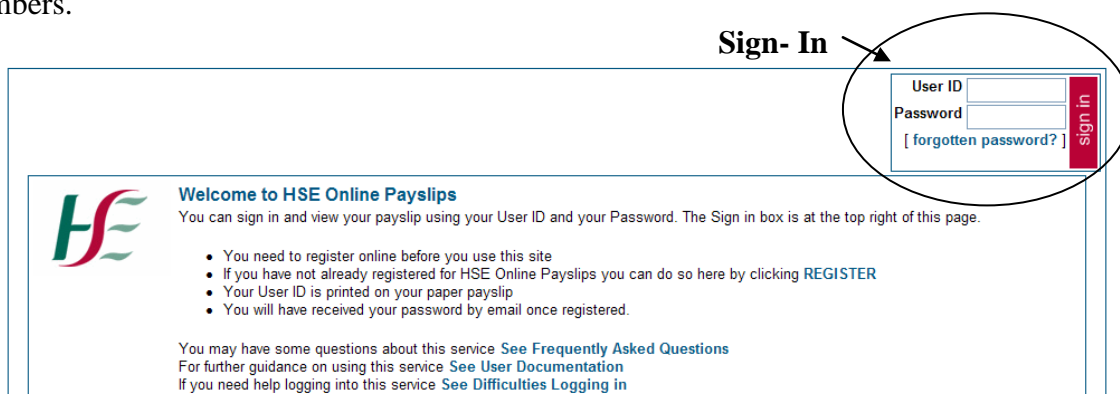
HSE Online Payslips User Guide

Logging In

To 'Sign In' enter your 8 digit User ID and Password.

Your password 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.



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@ngahr.com, giving details of your issue and including your full name and User ID. Telephone support will be available on **01-2474202**, 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 01 881 7150.

If you are in Galway, Mayo or Roscommon and you have queries regarding the information on your payslip please contact the Payroll Helpdesk on 091-775925 or your local payroll section.


If you are in Meath, Louth or Cavan or Monaghan contact 046-9251740. This dedicated Payroll Helpdesk number is available from 9 a.m. to 5 p.m. (Mon to Fri.).

If you are in Cork or Kerry, contact 021-4923659. This dedicated Payroll helpdesk telephone number is available from 9a.m. to 3 p.m. (Mon to Fri). You can also email salaries@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 and forward to your local HR Department.

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.

Security Validation
[Cancel login] sign in


**Security Validation**
Please answer the following security question.

Your PPS Number

[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

Security Validation
[Cancel login] sign in

**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

[Set my user questions]

Click on [Set my user questions] to continue

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.

Security Validation
[Cancel login] sign in

**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

[Submit]

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

The following message confirms that the password change is complete.

Security Validation
[Cancel login] sign in


**Confirmation Message !**
Password updated.

[continue]

View your Payslip

The HSE Online Payslips screen will appear.


Welcome One
[home] [view your details]
[change password] [update profile]
GO TO: Home sign out

**HSE Online Payslips**
Please click [here](#) to view and print your payslips, P60s and PRD60s.

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.

Welcome One
[home] [view your details]
[change password] [update profile]
GO TO: HSE Online Payslips sign out

**HSE Online Payslips**
Your payslips from your first pay date in September 2012 onwards are displayed below. When viewing your payslips you can choose to print by selecting the print button at the bottom right hand corner of the page.
Your **P60s/PRD60s** can be viewed under the heading Annual Documentation at the bottom of this page.

Payslip Documentation			
Period	Financial Tax year	Pay Date	Payslip Page(s)
38	2012	06/09/2012	1

View Payslips for 2012 Page 1 All

NAME					GROUP PERSONAL NO.			LOC	PAY DATE	PAY METHOD	
SAMPLE					STAFF NUR				06/09/2012	PAYPATH	
TAX TABLE	TAX BASIS	TAX CREDIT 1 WEEK/1 MONTH	SANN 1	SANN 2	GRADE	PRSI CODE	PRSI WEEKS TO DATE	EXPENDITURE CODE		PERIOD NUMBER	
	0	69.12	02	12	2135	A1	36	038		38	
PAYMENTS VALUES					DEDUCTIONS VALUES						
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		NET PAY THIS PERIOD	
1,666.65		0.00		1,876.76		788.88		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		PR.SI-ER YEAR TO DATE	PR.SI-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		PRS. NUMBER		TAX CUT OFF THIS PERIOD		SERVICE DAYS	
0.00		0.00		0.00		*****		978.62		T.P. Y.T.D.	

BANK SORT CODE

BANK A/C No.

PRIVATE AND CONFIDENTIAL

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



Requesting a new password

Using the 'Forgotten Password' link

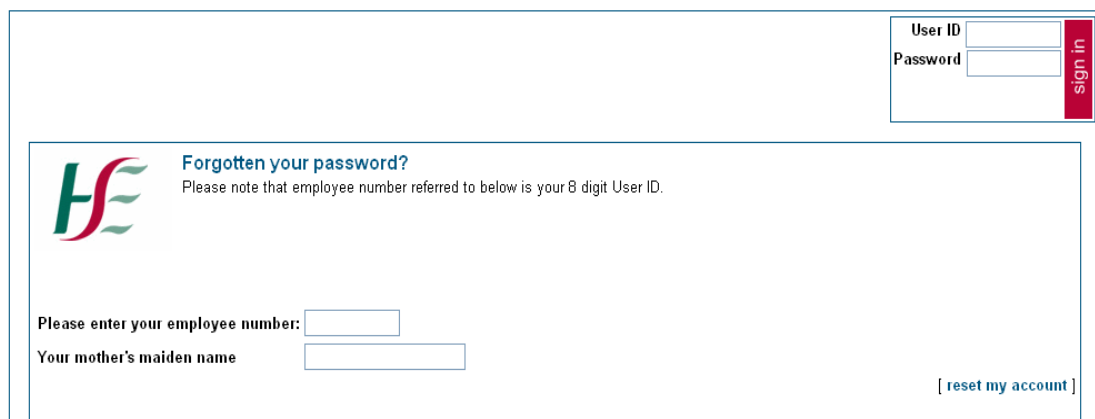
This link allows you to request a password reset in the event that you cannot remember your existing password.

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




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](#)

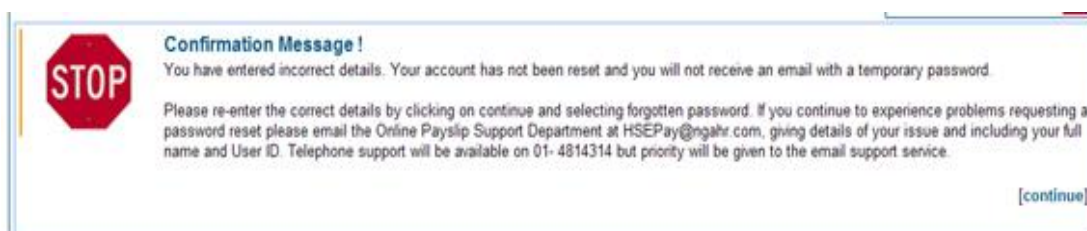
 **Forgotten your password?**
Please note that employee number referred to below is your 8 digit User ID.


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

[[reset my account](#)]

Click on [reset my account] link.

The following screen is displayed if you have entered incorrect 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.

[[continue](#)]

If the correct 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.

[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 Colleague,

Your HSE Online Payslips password has been reset.

Your User ID is 12345678
Your temporary password is 9axG

Password should only contain 4 characters - if you see 5 '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 successful login you will be asked to provide your PPS number as part of the security validation process. You will also 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

Security Validation	
[Cancel login] sign in	
	
Security Validation Please answer the following security question.	
Your PPS Number	<input type="text"/>
[Verify my details]	

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

Security Validation
[\[Cancel login \]](#) sign in

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

[\[Set my user questions \]](#)

Click on [Set my user questions] to continue

Once these questions have been set you must change your password by entering your old password, followed by your new password which you must then confirm. The screen contains the valid format instructions.

Security Validation
[\[Cancel login \]](#) sign in

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

[\[Submit \]](#)

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

The following message confirms that the password change is complete.

Security Validation
[\[Cancel login \]](#) sign in

Confirmation Message !
 Password updated.

[\[continue \]](#)

The HSE Online Payslips screen will appear.

Welcome One
[\[home \]](#) [\[view your details \]](#)
[\[change password \]](#) [\[update profile \]](#)
 GO TO: sign out

HSE Online Payslips
 Please click [here](#) to view and print your payslips, P60s and PRD60s.

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	PR.SI-ER YEAR TO DATE	PR.SI-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	
0.00	0.00	0.00	1111111N	978.62	T.P.	Y.T.D.

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**]

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.

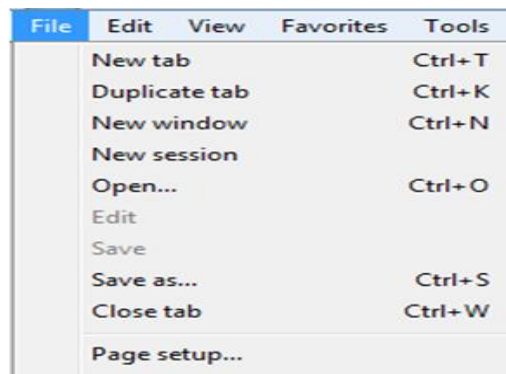
Supported Internet Browsers for printing: Internet Explorer V7, V8, V9, Mozilla Firefox V3.5x, V3.6x, V6

Internet Browser not supported for printing: Google Chrome

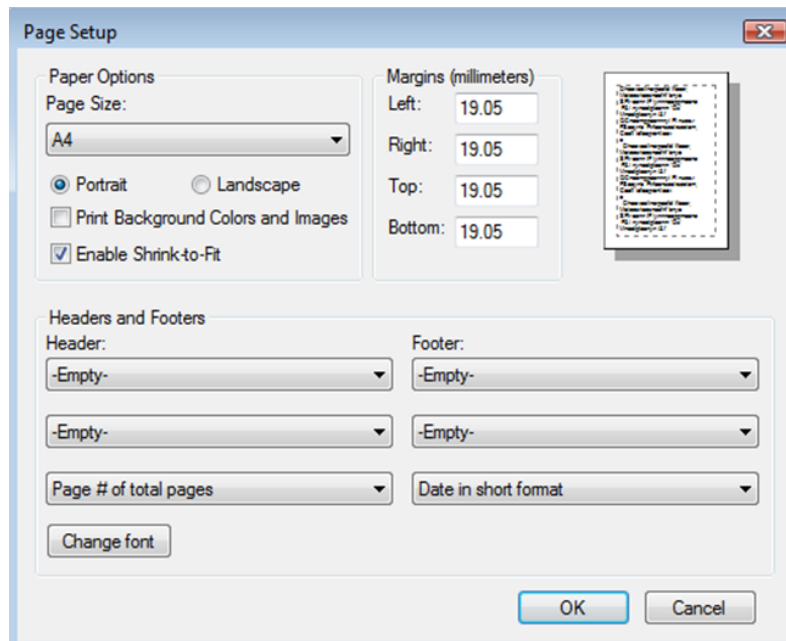
Recommended settings for printing:

Internet Explorer

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

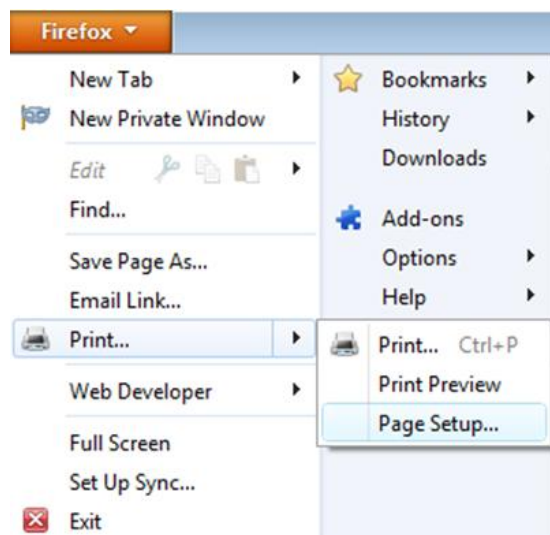


3. Ensure the following options are selected: Portrait, Enable Shrink to Fit



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

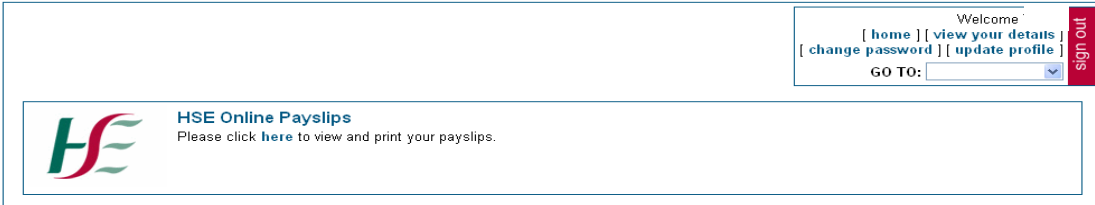


4. Ensure the following options are selected:

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



The screenshot shows the 'Home' page of the HSE Online Payslips system. At the top right, there is a 'Welcome' message with navigation links: [home], [view your details], [change password], and [update profile]. Below these links is a 'GO TO:' dropdown menu and a 'sign out' button. The main content area features the HSE logo and the text 'HSE Online Payslips' with a link to view and print payslips.

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

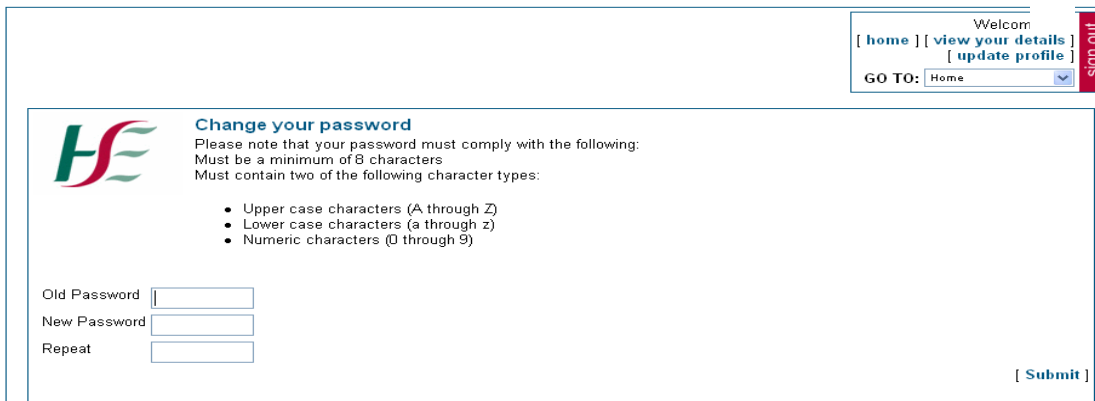


The screenshot shows the 'View your details' page. It has a 'Personal Details' tab and a table of user information:

Personal Details	
Employee Number	
Forenames	TESTER
Surname	SEVEN
E-mail Address	
Pay Group	

[Close]


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



The screenshot shows the 'Change your password' page. It includes the HSE logo and instructions: '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:'. A bulleted list specifies: Upper case characters (A through Z), Lower case characters (a through z), and Numeric characters (0 through 9). Below the instructions are three input fields: 'Old Password', 'New Password', and 'Repeat'. A 'Submit' button is located at the bottom right.

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

Welcome User
[\[home \]](#) [\[view your details \]](#)
[\[change password \]](#) sign out



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

[\[Set my user questions \]](#) [\[Cancel \]](#)

GO TO:

Need further help?

If you are still experiencing problems logging in, please email the Online Payslip Support Department at HSEPay@ngahr.com. Please give details of your issue, including your full name and User ID. Telephone support will be available on 01-2474202 but priority will be given to the email support service.