



The trusted payroll company

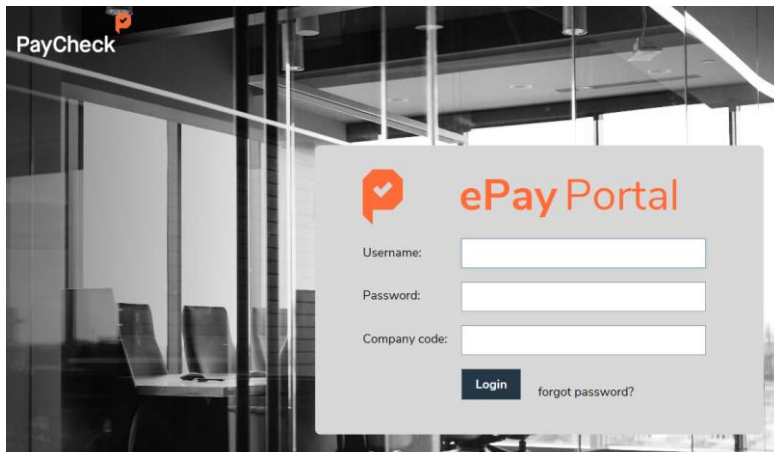
ePay Portal: Employee User Guide



Logging in:

Log into <http://portal.paycheck.co.uk>

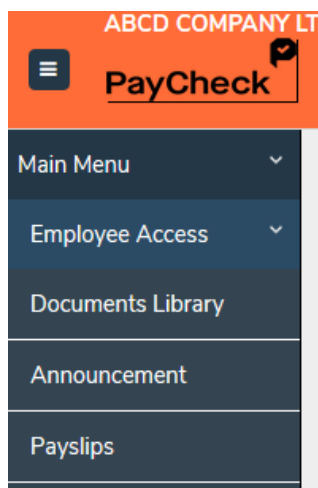
Your initial welcome email will assist you in setting up your password and inform you of your username and company code going forward.



View/manage payslips:

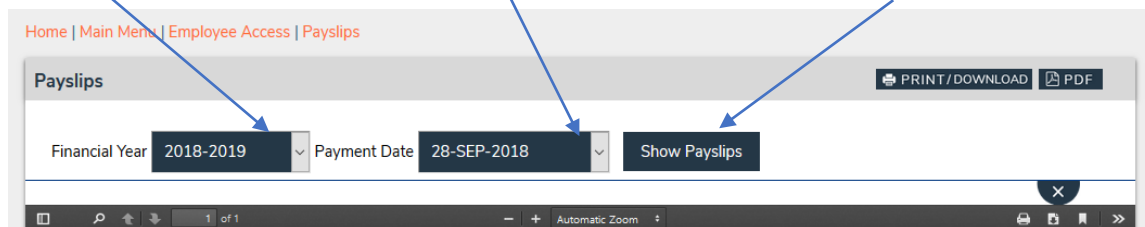
Under the Main Menu select

1. Employee Access
2. Payslips



Search for the right payslip

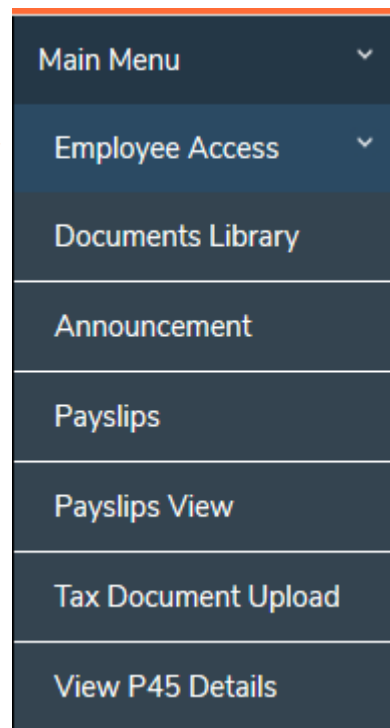
Select the tax year and then the correct quarter, month or week then select 'Show Payslips'



View/manage P45's:

Under the Main Menu select

1. Employee Access
2. P45



3. If applicable the P45 will appear and can be downloaded