

Employee Portal User Guide

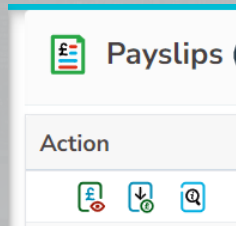


Viewing Your Payslip

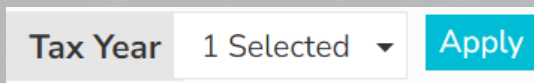
To view your payslip, once in the portal head to the payslips tab.



From here you can view or download payslips using the icons shown.



You can view payslips for previous years by changing the tax year at the top of the screen.

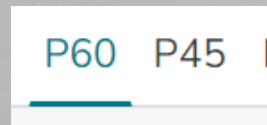


Viewing Your P60 / P45

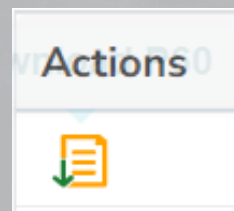
To view P60's / your P45, head to the documents section in the portal.



You can then select the appropriate tab.



Next, use the icon to download the document required.



Checking Your Details

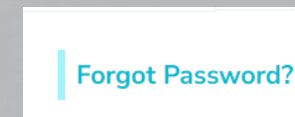
To check your employer has your most up to date details you can head to your profile.



Here you can view the data held for you on your payroll record. If you notice anything outdated, you can notify your employer who can share with us the updates needed.

Log In Issues

If you have forgotten your password, you can update it from the log in page using the forgot password option.



If you have been paid for the first time and not received a welcome email to the portal. It's possible we do not have your email address on file. Reach out to your employer who can in turn get this updated with us.