

Employee Portal User Guide





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Welcome to Pay Check's Employee User Guide

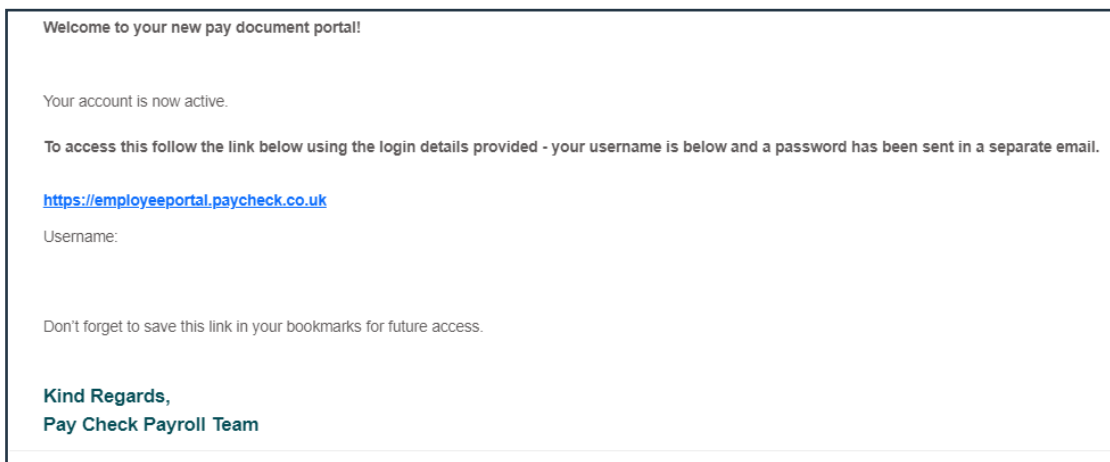
This guide will assist you in navigating our employee portal, which are fully accessible on mobile and tablet devices. If you encounter resolution issues, they can be easily resolved by adjusting your browser settings to zoom out.

Portal Login

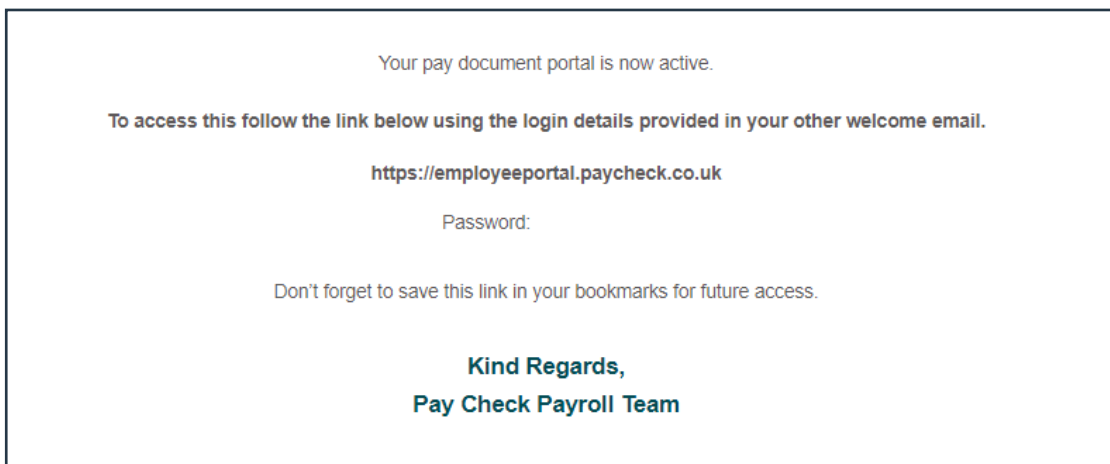
Once you have been set up on the portal you will receive two separate emails as shown below. You can select the link in the first email then use the temporary password (2) to log in where you will then be prompted to create your own unique password.

A confirmation email will be sent after you have created your new password. You can log into the Pay Check Portal via your mobile device, tablet and desktop.

(1)



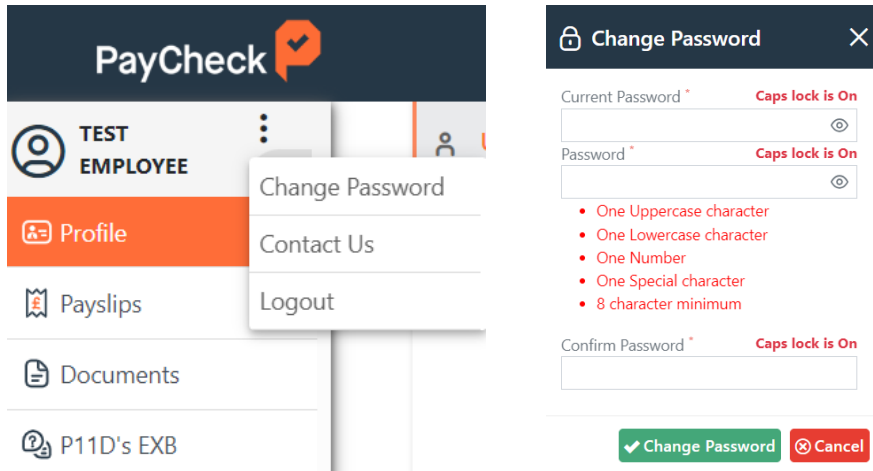
(2)





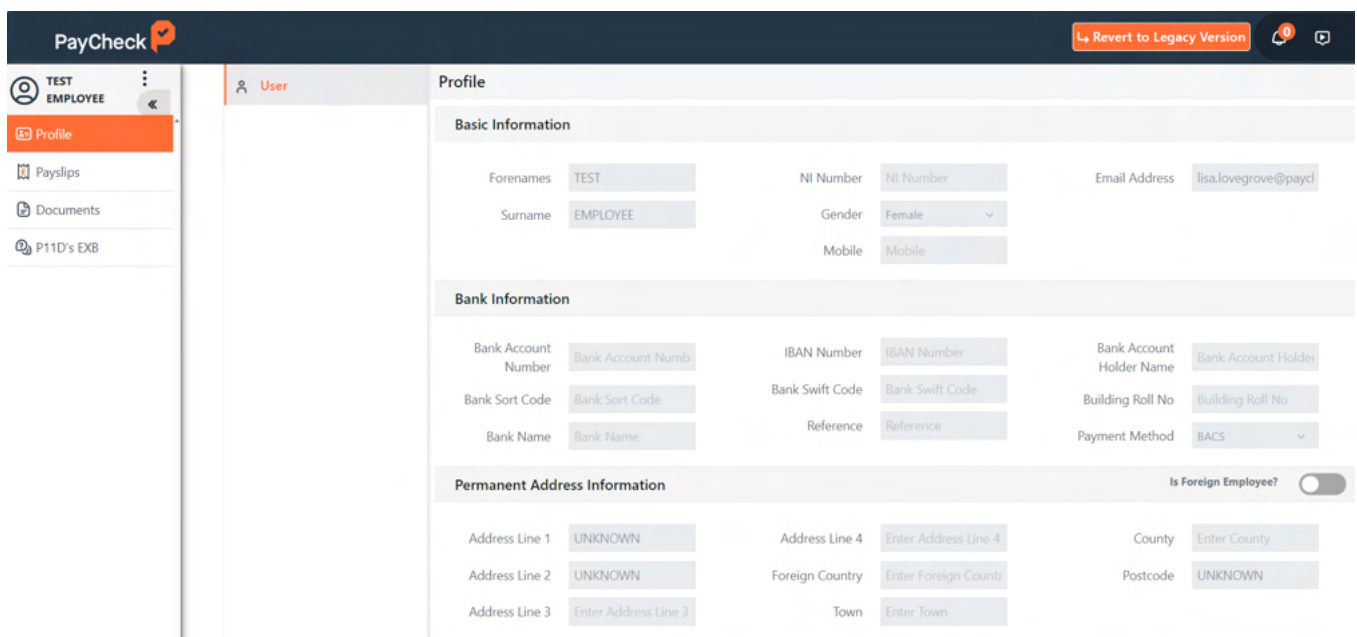
Changing your Password

If you would like to change your password you can do this by clicking on the 3 dots in the top left of the page. This will generate a pop up box where you can choose a new password.



Profile

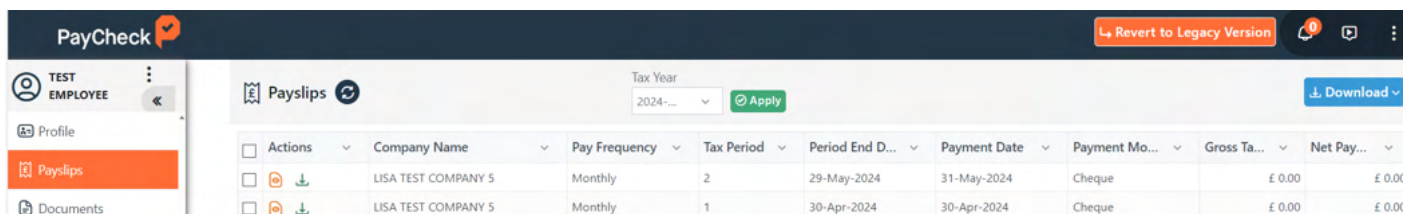
Your profile is where you can find all personal details we hold on the payroll for you. If you notice any incorrect information, please inform your employer.





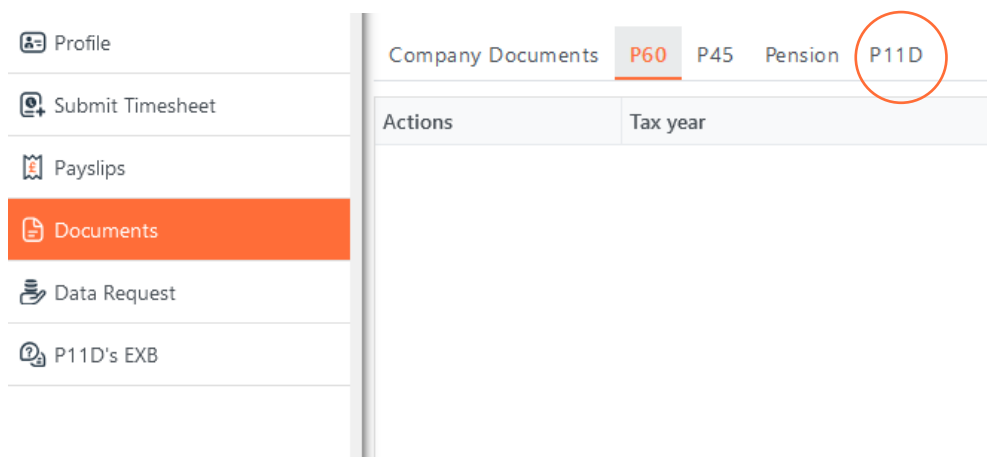
Payslip Location

Under Payslips you will find all payslips for the current tax year. You can choose to view the payslip in your browser or download to your device using the download button. If you need to locate a payslip from a previous year, you can do this by changing the tax year in the top centre of the page.



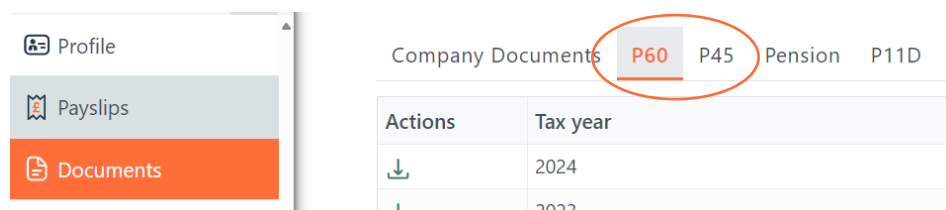
P11D Documents

You can download your P11D in the 'Documents' section as shown below:



P60 / P45 Documents

Located in the documents section of the portal. You can view and download your P60 / P45 by selecting the appropriate tab as circled. Use the download icon to download the document required.





Frequently Asked Questions

My payslip and/or profile information is incorrect. How can I fix this?

Please contact your employer to discuss the discrepancies and identify the necessary updates to correct the information. Your employer will connect with Pay Check directly to update your information.

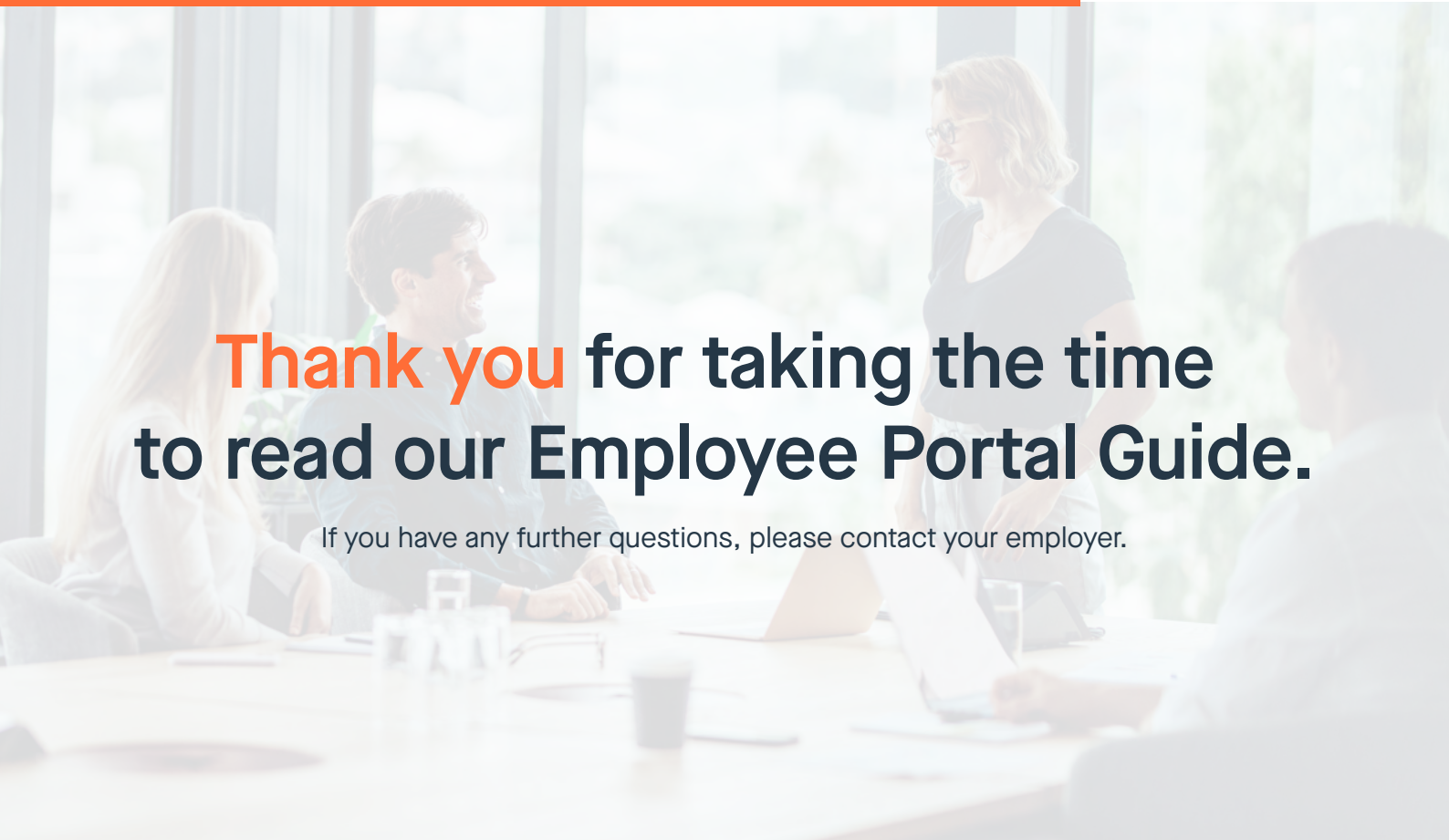
What do the different deductions on my payslip mean?

Information in your payslip may vary based on your employer's data input. Please read this quick guide on understanding the abbreviations you may encounter in your payslip:

[A Pay Check Guide | How to Read Your Payslip](#)

Why can I no longer access my payslip information?

If you are no longer an employee at your previous company, you will not have access to your old payslip information after 2 months. Please ensure you download all necessary documents before your access is removed. After your portal access has been removed, Pay Check will be unable to assist in these cases. Kindly reach out to your previous employer for any historical data.



Thank you for taking the time
to read our **Employee Portal Guide.**

If you have any further questions, please contact your employer.



PayCheck 