

Online Payslips

Setting up your account

WEB page version 2 August 2020

Getting started with Online Payslips

- ★ Signing in for the first time
- ★ Choosing a strong password
- ★ Viewing, printing and emailing your payslips
- ★ Understanding your account details
- ★ Logging out
- ★ Where to get help

Which website to use?

- ★ University member of staff or Casual worker:
 - <https://yorkac.epayslips.co.uk/>
- ★ York Commercial Limited staff:
 - <https://ycl.epayslips.co.uk/>
- ★ University of York pensioner:
 - <https://yorkpens.epayslips.co.uk/>
- ★ STEM employee:
 - <https://stem.epayslips.co.uk/>
- ★ GSA employee:
 - <https://yorkgsa.epayslips.co.uk/>
- ★ YHEC employee:
 - <https://yhec.epayslips.co.uk/>

Sign up process

You will receive an email / letter with the details you need to sign up, including an activation code and sign up code. You will need this information to hand when you first log into the system.

1. Open your web browser and navigate to the website in Step 1 of your sign up instructions. You will then be prompted to enter your activation code.
2. Next you will be asked a few questions to identify you.
3. These will be followed by validation questions to check you are who you say you are.
4. You will then need to validate your account by entering your email address.
5. Now that you have set up your account you will need to set up a username and password to use for your account going forward.
6. To complete the activation of your account, you will need to click on the link in the activation email, sent to the email address provided in step 4.

Username and password

You will need to pick a strong password for your account. Strong passwords contain numbers, upper and lowercase letters and symbols. Don't use the same password as you do for your University account; the password you create for your ePayslips account should be unique.

When you set up your account you will also need to set some security questions. Pick wisely as you will need these should you need to validate your identity and reset your password.

Login screen



ePayslips login

Username

Password

Login

[Forgotten your details?](#)

Enter your username and password to login to the Online Payslips system.

Pop-up

The screenshot shows the University of York website interface. At the top left is the University of York logo. Below it, a dark green navigation bar contains the text "Welcome S Richardson" and links for "Help", "Privacy", and "Terms". On the left side, there is a vertical menu with items: "Home", "Payslips", "Documents", "Your account", and "Log out". The main content area has a purple header "What would you like to do?" followed by sections for "Options" (with a link to "View payslips"), "To-do list", and "Notices" (with the text "Nothing at the moment"). A white pop-up window titled "Smartphone Apps" is overlaid on the page. The pop-up contains the following text: "Did you know you can now access your ePayslips via your smartphone?", "We have apps for Android and iPhone. Just search for ePayslips on your app store and look for the logo or the following links.", and two app store logos: "Download on the App Store" and "ANDROID APP ON Google play". At the bottom of the pop-up, there is a checkbox labeled "Do not show this message again" and a purple "Dismiss" button. A red arrow points from the text on the right to the checkbox.

When you first login to the system you will see this pop up.

Check the box to 'no show the message again'

And close the window.

Homescreen



Welcome S Richardson

[Help](#) [Privacy](#) [Terms](#)

- [Home](#)
- [Payslips](#) ▶
- [Documents](#) ▶
- [Your account](#) ▶
- [Log out](#)

What would you like to do?

Options

[View payslips](#)

To-do list

Notices

Nothing at the moment

Click on the links from the Home menu to navigate to the different pages.

Log out once you have finished.

Payslips



Welcome S Richardson

[Help](#) [Privacy](#) [Terms](#)

Home

Payslips

2019-20

Documents

Your account

Log out

Payslips - 2019-20

Date	Period	Gross	Deductions	Net	Payslip
28 Feb 2020	1	£ 1,666.66	£ 603.26	£ 1,063.40	  
31 Dec 2019	9	£ 1,666.66	£ 603.26	£ 1,063.40	  
29 Nov 2019	8	£ 1,666.66	£ 603.26	£ 1,063.40	  
31 Oct 2019	7	£ 1,666.66	£ 603.26	£ 1,063.40	  
27 Sep 2019	6	£ 1,666.66	£ 603.26	£ 1,063.40	  
30 Aug 2019	5	£ 1,666.66	£ 603.26	£ 1,063.40	  
31 Jul 2019	4	£ 1,666.66	£ 603.26	£ 1,063.40	  
28 Jun 2019	3	£ 1,666.66	£ 603.26	£ 1,063.40	  
31 May 2019	2	£ 1,666.66	£ 603.26	£ 1,063.40	  
30 Apr 2019	1	£ 1,666.66	£ 603.26	£ 1,063.40	  

Click icons to:

- View
- Print
- Email

View Payslip

If you click to View your payslip a detailed copy of your payslip will open in a new window.

From this screen you can choose to download or print your payslip.

Once you have finished view close the window and return to the Payslips screen.

ePayslip							
MY DEMO COMPANY.COM - FINANCE 25 NORTH ROW ESTATE - GRIMSBY DN31 1LR							
Payroll number	Name	Pay date	Period	Tax code	NI number	NI code	Payment by
0010000020	MRS SARAH RICHARDSON	28/02/2020	1	0T M1	TR789321S	A	BACS
Pay & allowances			Deductions			This period	
Type	Narrative	Amount	Narrative	Amount			
	Salary	1466.66	Tax	333.20	Total pay		
	Bonus	100.00	NI1 employee per	123.92			
	Overtime	10.00x£10.00	AOE1 per deduction	145.14	1,666.66		
		100.00	AOE Admin fee	1.00			
			Other Information				
			AOE1 out. balance	2354.25	Total deductions		
			AOE1 ref. number	126458978	603.26		
					Rounding Cr/lwd		
					0.00		
					Net pay		
					1,063.40		
To-date totals	Total pay t/d	Gross pay t/d	Tax paid t/d	Employee's NI t/d	EE & ER NI t/d	SSP t/d	
	12,590.78	12,590.78	2,517.40	978.33	2,113.08	0.00	
Other details PAYE reference -							

*Type BLANK=Normal E=Expense T=Taxable only N=NI only www.dataplanpayroll.co.uk

PDF Payslip copy

From the view screen choose the download button in the top right.

Once you have finished view close the window and return to the Payslips screen.

MY DEMO COMPANY COM - FINANCE
25 NORTH ROW ESTATE - GRIMSBY
DN31 1LR

ePayslip

Payroll number	Name	Pay date	Period	Tax code	NI number	NI code	Payment by
0010000020	MRS SARAH RICHARDSON	28/02/2020	1	OT M1	TR789321S	A	BACS

Pay & allowances			Deductions		This period
Type	Narrative	Amount	Narrative	Amount	
Salary		1466.66	Tax	333.20	Total pay
Bonus		100.00	NI	123.92	
Overtime	10.00x£10.00	100.00	ACE1 employee per	145.14	
			ACE1 per deduction	1.00	1,666.66
			ACE Admin fee		
			Other information		
			ACE1 out. balance	2354.25	Total deductions
			ACE1 ref. number	126458978	603.26
					Rounding Chgd
					0.00
					Net pay
					1,063.40

To-date Total pay 1st Gross pay 1st Tax paid 1st Employer's NI 1st EE & ER NI 1st SSP 1st

1054
04/05/2020

Printing

To print your payslip, first click on the icon to print.

You will then be face with print screen (image below).

ePayslip						
MY DEMO COMPANY.COM - FINANCE 25 NORTH ROW ESTATE - GRIMSBY DN31 1LR						
Payroll number	Name	Pay date	Period	Tax code	Ni number	NI code
0010000020	MRS SARAH RICHARDSON	28/02/2020	1	OT M1	TR789321S	A BACS
Pay & allowances		Deductions			This period	
Type	Narrative	Amount	Narrative	Amount		
Salary		1466.66	Tax	333.20	Total pay	
Bonus		100.00	Ni1 employee per	123.92		
Overtime	10.00x£10.00	100.00	AOE1 per deduction	145.14		
			AOE Admin fee	1.00	1,666.66	
			Other information	2354.25	total deductions	
			AOE1 out. balance	126458979	603.26	
			AOE1 ref. number		Rounding Clrd	
					0.00	
					Net pay	
					1,063.40	
Total pay	Gross pay	Tax paid	Employer's NI	EE & ER NI	SSP	
12,590.78	12,590.78	2,517.40	978.33	2,113.08	0.00	
Other details: PAYE reference -						

*Type BLANK=Normal E=Expense T=Taxable only N=NI only www.dsteptepayroll.co.uk

Print 1 page

Destination: Save to Google Drive

Pages: All

Pages per sheet: 1

Scale: Customised

100

Advanced settings

Print using system dialogue... (⌘P)

Open PDF in Preview

Use the Destination drop down to view options.

Select a destination

Showing destinations for susan.halfpenny@york.ac.uk

Search destinations

- Save as PDF
- Save to Google Drive Save your document as a PDF in Google Drive
- PrintCloud University of York

If you are on campus select PrintCloud.

Printing

ePayslip							
MY DEMO COMPANY.COM - FINANCE 25 NORTH ROW ESTATE - GRIMSBY DN31 1LR							
Payrol number	Name	Pay date	Period	Tax code	Ni number	Ni code	Pgment by
0010000020	MRS SARAH RICHARDSON	28/02/2020	1	0T M1	TR789321S	A	BACS
Pay & allowances			Deductions				This period
Type	Narrative	Amount	Narrative	Amount	Total pay		
Salary		1466.66	Tax	333.20	123.92		
Bonus		100.00	NI1 employee per	123.92	145.14		
Overtime	10.00x£10.00	100.00	AOE1 per deduction	145.14	1.00		
			AOE Admin fee	1.00	1,666.66		
			Other information				
			AOE1 out. balance	2354.25	Total deductions		
			AOE1 ref. number	126458978	603.26		
					Rounding C/led		
					0.00		
					Net pay		
					1,063.40		
Total payable	Total pay ltd	Gross pay ltd	Tax paid ltd	Employee's NI ltd	EE & ER NI ltd	SSP ltd	
Totale ltd	12,590.78	12,590.78	2,517.40	978.33	2,113.08	0.00	
Other details PAYE reference -							
*Type BLANK=Normal E=Expense T=Taxable only N=NI only www.dataplanpayroll.co.uk							

Print 1 sheet of paper

Destination  PrintCloud

Pages All

Copies 1

More settings

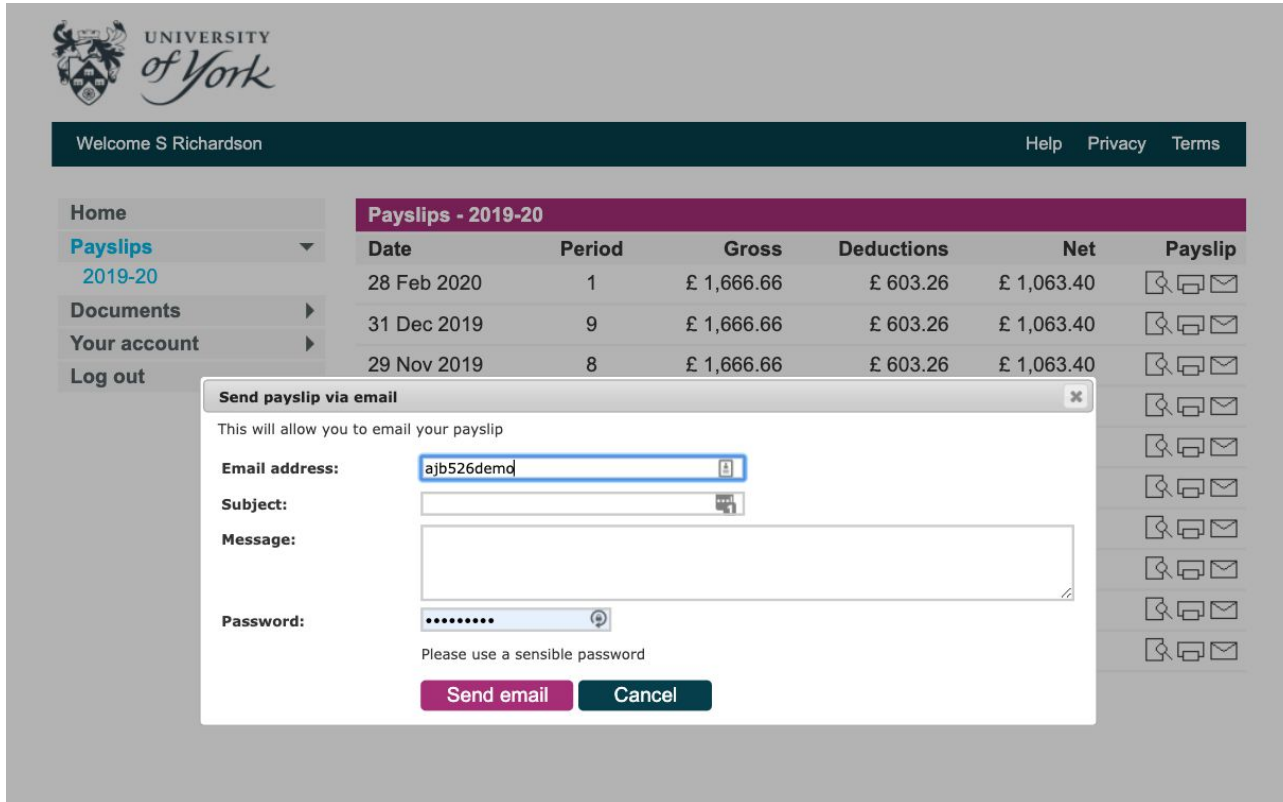
You can now select to print.

If you send you payslip to PrintCloud you can go to any printer on campus, login and print.










Cancel

Print

Email



The screenshot shows the University of York portal interface. At the top left is the University of York logo. A dark blue header bar contains the text 'Welcome S Richardson' and links for 'Help', 'Privacy', and 'Terms'. On the left is a navigation menu with 'Home', 'Payslips 2019-20', 'Documents', 'Your account', and 'Log out'. The main content area is titled 'Payslips - 2019-20' and contains a table with the following data:

Date	Period	Gross	Deductions	Net	Payslip
28 Feb 2020	1	£ 1,666.66	£ 603.26	£ 1,063.40	  
31 Dec 2019	9	£ 1,666.66	£ 603.26	£ 1,063.40	  
29 Nov 2019	8	£ 1,666.66	£ 603.26	£ 1,063.40	  

A dialog box titled 'Send payslip via email' is open in the foreground. It contains the following fields and controls:

- Email address:** A text input field containing 'ajb526demo'.
- Subject:** An empty text input field.
- Message:** A large empty text area.
- Password:** A password input field with masked characters and a toggle icon.

Below the password field is the text 'Please use a sensible password'. At the bottom of the dialog are two buttons: 'Send email' (purple) and 'Cancel' (dark blue).

If you click on the Email icon you will get this dialogue box.

Enter your email address and a subject line.

Enter a password and then click send.

Documents



Welcome S Richardson

[Help](#) [Privacy](#) [Terms](#)

[Home](#)

[Payslips](#)

[Documents](#)

[Your account](#)

[Log out](#)

What would you like to do?

Options

[View payslips](#)

To-do list

Notices

Nothing at the moment

You will find your P60 in the Documents section. This can be Viewed, Printed and Emailed in the same way as you payslip.

Details



From the Your Account screen you can change your password, update your security questions and manage email notifications.

Welcome S Richardson

[Help](#) [Privacy](#) [Terms](#)

Home

Payslips ▶

Documents ▶

Your account ▼

Your details

Security

Username

Emails

Log out

Your details

Name:	Sarah Richardson	NI code:	A
NI number:	TR789321S	Tax code:	OT M1
Payroll number:	1000020	Most recent paydate:	28-02-2020

Address

Address: 10 Station Road
Newark
Lincolnshire
PE12 6RU

Security



Welcome S Richardson

- Home
- Payslips ▶
- Documents ▶
- Your account** ▼
 - Your details
 - Security**
 - Username
 - Emails
- Log out

The Security screen is where you can update your password and change the your security questions and answers.

Username



Welcome S Richardson

[Help](#) [Privacy](#) [Terms](#)

Home

Payslips ▶

Documents ▶

Your account ▼

Your details

Security

Username

Emails

Log out

Change your username

Your current username is **ajb526demo**.

Password

New username

Confirm username

Confirm

If you need to change your username you do this via the Username screen under Your Account.

Emails



Manage email notification via the Emails screen under Your Account. We would recommend keeping notification Active so you don't miss communications from your employer.

Welcome S Richardson

[Help](#) [Privacy](#) [Terms](#)

Home

Payslips ▶

Documents ▶

Your account ▼

Your details

Security

Username

Emails

Log out

Email notifications

Use this section to enable / disable your email notifications

Currently your email notifications are **Active**

[Disable](#)

Manage your email address

Email address:

[Change](#)

[Click here for more information](#)

Help

Digital payslips project:

<https://www.york.ac.uk/staff/finance/payroll/digital-payslips-project/>

Payroll support and contact details: <https://www.york.ac.uk/staff/finance/payroll/>

IT Service printing guidance: <https://www.york.ac.uk/it-services/printing/>