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/](https://yorkac.epayslips.co.uk/)
★ York Commercial Limited staff:
  ○ [https://ycl.epayslips.co.uk/](https://ycl.epayslips.co.uk/)
★ University of York pensioner:
  ○ [https://yorkpens.epayslips.co.uk/](https://yorkpens.epayslips.co.uk/)
★ STEM employee:
  ○ [https://stem.epayslips.co.uk/](https://stem.epayslips.co.uk/)
★ GSA employee:
  ○ [https://yorkgsa.epayslips.co.uk/](https://yorkgsa.epayslips.co.uk/)
★ YHEC employee:
  ○ [https://yhec.epayslips.co.uk/](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

Enter your username and password to login to the Online Payslips system.
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.
Click on the links from the Home menu to navigate to the different pages.

Log out once you have finished.
## Payslips

Welcome S Richardson

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

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.
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.
Printing

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

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

Use the Destination drop down to view options.

If you are on campus select PrintCloud.
You can now select to print.

If you send your payslip to PrintCloud you can go to any printer on campus, login and print.
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.
You will find your P60 in the Documents section. This can be Viewed, Printed and Emailed in the same way as your payslip.
From the Your Account screen you can change your password, update your security questions and manage email notifications.

<table>
<thead>
<tr>
<th>Your details</th>
<th></th>
<th>Help</th>
<th>Privacy</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Sarah Richardson</td>
<td>Ni code: A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ni number: TR789321S</td>
<td>Tax code: 0T M1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll number: 10000020</td>
<td>Most recent paydate: 28-02-2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>10 Station Road</td>
</tr>
<tr>
<td></td>
<td>Newark</td>
</tr>
<tr>
<td></td>
<td>Lincolnshire</td>
</tr>
<tr>
<td></td>
<td>PE12 6RU</td>
</tr>
</tbody>
</table>
The Security screen is where you can update your password and change the your security questions and answers.
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

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

Manage your email address

Email address: finance@york.ac.uk

Click here for more information

Help
Privacy
Terms
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/