



EPayslips are a convenient way of receiving your payslip, allowing you to access the information 24 hours a day, 7 days a week. The payslip data is uploaded directly to a secure dedicated server, so only you and your employer will be able to view it. Every month, tens of thousands of people view their payslips via ePayslips.com.

How do I log in for the first time?

You will receive a 12 digit login ID and temporary PIN from your employer. These are unique to you.

1. Go to the website my.epayslips.com and click on the login button
2. Type in your login ID and PIN
3. Click Login.

When logging in for the first time, you will be prompted to change your temporary PIN and the terms and conditions of use for the ePayslips site will be displayed. Once logged in, your home page will be displayed. From the home page you can choose to view your ePayslips, P60s or P11Ds from the menu bar and update your security details for future access to the site

How do I download and print my ePayslip?

Within the Payslip Summary grid there is the option to view as PDF. This will create a PDF copy of your payslip which can be saved and/or printed. Once the PDF version of your ePayslip is generated, it is up to you to ensure this is kept secure so we do not recommend downloading your payslip as a PDF on a public computer.

I have forgotten my login ID – what should I do?

It is up to you to remember your login ID. However, should you forget please contact your employer to ask for a reminder to be sent to you.

How do I change my PIN

Once logged in you have the option to change your PIN to something more memorable, up to 25 characters. This option is available on the home page and at the top of each page.

I have been locked out of ePayslips

If you have entered an incorrect PIN and attempted to login three times you will be locked out. This will automatically unlock after 1 hour.

I have forgotten my PIN – what should I do?

Only you will have details of your PIN. If you need to reset your PIN, select the option 'Reset PIN' on the login page. You will be taken to a form to complete where you will need to enter your details. If the details entered match those held, a new temporary PIN will be sent to your email address. If you are unable to complete the additional security details you will need to contact your employer to request that your PIN is reset.

When will I receive my ePayslip?

Your employer will decide but typically you will be able to login and view your ePayslips on the same day as you received your paper payslip previously.

Can I view past ePayslips and how long will they remain accessible?

How long you will be able to access past payslips for will depend on your employer's policy. Please clarify exact time limits with them.

What happens if I leave the company?

How long you will be able to access your payslips after leaving your employer will depend on your employer's policy. It is recommended that you save any ePayslips you may require on your computer/memory stick or print out copies before you leave.

Are ePayslips accepted as a form of proof of income?

Yes, they are accepted as a proof of income in the same way a traditional paper payslip is.

I don't have access to a computer, how can I access my ePayslips?

If you do not have regular access to a computer you should speak to your employer to enquire about receiving a paper payslip.

How do I know that the information is stored securely?

Our ePayslips website provides the same level of security as banks and other financial institutions. Our website host, Rackspace, "provides external assurance for customers as to the scope and scale of [their] secure environment via [their] Business Security Management System".

How can I maximise the security of my pay information?

The security of ePayslips data is paramount in the development of the ePayslips Service. Employers have secure access to this site. As a user of ePayslips, it is vital that you keep your login ID and PIN confidential making sure they are not shared with anyone.

Can I receive other documents via ePayslips.com as well as my payslips?

Your employer may decide to provide you with your P60s and P11Ds this way too.

Can I view my ePayslips on my mobile phone?

Yes, there is the option to view your ePayslips in a mobile-phone friendly format. Just click on the mobile-phone option on the my.ePayslips.com home page.

If I find I don't like ePayslips, can I change my mind and revert to traditional 'paper' payslips?

Yes, providing your employer still offers this service. However, almost all users of ePayslips find that they are much easier to use and never want to change.