Isle of Wight Council

STAFF ACCESS TO ONLINE PAYSLIPS

– USER GUIDE

15/12/2014

Document Information

Title:	**Staff Access to Online Payslips – User Guide**
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0.1	15/12/2014	Draft
1	18/12/2014	Live

Internal use only

Contents

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Staff Access to Online Payslips

After January 2015, Isle of Wight Council staff will be able to access their electronic payslips via the following two methods:
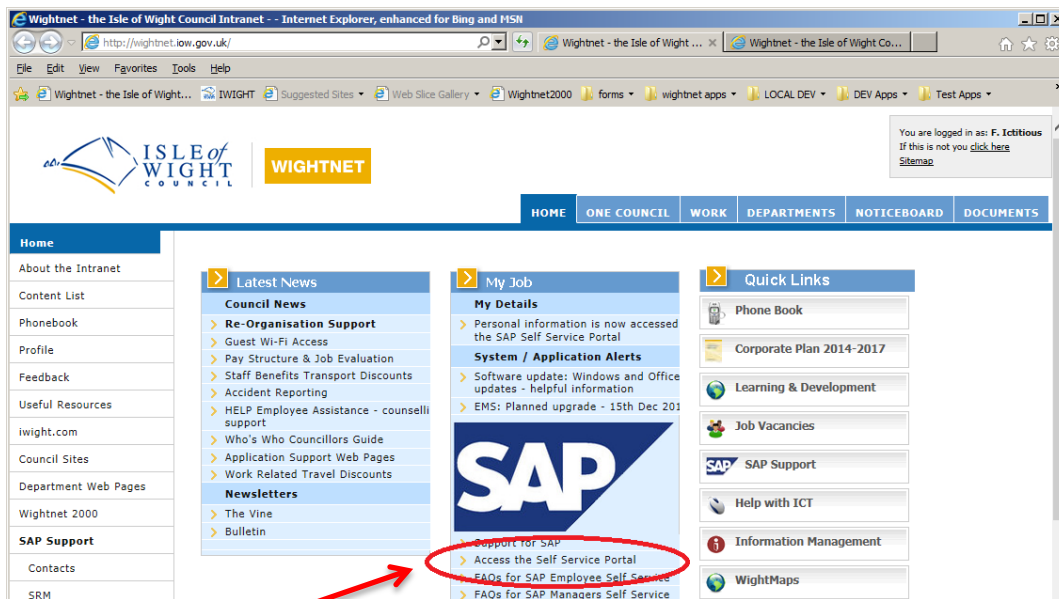
- Via the SAP portal on **wightnet** for staff logged into a work computer.
- Via **iwight.com/myAccount** for staff outside of the works network.

This document describes both methods:

Wightnet

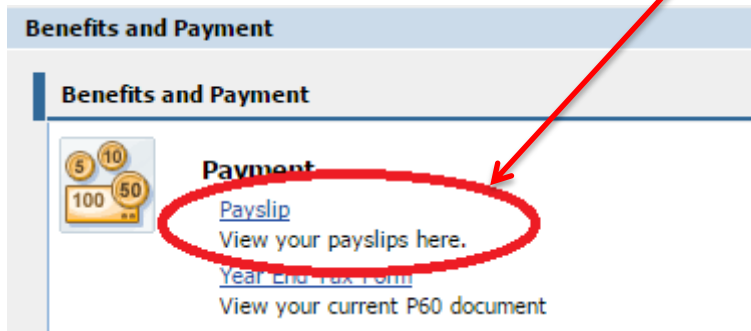Payslips have long been available for all staff via wightnet. To access them follow the steps outline below:

a)   Open Internet Explorer or a browser and go to the intranet home page
http://wightnet.iow.gov.uk/ .

b) Click on 'Access the Self Service Portal'. Once the portal has opened, select the 'Pay Information' link highlighted below.
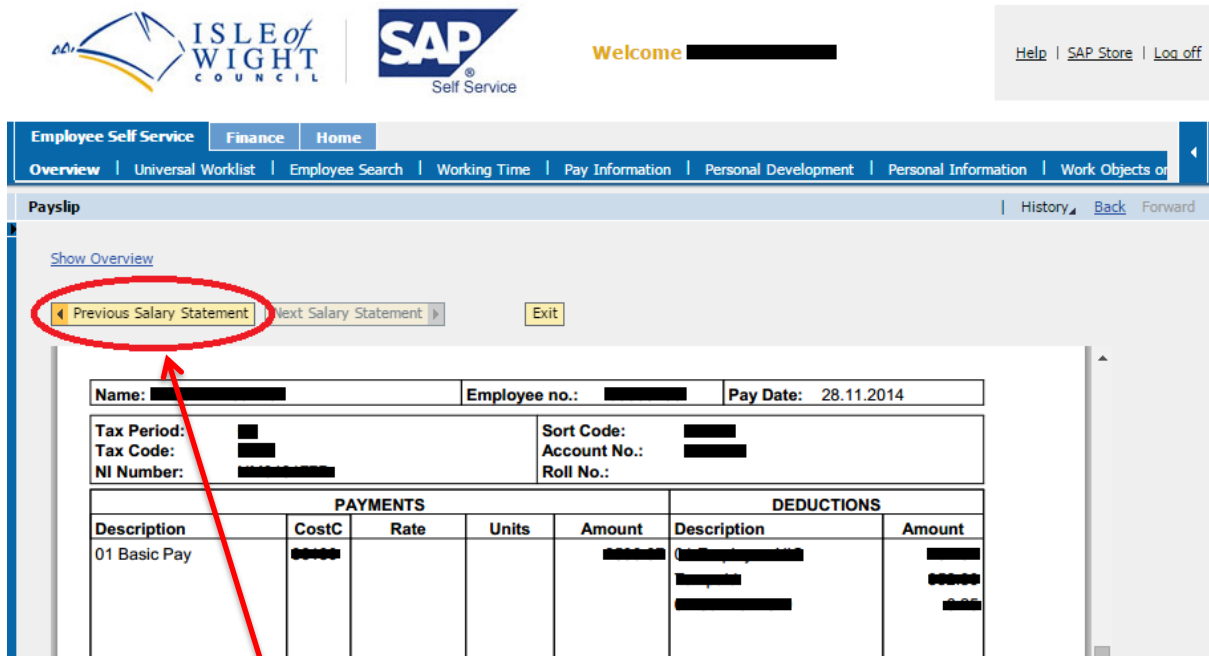
c) From within the 'pay information' section, select the payslips link.

d) From within the 'payslip' section you can view your most recent payslip.

Portal Access

You can use the 'Previous Salary Statement' button highlighted above to access previous payslips.

iwight.com/myAccount

After the January 2015 pay run, Isle of Wight Council staff will be able to access their payslips outside of the intranet on iwight.com via the Staff application.

To do this you will need undertake the following:

a)   Install a PDF Document Viewer
b)   Create an account on iwight.com
c)   Add your email address to SAP.

How to install a PDF Document Viewer
PDF stands for Portable Document Format and is a standard format for displaying documents on the web, there are many free 'readers' available and any of them can be used to view your payslips

Work computers will already have a PDF reader installed by default, however if you have problems opening PDF documents, contact ICT who will install one for you

If you are on your own machine or a private machine and you don't already have a PDF reader installed, you can install a free one from Adobe, click on this link and follow the instructions
http://get.adobe.com/uk/reader/

How to create an account on iwight.com

It is advised that you do not use your works email address for your online Account, instead you should use your own personal email address.
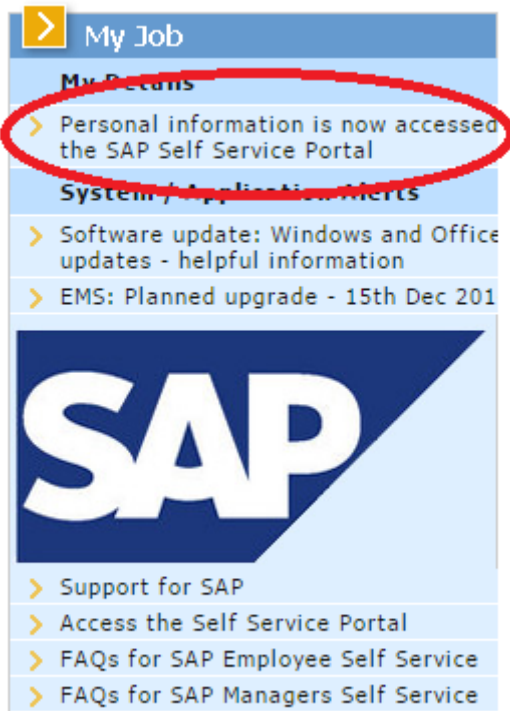
You can get help on creating an account by clicking on the link below:
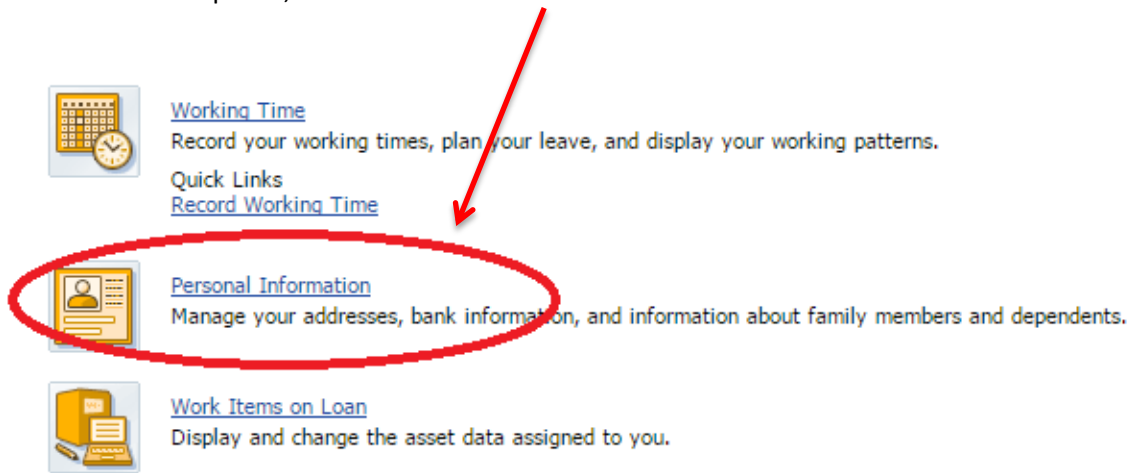https://www.iwight.com/MyAccount/docs/My-Account-User-Guide-Signing-up-to-a-new-account.pdf.

How to add your personal email address into SAP

Your personal email address will need adding to SAP as outlined below:

a)   From the intranet (wightnet) home page select 'Personal information is now accessed the SAP Self Service Portal'.

b) From within the portal, select 'Personal Information'.

c) From within the 'Personal Information' section select 'Home Email'.

d)   Follow the onscreen instructions to edit and save your home email address.

Once you have created an account and added your email address to SAP, you will need to wait until the next day before you can access you payslips online, this allows time for an overnight process to run which will circulate the email change through the systems.
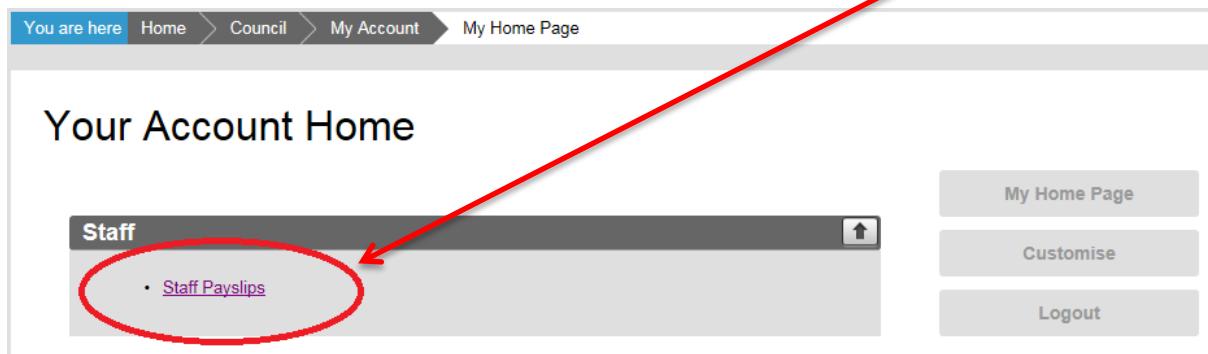
Accessing your Payslips

To access your payslips, follow the directions outlined below:

1)   Open a browser and navigate to www.iwight.com/myaccount and login as normal.
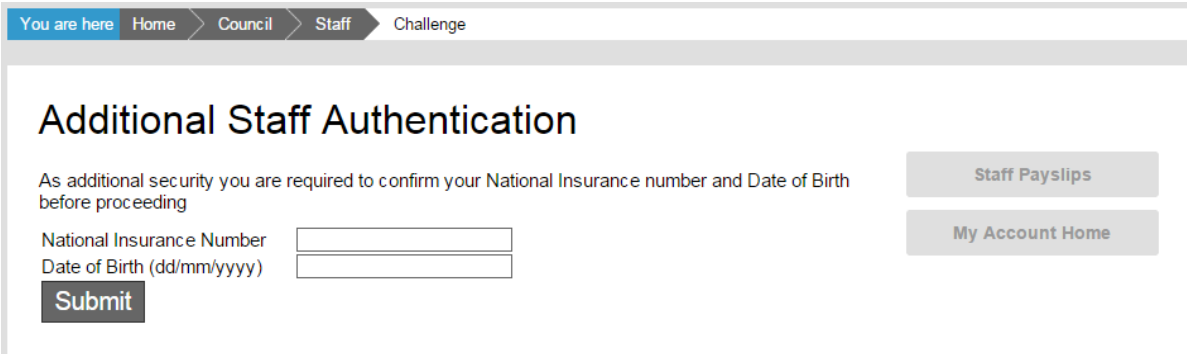
Below is a screen shot showing your 'myAccount' home page with the payslip's link highlighted:

Additional Authentication

For security purposes you will need to provide some additional authentication to view your payslips, you will need you're:

- National Insurance number, as found on your national insurance card.
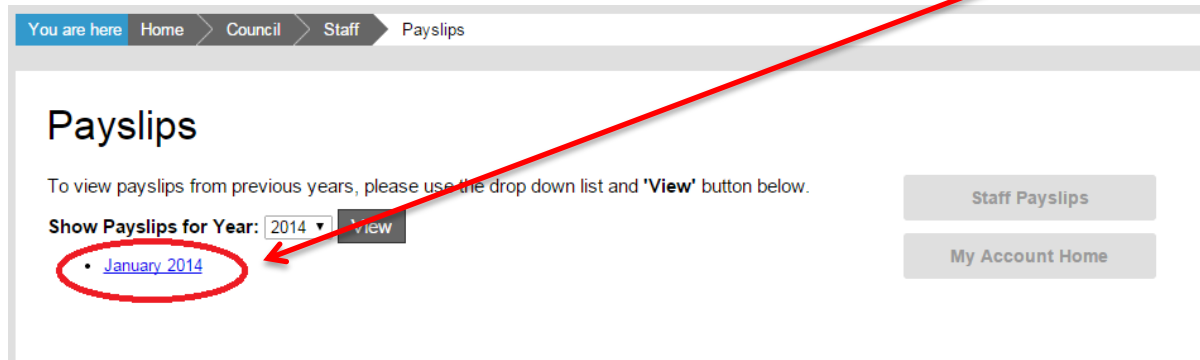- Date of Birth.

Viewing Your Pay Slips

Once you have logged in and provided additional authentication information, you will be able to view your payslips.

The image below shows the payslip page listing and highlighting one payslip for January 2014:

You can view any stored payslips for previous years by selecting from the 'year' drop down list.

Please note, payslips will only be stored online from January 2015, you cannot use this system to view payslips prior to January 2015.

Your payslip will be displayed in your open browser window and a copy will not be saved in your local machine's download folder - unless you choose to save a local copy. Please be careful saving local copies if you are on a shared machine

Isle of Wight Council Employed Leavers

MyAccount has the facility for customers to change their email address, this means the primary email address used to login to the account can be updated at any time

When staff make such a change they will no longer be able to access or view their payslips. It is therefore recommended they first save a copy of all there Payslips before they change the MyAccount email address