E-payslips

Your payslips will soon be moving online.

The way you receive your pay information is changing. We will soon stop issuing printed payslips and instead you'll be able to access your payslips anytime, anywhere via our new secure online portal - Epay.

Here's what you need to know.

At work, home and on-the-go, you will now be able to instantly access your pay information on any connected computer or mobile device.

Epay's interactive dashboard is easy for you to navigate and gives you quick access to the information you need.

Epay is a secure online home for your current and historical documents and you can still print copies if needed.

Next steps.

We aim to introduce Epay from April 2019.

Once we are ready to go, you will receive a welcome email which will include a web link and a temporary password for you to sign in to Epay for the first time.

Please ensure you have completed the E-payslip 'Email Address Notification Form' provided by your school in order to notify us of your up to date email address.
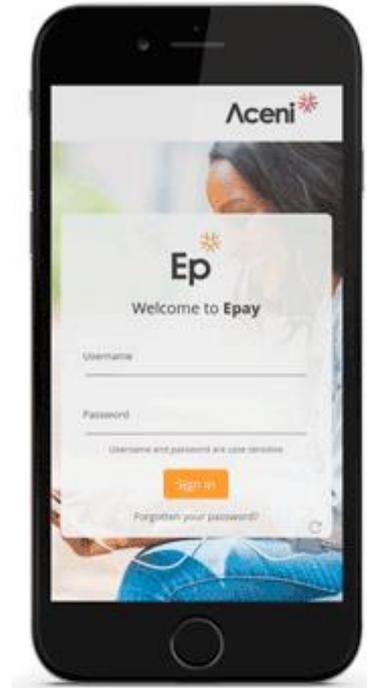
Once signed in, you can set your own memorable password, security questions and set your notification preferences. Then, anytime we have a new document to share, you'll receive a notification and you can securely sign in to view the information.

We will keep you updated on the launch of Epay via messages on your current printed payslip and via updates to the school.

Questions.

If you have any questions regarding the move to online payslips please get in touch with the HR Service Desk hrservicedesk@buckscc.gov.uk | Tel 01296 382233

Kind regards
The Payroll Team

FAQs

Why E-payslips?

E-payslips will benefit employees by allowing instant, 24/7 access to pay documents. It will also reduce our environmental impact by replacing our reliance upon paper based documentation with an electronic solution.

Is the change to E-payslip Mandatory?

Yes, this change is mandatory for all new and existing members of staff.

When are E-payslips Launching?

- We plan to make e-payslips available from April 2019 via our new secure online portal - Epay. Epay can be accessed from any PC, tablet or smartphone as long as it's connected to the internet.
- Printed payslips will continue alongside Epay for the first two months. After this payslips will only be available online. We will issue messages on your current paper payslip to let you know accordingly.

How can I access Epay?

On the launch of Epay, you will be emailed with a **link to the Epay website** and a **temporary password** to use for your first log in. From there you will then be able to set your own password and security questions.

Please ensure you have completed the E-payslip 'Email Address Notification Form' provided by your school in order to notify us of your up to date email address.

Those without an email address will have their password posted. You can still use Epay without an email address as long as you have access to the internet.
- *When you login to EPay, your Username will be your National Insurance Number.*

What if I don't have access to internet?

In cases where an employee can demonstrate a valid reason e.g. disability, why they cannot receive their payslip electronically, a printed version will still be provided upon request.

If you would like to request an exception from online payslips please request that your school email the HR Service Desk to confirm the above criteria are met and request that you are issued with a printed payslip.

Will other documents be available on online?

Yes, we plan to make E-P60s available and may extend this to other documents over time.
Printed P60s will remain in place this year (re tax year 18/19). From next year P60s will only be available online.