

# HSE Online Payslips User Guide


## Logging In

Click on the Login link on the HSE site for online payslips

To 'Sign In' enter your User ID and Password

- Your User ID is the first 6 digits of your personnel number prefixed by either 30 or 70 to denote your HSE location area.
- Your Password will be supplied by email following successful registration

[\[ forgotten password? \]](#) sign in




### Welcome to HSE Online Payslips

You can sign in and view your payslip using your User ID and your Password. The Sign in box is at the top right of this page.

- You need to register online before you use this site
- If you have not already registered for HSE Online Payslips you can do so here by clicking [REGISTER](#)
- Your User ID is printed on your paper payslip
- You will have received your password by email once registered.

You may have some questions about this service [See Frequently Asked Questions](#)  
For further guidance on using this service [See User Documentation](#)



### Contact Details

If you are unable to access the registration link or experience technical difficulties using this site please email the Online Payslip Support Department at [HSEPay@hse.ie](mailto:HSEPay@hse.ie), giving details of your issue and including your full name and User ID. Telephone support will be available on 01-8814314 but priority will be given to the email support service.

If you are in Dublin, Wicklow or Kildare and you have any queries regarding the information on your payslip please contact the Payroll Helpdesk on 01-8817150 or email [payroll@hse.ie](mailto:payroll@hse.ie)

If you are in Galway, Mayo or Roscommon and you have any queries regarding the information on your payslip please contact Payroll, Merlin Park on 091-775925 or your local payroll section.

If you wish to change your email address for Online Payslips [See Change of Personal Details](#)


[\[ forgotten password? \]](#) sign in

On initial login you will also be asked to provide your PPS Number as part of the security validation process. Click on [Verify my details] to continue.



The screenshot shows a web page titled "Security Validation" with a red "sign in" button in the top right corner. Below the title is a "[Cancel login]" link. The main content area features the HSE logo on the left and the text "Please answer the following security question:" on the right. Below this, there is a label "Your PPS Number" followed by a text input field. At the bottom right of the content area is a "[Verify my details]" button.

You will then be asked to set the answers to three security validation questions. You will be asked to provide the answer to one of these questions on each subsequent login as well as when resetting your password



The screenshot shows a web page titled "Security Validation" with a red "sign in" button in the top right corner. Below the title is a "[Cancel login]" link. The main content area features the HSE logo on the left and the text "To protect your account we need to ask you to set the answers to the following security questions on this screen. Please bear in mind that the answers to these security questions are case sensitive." on the right. Below this, there are three labels with corresponding text input fields: "Your favourite colour", "Your mother's maiden name", and "Your place of birth". At the bottom right of the content area is a "[Set my user questions]" button.

Click on [Set my user questions] to continue

Once your questions have been set you user must change your password, the new password must be entered and confirmed. The screen contains the valid format instructions.



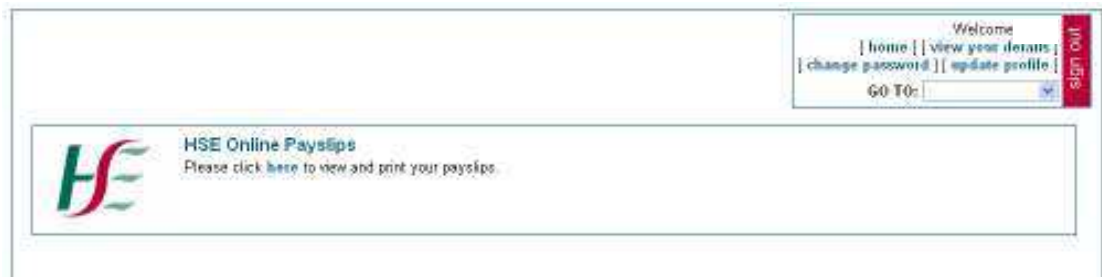
The screenshot shows a web page titled "Change your password" with a red "sign in" button in the top right corner. Below the title is a "[Cancel login]" link. The main content area features the HSE logo on the left and the text "Please note that your password must comply with the following:" on the right. Below this, there are three bullet points: "Must be a minimum of 8 characters", "Must contain two of the following character types:", and a list of character types: "Upper case characters (A through Z)", "Lower case characters (a through z)", and "Numeric characters (0 through 9)". Below the list, there is a note: "As this is the first time you have logged in, you must change your password to something other than the password you were allocated. Once completed you will then need to login using your new password in order to enter MyView." Below this, there are three labels with corresponding text input fields: "Old Password", "New Password", and "Repeat:". At the bottom right of the content area is a "[Submit]" button.

Clicking on [Submit] will bring you to the next screen

The following message confirms that the password change is complete.



The HSE Online Payslips screen will appear.



When you click on 'here' you are brought into the payslip selection screen.  
You can then select which payslip you wish to view by clicking on the payslip date.



NAME					GROUP PERSONAL NO.	LOC	PAY DATE	PAY METHOD	
TESTER							16/08/2012	PAYPATH	
TAX TABLE	TAX BASIS	TAX CREDIT I WEEK/I MONTH	SANN 1	SANN 2	GRADE	PRSI CODE	PRSI WEEKS TO DATE	EXPENDITURE CODE	PERIOD NUMBER
	0	65.04	01	13	4917	A1	34		34
PAYMENTS VALUES					DEDUCTIONS VALUES				
ITEM	T/N	HOURS	THIS PERIOD	TO DATE	ITEM	THIS PERIOD	TO DATE		
SERV DAY	N		10.00	0.00	IRISH L	65.72	1,117.24		
UNSOC.HR	T	14.00	37.72	0.00	PENSION	50.78	926.75		
BASIC	T		1,261.28	0.00	USC	78.09	1,395.85		
SUNDAY	T	11.14	180.14	0.00	TAX	61.44	1,378.57		
SATURDAY	T		10.71	0.00	SIPTU 1	9.40	159.80		
					PEN LEVY	81.67	1,486.13		
					P.R.S.I.	49.43	879.40		
TAXABLE PAY THIS PERIOD	NON TAX PAY THIS PERIOD	GROSS PAY THIS PERIOD	TOTAL DEDS THIS PERIOD	B/FWD	B/FWD	NET PAY THIS PERIOD			
983.10	0.00	1,170.02	420.24	0.00	0.00	<b>749.78</b>			
TAXABLE PAY YEAR TO DATE	NON TAX PAY YEAR TO DATE	GROSS PAY YEAR TO DATE	TAX CREDIT YEAR TO DATE	TAX CUT OFF YEAR TO DATE	PR.S.I-ER YEAR TO DATE	PR.S.I-ER THIS PERIOD			
16,239.80	0.00	19,357.82	999.15	19,743.91	1,949.51	120.44			
PREVIOUS EMPLOYER-PAY	PREVIOUS EMPLOYER-TAX	BASIC RATE	PPS NUMBER	TAX CUT OFF THIS PERIOD	SERVICE DAYS				
0.00	0.00	0.00		1192	TP	YTD			

BANK SORT CODE

BANK A/C No.

**PRIVATE AND CONFIDENTIAL**

TESTER  
 ADDRESS 1  
 ADDRESS 2  
 ADDRESS 3  
 ADDRESS 4

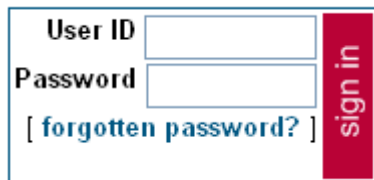
Payslips can be printed by selecting print at the bottom right hand corner of the payslip

## Requesting a new password

Using the 'Forgotten Password' link

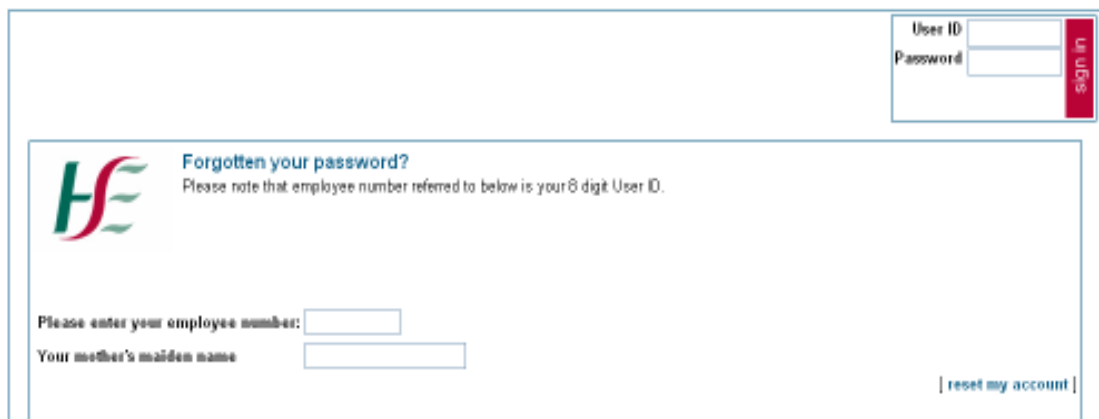
This link allows you to request a password reset in the event that you cannot remember your existing password.

The first step is to click on the 'forgotten password' link




User ID   
Password   
[ forgotten password? ] [sign in](#)

This brings up the Forgotten Password page where you are prompted for your User ID and presented with one of your previously set security validation questions.



User ID   
Password   
[sign in](#)

 **Forgotten your password?**  
Please note that employee number referred to below is your 8 digit User ID.

Please enter your employee number:   
Your mother's maiden name

[\[ reset my account \]](#)

Click on [reset my account] link and the following confirmation page will be displayed:



User ID   
Password   
[sign in](#)

 **Confirmation Message !**  
If the credentials you supplied are correct, your account has been reset and an email containing a temporary password has been sent to the address associated with this account.

[\[ continue \]](#)

An email is generated and sent to your email account.

The email contains a temporary password and instructions for logging in:

**From:** Payslips@hse.ie [mailto:Payslips@hse.ie]  
**Sent:** 28 August 2012 11:39  
**To:** |  
**Subject:** HSE Online Payslips: Password Reset

Dear

Your HSE Online Payslips password has been reset.

Your User ID is 12345678  
Your temporary password is 7xE-%b

Password should only contain 6 characters - if you see 7 'dots' when you enter the password you will need to delete the last one - this commonly happens if you copy and paste the password from Outlook.

Your temporary password is case sensitive. On login you will be asked to change your password.

To login please click on the following link: <http://www.hse.ie/onlinepayslips>

Please do not reply to this email. Replies to this email will not be responded to or read. If you have any questions please visit the FAQs section on our website.

You can then log in using the temporary password

On successful login you will be asked your PPS number. Click on [Verify my details] to continue



Security Validation

[Cancel login] sign in

**HSE** Security Validation  
Please answer the following security question.

Your PPS Number

[Verify my details]

You will then be asked to set the answers to your security validation questions. On subsequent logins this question will be asked and the answer must match the answer provided here



Security Validation

[Cancel login] sign in

**HSE** Security Validation  
To protect your account we need to ask you to set the answers to the following security questions on this screen. Please bear in mind that the answers to these security questions are case sensitive.

Your favourite colour

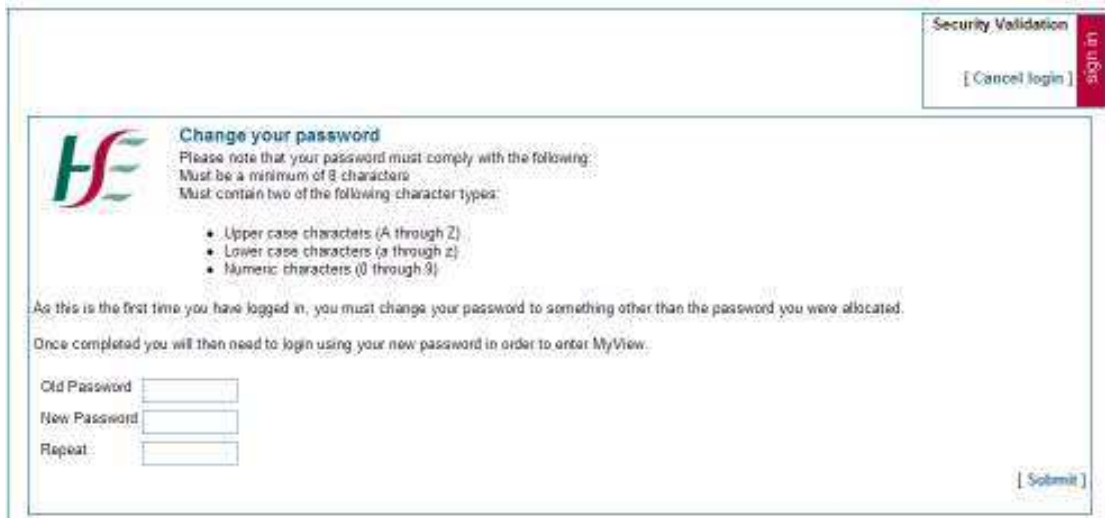
Your mother's maiden name

Your place of birth

[Set my user questions]


Click on [Set my user questions] to continue

Once these questions have been set you must change your password by entering your old password, followed by your new password which you must then confirm. The screen contains the valid format instructions.

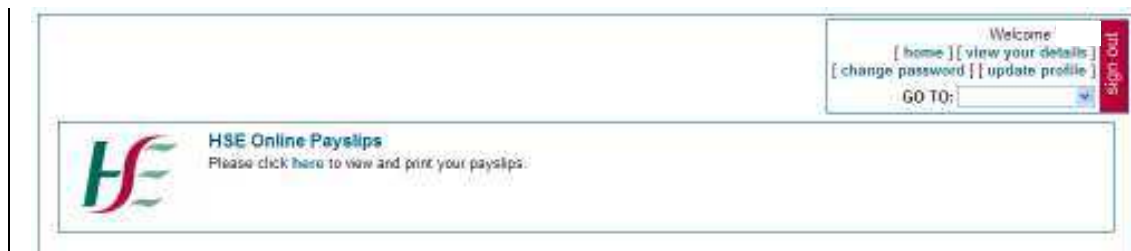


Clicking on [Submit] will bring you to the next screen

The following message confirms that the password change is complete.



The HSE Online Payslips screen will appear.



## Other Links

**Home** – Clicking on the ‘Home’ link the following screen appears

The screenshot shows the top navigation bar with the following links: Welcome, Home, View your details, Change password, and Update profile. A 'GO TO:' dropdown menu is also present. On the right side, there is a 'sign out' button. The main content area features the HSE logo and the text 'HSE Online Payslips' with a sub-header 'Please click here to view and print your payslips.'

**View your details** – Clicking on the ‘View your details’ link the following screen appears

The screenshot shows a 'Personal Details' section with the following information:

Employee Number	[Redacted]
Forenames	TESTER
Surname	SEVEN
E-mail Address	[Redacted]
Pay Group	[Redacted]

[Close]

**Change Password** – Clicking on the ‘change password’ link allows you to change your password

The screenshot shows the 'Change your password' page. It includes the HSE logo and the following instructions: 'Please note that your password must comply with the following: Must be a minimum of 8 characters. Must contain two of the following character types: Upper case characters (A through Z), Lower case characters (a through z), and Numeric characters (0 through 9)'. There are three input fields for 'Old Password', 'New Password', and 'Repeat'. A 'Submit' button is located at the bottom right.

**Update Profile** – Clicking on the ‘update profile’ link allows you to reset the answers to your security validation questions

The screenshot shows the 'Security Validation' page. It includes the HSE logo and the following text: 'To protect your account we need to ask you to set the answers to the following security questions on this screen. Please bear in mind that the answers to these security questions are case sensitive.' There are three input fields for 'Your favourite colour', 'Your mother's maiden name', and 'Your place of birth'. A 'Set my user questions' button and a 'Cancel' button are located at the bottom right.