

Employee Payslip How-To Guide

Donore Road, Drogheda, Co Louth, A92 ND1H

www.paycheckplus.ie | +353 (0)41 989 2100



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Accessing your payslips

As an employee you can view your payslips via Paycheck Plus Engage using the following URL:

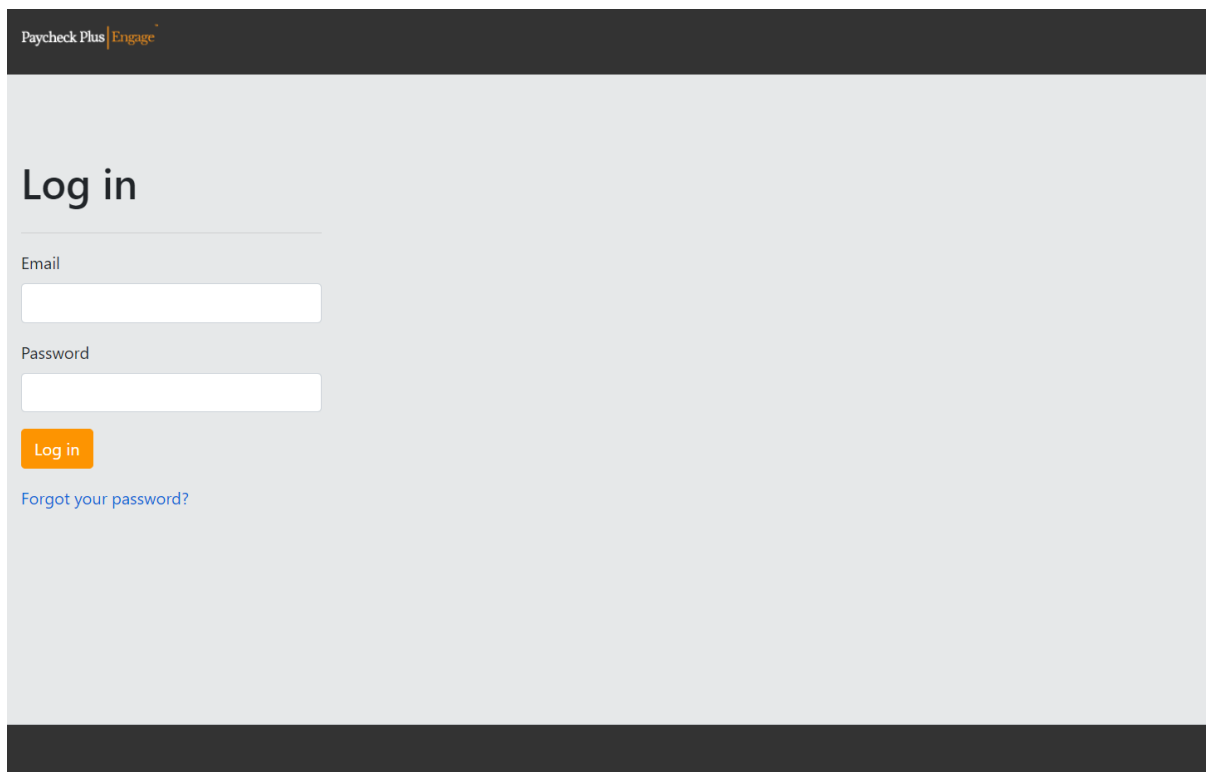
engagepayslips.paycheckplus.ie

Using the Engage portal for the first time

You will receive an email from “Paycheck Plus Engage Employee Portal” inviting you to sign in to the portal.

The email will include a temporary password and a link to the portal.

On clicking the link, you will be taken to the following landing page:

The screenshot shows the login page for the Paycheck Plus Engage Employee Portal. At the top left, the logo "Paycheck Plus | Engage™" is displayed. The main heading is "Log in". Below the heading, there are two input fields: "Email" and "Password". The "Email" field is a white rectangular box. The "Password" field is a white rectangular box with a small eye icon on the right side. Below the password field is an orange "Log in" button. Underneath the button is a blue link that says "Forgot your password?". The background of the page is a light gray gradient.

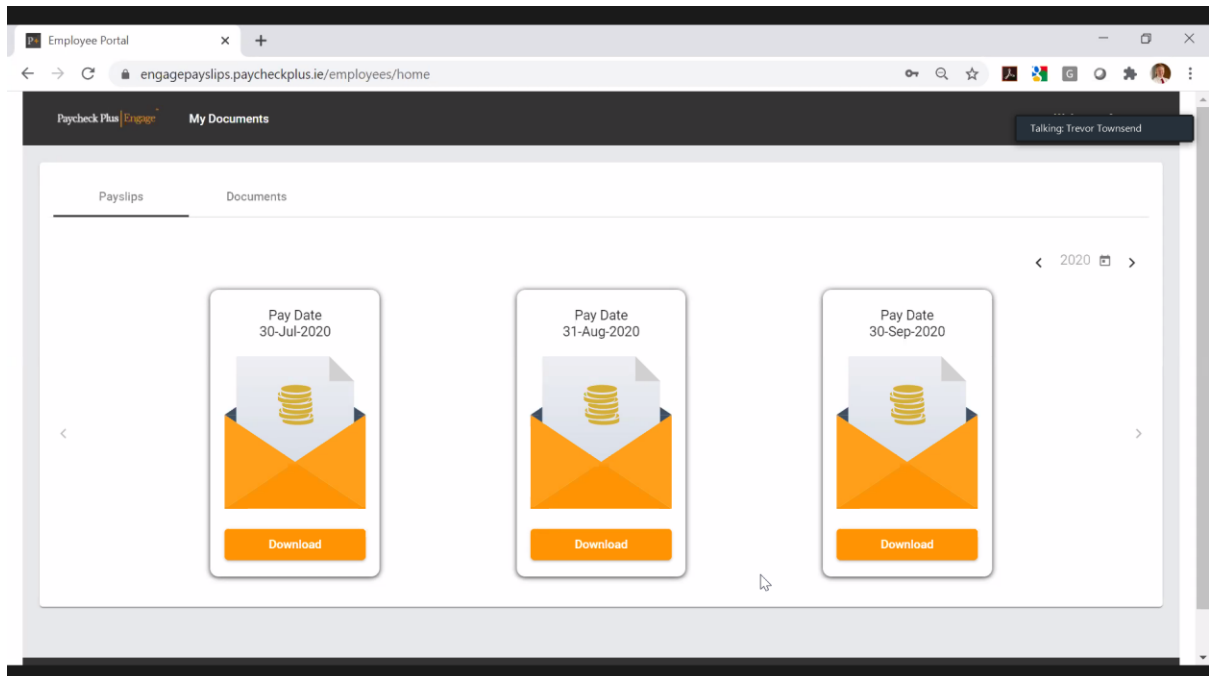
Enter your email address and the temporary password issued to you and click Log in. Users will be required to change the temporary password at first login.

Unless agreed otherwise, the default expiry for temporary Passwords is 3 calendar days. New Passwords will need to be a minimum of 8 characters, a mix of alpha and numeric and include a special character.

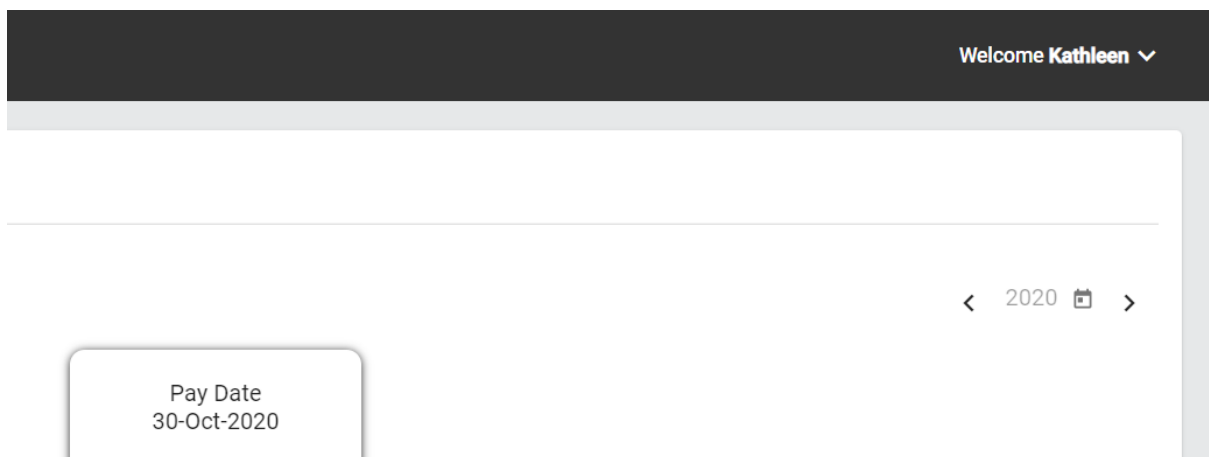
Using Internet Explorer may restrict your user experience and may cause difficulty in using the application. We recommend using a web browser other than Internet Explorer e.g. Google Chrome, Microsoft Edge, Mozilla Firefox.

Viewing your payslips

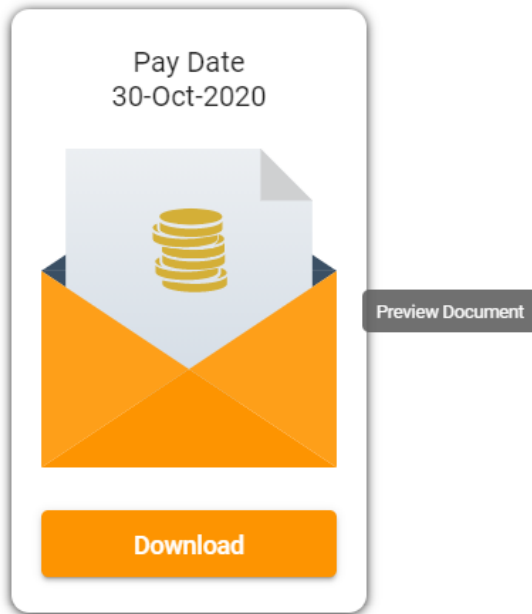
Once logged in, on the “Payslips” tab you will see an icon for each available payslip.



The screen will display the three most recent payslips. Use the arrow icons to toggle back to previous periods.



Hover over the icon corresponding to the payslip that you wish to view and you have the option to preview the payslip:

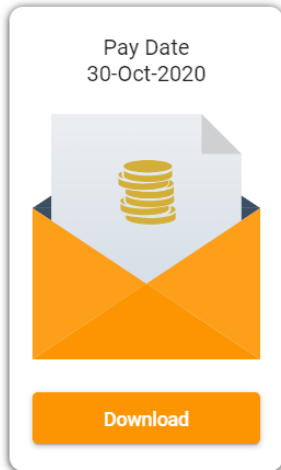


In preview the payslip will look similar to the below:

Test Company ABC Ltd							EMAIL PAYS Lip		
EMP. NAME	Tom Bloggs			FREQUENCY	W	PPS NUMBER			
EMP. NUMBER	IE48747	DEPT	COST	PAY PERIOD	2	PAYMENT DATE	10/01/2020		
PAYMENT DETAILS				DEDUCTION DETAILS				SUMMARY OF PAY	
DESCRIPTION	T/N	HOURS	VALUE	DESCRIPTION	T/N	THIS PERIOD	BALANCE		
Salary	T		2500.00	PAYE		1200.00	1200.00	GROSS PAY	
BIK Car	T		300.00	PRSI		120.00	120.00	3000.00	
BIK Health	T		200.00	USC		240.00	240.00	TOTAL DEDS	
Sage Payroll								1560.00	
								NON-TAX ADJS.	
								B -500.00	
								ROUNDING	
								NETT PAY	
								940.00	
								PAY METHOD	
								Cash	
CUMULATIVE DETAILS			TAX/PRSI DETAILS		COMMENTS				
GROSS PAY	3000.00		TAX/USC STATUS	E	EMPER PRSI PER	331.50			
NON-TAX.DEDS			EMER ST. PER	2	EMPER PRSI TD	331.50			
TAXABLE PAY	3000.00		TAX CREDIT		BIK YTD	500.00			
TAX CREDIT			PRSI CODE	A1					
STD.CUT OFF			TOTAL INS WK	1					
TAX PAID	1200.00								

Downloading and saving your payslips

You also have the option to download and store the payslip for future reference. Simply select “Download” on the relevant icon:



The payslip will download and be available for you to store locally in .pdf format:

2020) (1).pdf - Adobe Acrobat Reader DC
Window Help

Payslip IE48747 (10-... ×

PAYMENT DETAILS				DEDUCTION DETAILS				SUMMARY OF PAY	
DESCRIPTION	T/N	HOURS	VALUE	DESCRIPTION	T/N	THIS PERIOD	BALANCE		
Salary	T		2500.00	PAYE		1200.00	1200.00		GROSS PAY
BIK Car	T		300.00	PRSI		120.00	120.00		3000.00
BIK Health	T		200.00	USC		240.00	240.00		TOTAL DEBS
									1560.00
									NON-TAX ADJS.
								B	-500.00
									ROUNDING
									NETT PAY
									940.00
									PAY METHOD
									Cash

CUMULATIVE DETAILS

GROSS PAY	3000.00	TAX/USC STATUS	E	EMP/PR. PER	331.50
NON-TAX DEBS		EMER ST. PER	2	EMP/PR. TD	331.50
TAXABLE PAY	3000.00	TAX CREDIT		BIK YTD	500.00
TAX CREDIT		PRSI C/DUE	A1		
STD. CUT OFF		TOTAL ING WK	1		
TAX PAID	1200.00				

TAX/PRSI DETAILS

COMMENTS

EMAIL PAYSIP

Test Company ABC Ltd
EMP. NAME Tom Bloggs
EMP. NUMBER IE48747
DEPT
COST
FREQUENCY W
PAY PERIOD 2
PPS NUMBER
PAYMENT DATE 10/01/2020

Sage Payroll

Payslip retention

Payslips will remain available within Engage for the statutory retention period and in line with General Data Protection Regulations (GDPR) guidelines.

Should you cease employment with your employer, standard practice is for access permissions to Engage to be maintained for a 3-month period after leaving. It is recommended that you download your payslips and any other payroll documentation, as may be required for future reference, before the 3-month period has elapsed.

FAQs and Troubleshooting

Q: I did not receive an email with my username and temporary password inviting me to log in to Engage for the first time.

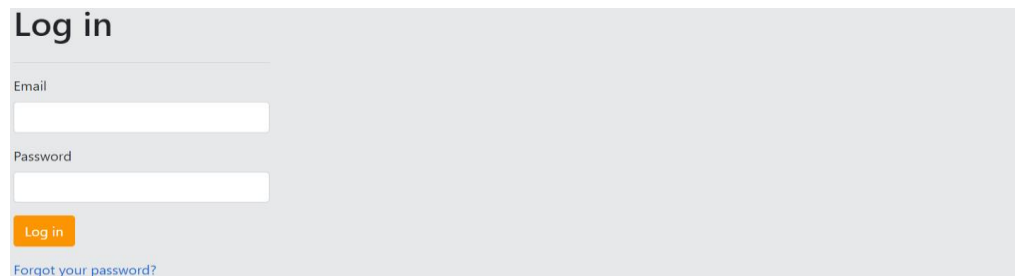
A: Please check your Junk / Spam email folders. If the email is not there please contact your employer.

Q: I receive an error message and cannot access the Engage portal using the link and temporary password provided.

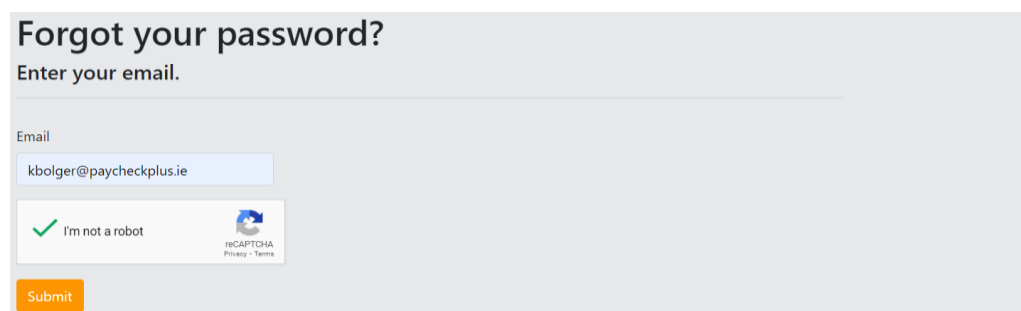
A: Log on for the first time from a desk top rather than a mobile device to enable an accurate copy & paste of the temporary password. Also be aware that using Internet Explorer may restrict your user experience and may cause difficulty in using the application. We recommend using a web browser other than Internet Explorer e.g. Google Chrome, Microsoft Edge, Mozilla Firefox

Q: I've forgotten my password

A: Click the Forgot Your Password link



Enter your email address, check the security checkbox to confirm this is a valid request, and click "Submit"



An email will be sent to your email address containing a link for you to reset your password.

Reset password
Reset your password.

Email

Password

Confirm password

[Reset](#)