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How to Guide for Employee Payslips

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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 engage@paycheckplus.ie with the subject of "Paycheck Plus Engage Employee Portal" inviting you to sign into the portal.

The email will include a temporary password and a link to the portal. The temporary password expires after 72 hours. On clicking the link, you will be taken to the following landing page:

Paycheck Plus Engage		
Log in		
User		
Log in		

Enter your email address and click Log in. On the next screen you will be prompted to enter the temporary password from the email.

Users will be required to change the temporary password at first login on the below screen.

Paycheck Plus Engage	
Change password	
Current password	
New password 2	
Confirm new password ?	
Back	Update password

New Passwords will need to be a minimum of 8 characters, and mix of alpha and numeric characters.

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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.

On the initial log in you will be presented with the Settings page. Within this page you will need to set your Time Zone and Date Format. Once the time zone and date format are set, the 'Save' button in the bottom right will become available for you to save your settings.

Paycheck Plus Engage My Documents		Welcome Aine 🗸
Aine	Security Settings	Notification Settings
First Name Aine	Two-Factor Authentication	Email Notifications
Last Name	Office Location	
Full Name	Time Zone 👻	
Aine	You must set a timezone to continue using the app	
Contact Email	Date Format 🗸 🗸	
	You must set a date format	
	English	
	Change Password	
		Cancel Save

Turning on email notifications

Once logged in, you can turn on email notifications within the setting to ensure that you get an email each pay period when your payslip becomes available. This can be done by clicking the toggle under 'Notification Settings'. When the toggle appears orange, this indicates that email notifications are turned on.

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Viewing your payslips

Once logged in, you can click on 'My Documents' to bring you to the home screen. 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 on the right-hand side of the screen you can toggle back to previous period.

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



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Your payslip will look similar to the below:

EMP. NAME EMP.NUMBER	Tom Bloggs	PT	СОБТ	FREQUENCY W PAY PERIOD 2	PPS NUMBER PAYMENT DATE	10/01/2020
	PAYMENT DETAILS			DEDUCTION DETAILS		SUMMARY OF PAY
Balary Bilk Car Bilk Health	T T T T	2500.00 300.00 200.00	PAYE PRSI USC	TN THIS FERICO 1200.00 120.00 240.00	1200.00 120.00 240.00	GROSS PAY 3000.00 TOTAL DEDS
		Sa	ge P	ayroll		1560.00 NON-TAX ADJS. B -500.00 ROUNDING
CUMULA	NTIVE DETAILS	TAX/P	SI DETAILS	C0149	алз	NETT PAY
ROSS PAY ON-TAX.DEDS AXABLE PAY	3000.00	TAX/USC STATUS EMER ST. PER	E 2	EMPER PRSI PER EMPER PRSI TD IIIX YTD	331.50 331.50 500.00	940.00
AX CREDIT TD.CUT OFF AX PAID	1200.00	TAX CREDIT PRSI CODE TOTAL INS WK	A1 1			PAY METHOD Cash

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.

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 60-day period after leaving. It is recommended that you download your

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payslips and any other payroll documentation, as may be required for future reference, before the 60day period has elapsed.

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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 engage@paycheckplus.ie.

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 desktop 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

Log in			
Email			
Password			
Log in			
Forgot your password?			

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		

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