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iTrent electronic payslips (e-slips) Quick Guide

Welcome to iTrent Employee S	en Service.
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This guidance document outlines:

- How to log in to iTrent Self Service
- How to Setup your electronic payslip so you can receive it by email and access all your previous payslips

Data Protection

The data contained in this system and its usage is subject to general data protection regulations and the City of York Council's Information Systems Security and Acceptable Use Policy, available from the ICT Homepage on the Intranet



Logging into iTrent Employee Self Service

You can access iTrent Employee Self Service in three ways:

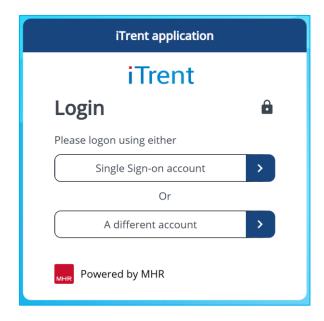
- Use the iTrent Self Service icon on your desktop
- Visit the City of York Council iTrent page on the internet
- Go to the iTrent link on the Council's Intranet homepage

At the login screen, you will be asked to select:

- Single Sign-On Account (if you use your CYC network login)
- A Different Account (if you have been provided with separate login details)

Please refer to the relevant guidance documents available on CYC website under <u>iTrent – City of York Council</u>

New starters: If you haven't received your login please contact payrollservices@york.gov.uk or call 01904 55 1619

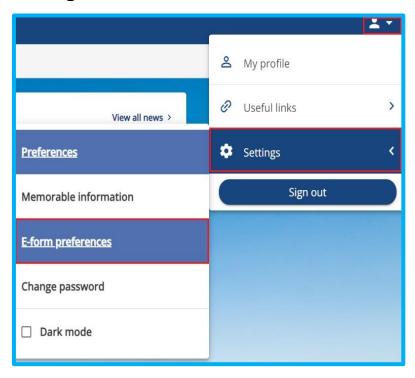




E-form Preferences (Emailing Your Payslip)

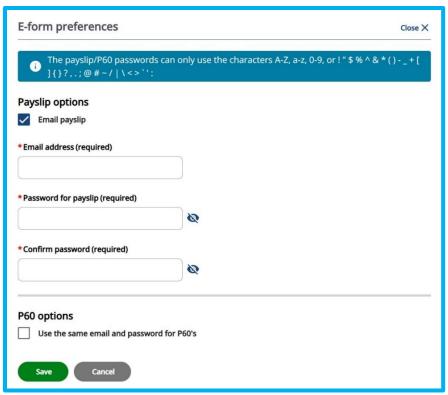
You can choose to have your payslip emailed to you each month. To set this up:

- 1. On the iTrent homepage, click the **person icon** (top right).
- 2. Select **Settings > E-form Preferences**.



- 3. Tick the Email Payslip box.
- 4. Enter your preferred email address.
- 5. Create a **password** for opening your emailed payslip.
 - This password is only used for opening emailed payslips.
 - It is separate from your iTrent login, but you can use the same one if you wish.
- 6. Click Save.





▲ Important:

- If you change this password, it will only apply to future emailed payslips.
- Emailing payslips is optional. You can view and download any payslip in iTrent in the **My Pay** section.



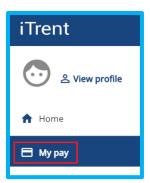
Payslips in Employee Self Service

Viewing Your Payslips

• Your most recent payslips are shown on the iTrent homepage.

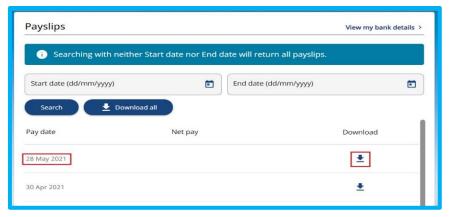


To view all available payslips, click on **My Pay** on the left-hand pane of the homepage:



- 1. Select the relevant pay date to open your payslip on screen.
- 2. Use the **download arrow** (on the right-hand side) to save a PDF copy to your device.





Note:

- This page displays up to 12 months of payslips.
- To view older payslips:
 - Enter a date range in the search boxes.
 - Click Search to display and download the payslips you need.

Support accessing your account

- Forgotten Username/Password?
 - Use the Reset Password option on the iTrent login page.
 - Reset password instructions will be sent to the email address recorded against your iTrent account.
- Need further help accessing iTrent?
 - Single Sign-On users: Raise a request with ICT via <u>CYC</u>
 ICT Service Request
 - "A Different Account" users: Contact Payroll Services:
 - payrollservices@york.gov.uk
 - 2 01904 551619

⚠ **Reminder:** Setting up your email address and payslip password is your responsibility as the account holder.