



Electronic payslips (e-slips)

Quick Guide

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](#)

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Logging into Employee Self Service (ESS)

You can access ESS in three ways:

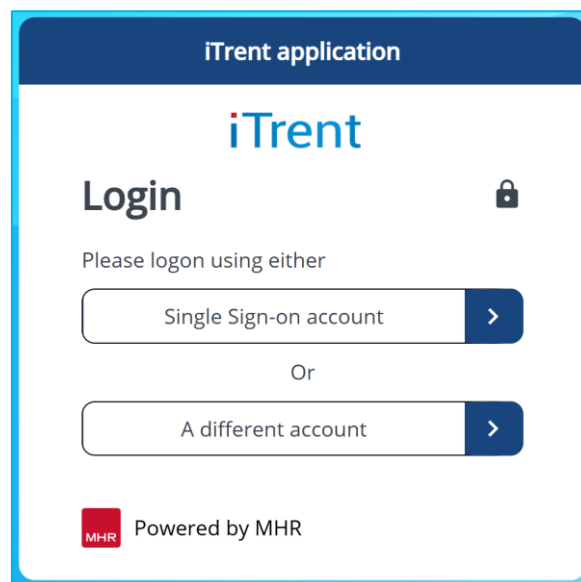
- Use the **iTrent Self Service icon** on your desktop
- Visit the **City of York Council iTrent [page](#)** on the internet
- Go to the **iTrent link on the Council's [Intranet homepage](#)**

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 [iTrent – City of York Council](#)

New starters: If you haven't received your login please contact payrollservices@york.gov.uk or call [01904 55 1619](tel:01904551619)

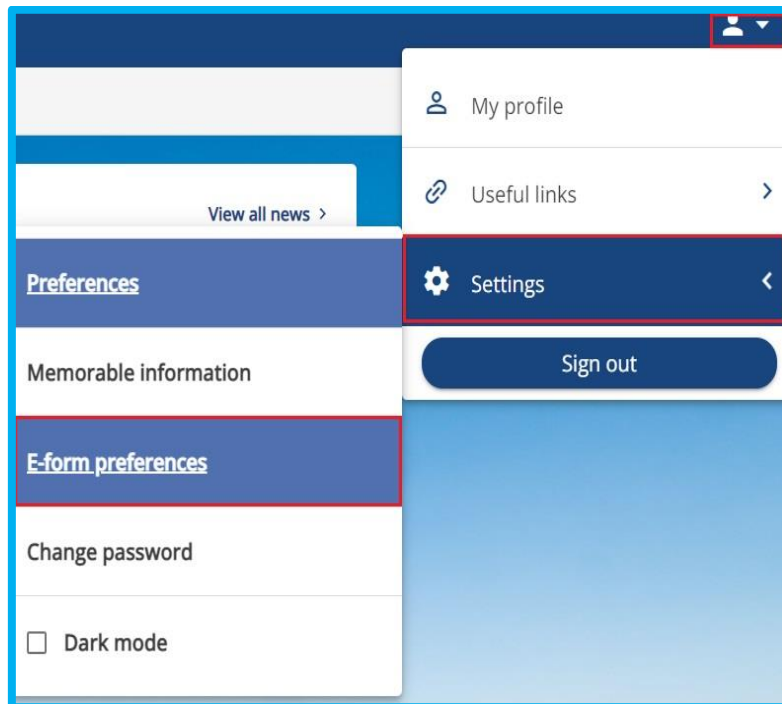


The screenshot shows the iTrent application login interface. At the top, it says "iTrent application" in a dark blue header. Below that is the "iTrent" logo. The main heading is "Login" with a lock icon to its right. Below the heading, it says "Please logon using either". There are two buttons: "Single Sign-on account" and "A different account", both with right-pointing chevrons. The word "Or" is centered between the two buttons. At the bottom left, there is a red MHR logo and the text "Powered by MHR".

E-form Preferences (Emailing Your Payslip)

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

1. On your ESS 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**.


E-form preferences Close X


i The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & * () - _ + [] { } ? , . ; @ # ~ / | \ < > ^ ' :

Payslip options

Email payslip

*Email address (required)

*Password for payslip (required)
 

*Confirm password (required)
 

P60 options

Use the same email and password for P60's

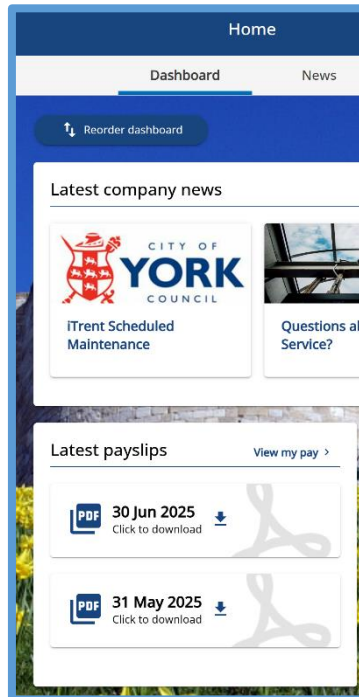
Important:

- 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 ESS in the **My Pay** section.

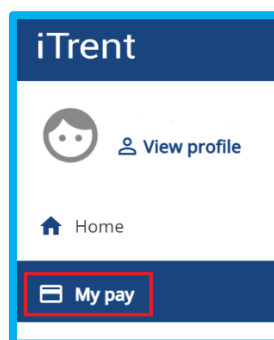
Payslips in ESS

Viewing Your Payslips

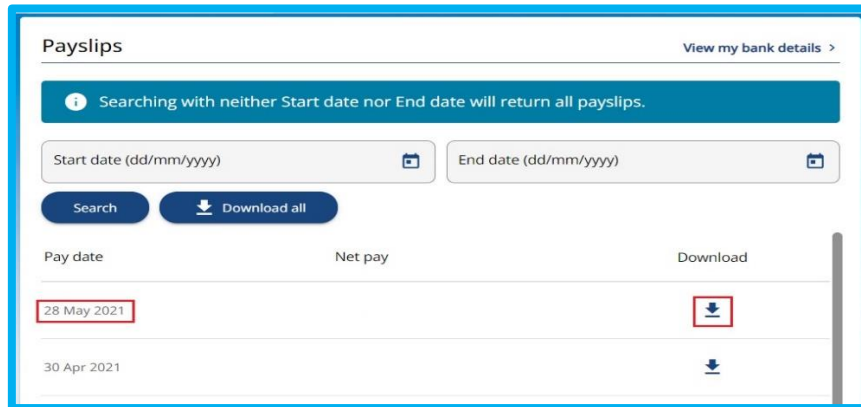
- Your most recent **payslips** are shown on your ESS homepage.



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 ESS login page – only do this if you have set up ESS access on a personal device.
Do not do this if you are using ESS via Single Sign-On.
 - Reset password instructions will be sent to the email address recorded against your ESS account.

- **Need further help accessing ESS?**
 - **Single Sign-On users:** Raise a request with ICT via [CYC ICT Service Request](#)
 - **“A Different Account” users:** Contact **Payroll Services:**
 -  payrollservices@york.gov.uk
 -  01904 551619

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