

Employee Update: Payslip, P60 & Automatic Enrolment Communications

The way you receive your payroll communications is changing.

We are now electronically delivering Payslips, P60s and pension letters. You will now be able to view your payroll communications in a variety of ways: including online via a standard web browser, or on your smartphone or tablet with a dedicated 'app'.

How does this work?

Every time we publish a Payslip, P60 or Pension Letter, you will receive notification via the email address we hold for you.

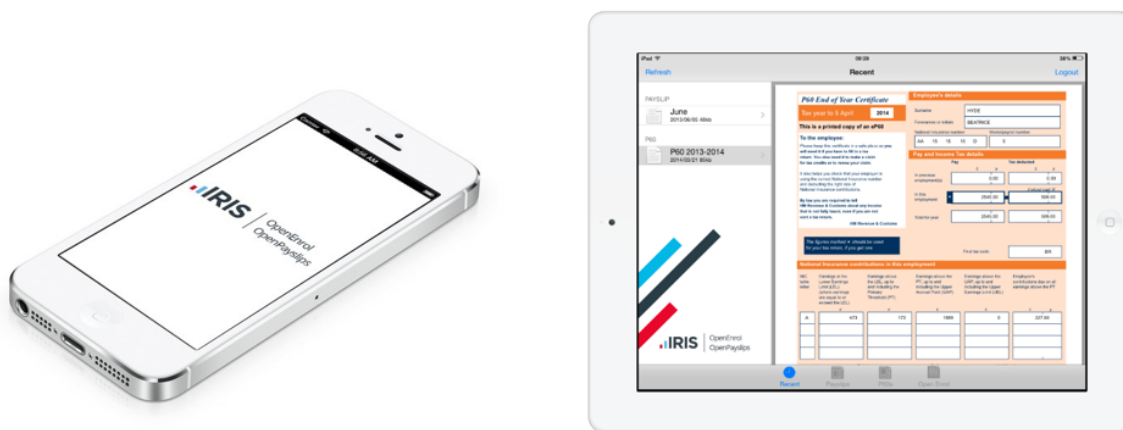
You will set your own password, so look out for a registration email that sets your account up, and be sure to never share your password with anyone.

Once you have set your password, you will be able to log into the communications portal via a web browser from almost anywhere to see your payroll communications. Each email contains this link so you won't need to memorise this.

Greater flexibility - Download the app

The easiest way to access your payroll and auto enrolment communications is on your mobile phone or tablet. Just download the app for free by searching for "IRIS OpenPayslips" in the Apple App Store, Google Play or the Windows Marketplace depending upon your device:

Once downloaded, click on the icon on your home screen and you can then access your payslip, P60s or pension letters by entering your e-mail and password. It couldn't be easier.



Contact us:

Your Business - Tel: ##### ### ##### | You@yourbusiness.com

IRIS: 0844 815 5772 | iris.co.uk | Earnie: 0844 815 5677 | iris.co.uk/earnie

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Frequently asked questions

1. How do I reset my password?

If you have forgotten your password you will need to:

- Visit the IRIS AE Suite™ portal webpage (irisopenpayslips.co.uk/Account/LogOn)
- Click on the 'Forgot your password?' link
- Enter your username (this will be your email address)
- Click on the 'Reset' button
- Once you've completed this a notification will be sent to your email address to enable you to reset your password

The image shows two screenshots of the IRIS OpenEnrol OpenPayslips portal. The left screenshot is the main login page, featuring the IRIS logo, the text 'OpenEnrol OpenPayslips', and input fields for 'Username' (containing 'user@example.com') and 'Password'. Below these are a 'Remember me?' checkbox, a 'Forgot your password?' link, and 'Login' and 'Cancel' buttons. A red arrow points from this page to the right screenshot, which is a dedicated 'RESET YOUR PASSWORD' form. This form includes the same IRIS logo and text, followed by the heading 'RESET YOUR PASSWORD' and a sub-heading: 'To reset your password, please enter your username (email address) in the form below and click on 'Reset''. It features a 'Username' input field and 'Reset' and 'Cancel' buttons.

2. Can I still use my payslip for financial evidence for things such as mortgage applications?

Yes. You can print your payslips directly from the IRIS AE Suite™ portal webpage. The printed versions of your payslips are valid for mortgage applications.

3. Is the solution secure?

Yes. All files are encrypted in transit using SSL and AES. Only the actual user of an account sets their password; not even the system administrator can set, view or change an individual user's password. The only way a password can be reset is via a uniquely generated password reset link that is emailed to the user.

4. How long are my payroll communications stored for?

These will be stored on the IRIS AE Suite™ portal until you leave the company.

5. Will all my payroll communications history be visible?

Yes. You will be able to access all payslips published via the IRIS AE Suite™ solution.

Benefits:

- 24/7 access to current & historic pay details, pension letters and P60s
- Increased speed of delivery of pay and pension information
- You can print & reprint your payslips, pension letters or P60s whenever you need them

Contact us:

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