Employee User Quick Guide

Portal features V7 (U3-2019)
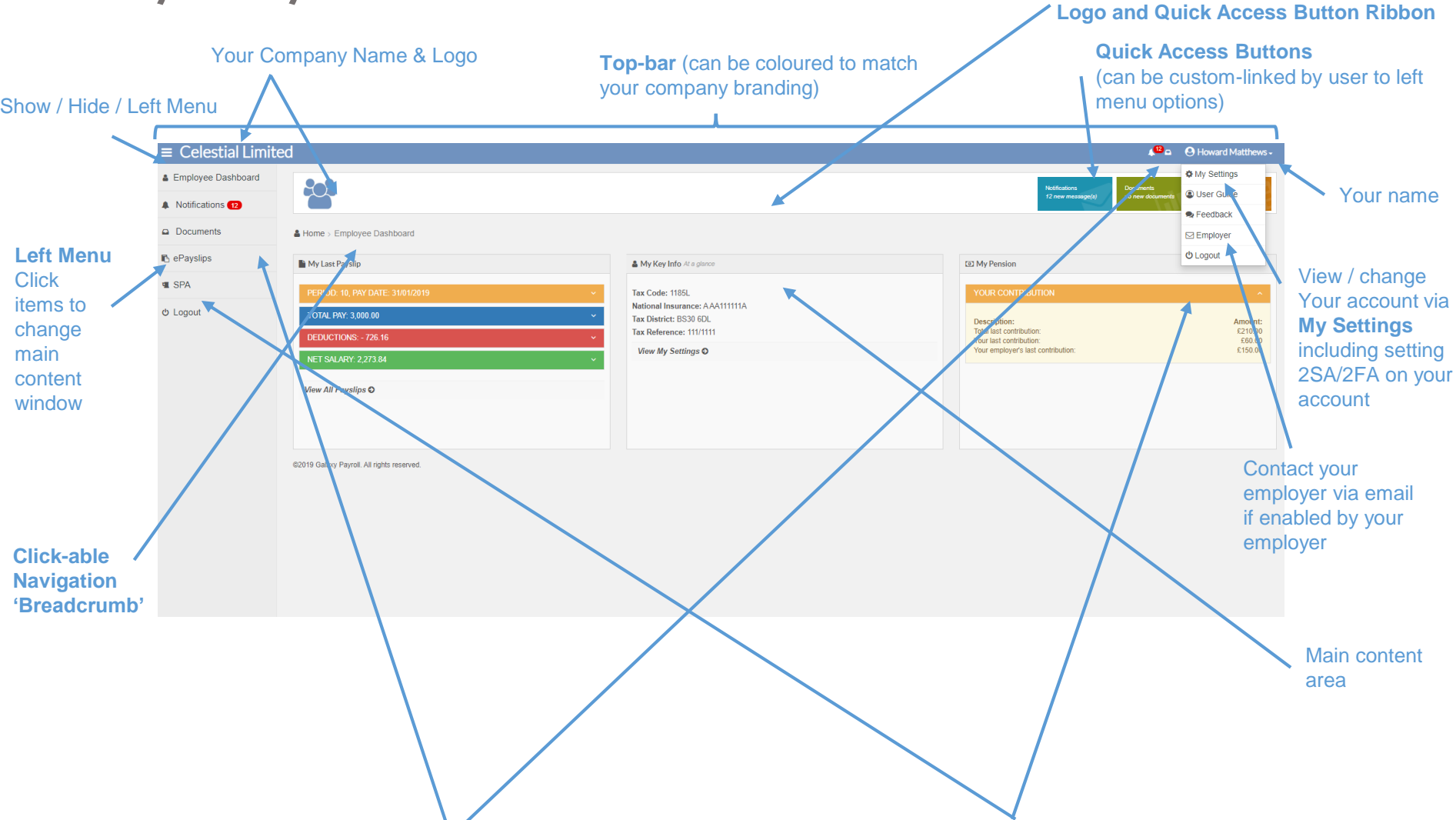
https://www.myepaywindow.com

Employee user guide

1. myePayWindow user interface

2. Employee Dashboard

3. My Settings

4. 2 Step Authentication & 2 Factor Authentication

5. Notifications

6. ePayslips

7. ePayslips-P60s,P11Ds & P45s

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myePayWindow user interface

Logo and Quick Access Button Ribbon

Your Company Name & Logo

Top-bar (can be coloured to match your company branding)

Quick Access Buttons (can be custom-linked by user to left menu options)

Show / Hide / Left Menu

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Howard Matthews ▾

- Employee Dashboard
- Notifications **12**
- Documents
- ePayslips
- SPA
- Logout

My Settings
User Guide
Feedback
Employer
Logout

Your name

Left Menu
Click items to change main content window

Home › Employee Dashboard

My Last Payslip

PERIOD: 10, PAY DATE: 31/01/2019

TOTAL PAY: 3,000.00

DEDUCTIONS: - 726.16

NET SALARY: 2,273.84

View All Payslips ▸

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My Key Info At a glance

Tax Code: 1185L
National Insurance: AAA111111A
Tax District: BS30 6DL
Tax Reference: 111/1111

View My Settings ▸

My Pension

YOUR CONTRIBUTION

Description:
Total last contribution: £210.00
Your last contribution: £60.00
Your employer's last contribution: £150.00

View / change Your account via **My Settings** including setting 2SA/2FA on your account

Contact your employer via email if enabled by your employer

Click-able Navigation 'Breadcrumb'

Main content area

Alert icon badges – Showing the number of new items received

Logout (site will automatically log you out after 5 minutes of inactivity)

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Employee Dashboard-home page

Last pay run totals summary Widget

Your 'at-a-glance' details Widget (see more in 'My Settings)

Last pay run pension payments summary Widget

Dashboard 'Widgets'

Additional Dashboard 'Widgets'
will be developed in later Portal versions and
you will be able to choose your favourites for
display on your 'Dashboard' page

My Settings – My Key Info tab

Your user information as held by your Payroll Department & last login to Portal

Email address account reset emails will be sent to

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👤 Employee Dashboard

🔔 Notifications 4

🔒 Documents 1

📑 ePayslips

⏻ Logout

Notifications
4 new message(s)

Documents
1 new document(s)

ePayslips
Payslips, P60s, P11ds

👤 Home › My Setting

My settings *various portal settings*

👤 My Key Info   👤 My Account   👥 My Settings   🔒 Privacy & Terms

◼ Basic Information

Title	Mr
First Name	Howard
Last Name	Matthews
Phone	none
Email	hm@celestial.com
Gender	Male
Date Of Birth	01/01/1970
Address	Flat 17, Astral House Firmament Drive BN1 1XX

◼ Employment

Employer Name	Celestial Limited
Tax District	BS30 6DL
Tax Reference	1111
NI Number	AA111111A
NI Letter	
Employee Ref	1

◼ Portal

Last Login	12/07/2018 16:52
Invited	22/12/2017 11:40
Role	Portal Employee

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My Settings – My Account tab

Change password – On clicking this you will be logged out immediately and an email will be sent to your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent). The email will contain a link to reset your password. You will be required to verify your identity so have a previous payslip to hand.

Change username – On clicking this you will be asked to confirm your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent) You will then be logged out and an email will be sent to this registered portal email address The email will contain a link to reset your username. You will be required to verify your identity so have a previous payslip to hand.

Note: To change your registered Portal email address please contact your Payroll department. This address cannot be changed via the Portal at the moment.

2SA/2FA provides additional security for you when logging into myePayWindow. If this is not already enforced for compliance with company policies. You can enable or remove this here.

2SA will require you to create a memorable word between 6 & 12 characters in length.

2FA will require a smartphone "authenticator app". Each time you log in you will be required to enter a code from the app.

My Settings – My Account tab – Enable 2 Step Authentication

Enable 2SA ✕

Are you sure you want to Enable 2 Step Authentication on your account? Click on confirm to be directed to the login page where you will be asked to create a memorable word.

Cancel   Confirm

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First time memorable word

The Memorable word can only contain letters and digits and be between 6 & 12 characters in length.

Please enter the new memorable word

Memorable Word 🔒

Confirm Memorable Word 🔒

⊕ Submit

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Enter the following characters from your memorable word:

1st: [A ▾] 6th : [A ▾]

⊕ Login

Forgot Memorable word?

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NETCRAFT
www.mypaywindow.com
Security Audited 2019-04-28
Click to Verify

Click on **Confirm** to confirm that you would like 2SA Enabled.

After confirming your username and password you will be prompted to create a memorable word between 6 and 12 characters in length. Note: You can only use letters and digits (special characters will not be allowed). Click submit to save your memorable word.

The next time you login, after entering your username and password you will be additionally prompted to enter two random characters from your memorable word. Note: You will get 3 attempts, which if unsuccessful will result in your account being locked for 1 hour

If you forget your memorable word you can request a reset link to be sent to your portal email address here.

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My Settings – My Account tab – Enable 2 Step Authentication

When 2SA is enabled this button will show. Click here to change/reset your memorable word.
Note You can also reset your memorable word at logon via the memorable word entry screen.

You can remove 2SA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and 2 characters from your memorable word to confirm the remove 2SA action.

Note: If 2 Step Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2SA Settings and this button will be inactive

My Settings – My Account tab – Enabling 2 Factor Authentication

First time Authentication
When 2FA is enabled you will return to the login page and asked to enter your username and password. Ensure you have your "authenticator app" installed on your smartphone.
If you are using your smartphone for first time authentication, either copy and paste the long code or hold your finger down on the QR code. You will be asked if you wish to open in "Authenticator". Your chosen authenticator app will open, and you will be asked to add the token.
The app will provide you with a code which you will need to enter to access your account.

Subsequent logins
Once you have entered your username and password you will be asked to enter the code from your "authenticator app"
If you are unable to access the code or your smartphone you can click on Forgot Authenticator?. You will be asked to enter your username and will be sent an email link to reset your account.

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My Settings – My Account tab – Enable 2 Factor Authentication

When 2FA is enabled this button will show. Click here to change 2FA **Note You can also reset 2FA at login by clicking on Forgot Authenticator?**

You can remove 2FA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and code from your "authenticator app" to confirm the remove 2FA action.

Note: If 2 Factor Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2FA Settings and this button will be inactive

My Settings – My Settings tab

Use these options to change / assign one of the 'left-menu' items to a 'Quick Access Button'. This can be useful for convenience when accessing the Portal on a mobile device. (Quick access button 3 will be closest to your thumb on a smartphone!)

Set the tick box and Click 'Save My settings to' switch on daily reminders by email for 'new-unread' notifications

Click to save and immediately apply your preferences to the Quick Access Buttons

Note: More options will appear on this tab in later releases to personalise your Dashboard-home page

My Settings – Privacy & terms tab

Scroll window to end of document to see 'Consent' withdrawal button
Note: if you withdraw consent you will logged out immediately and
your account will be disabled and your employer notified

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My settings | *various portal settings*

👤 My Key Info   ⊖ My Account   👥 My Settings   🔒 Privacy & Terms

■ Last Updated: **23rd November 2017**

Please see below the myePayWindow Privacy statement and terms and conditions of use for which you provided your consent when you first registered to use this service. You can review and download them again here. You can also withdraw your consent at any time below. If you withdraw consent you will be logged out of the site immediately, your account will be locked and we will await instructions from your employer.

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DATA PROTECTION

This myePayWindow.com service is provided for under an Agreement between Galaxy Payroll and "our Customer" (who will either be your Employer or your Employer's Payroll Service Provider).

Under this Agreement Galaxy Payroll may be processing information about Data Subjects on our Customer's behalf and thus act as a "Data Processor" for the purposes of the prevailing EU_GDPR Data Protection regulations.

In these circumstances, Galaxy Payroll will (i) only process personal data in accordance with our Customer's lawful and reasonable instructions, ensuring its own compliance with the prevailing Data Protection regulations; and (ii) comply with all Integrity and confidentiality obligations equivalent to those imposed on our Customer, as Data Controller under the prevailing Data Protection regulations.

If you wish to access this service then you should read and accept the Terms and Conditions set out below:-

Terms and Conditions for use of myePayWindow.com Website

In these Terms and Conditions we, our or us refers to Galaxy Payroll as proprietors of the myePayWindow.com ("the Website")

1.	Acceptance of Terms	˅
2.	Modifications	˅
3.	Copyright	˅
4.	Permitted Use	˅
5.	Disclaimer and Limitation of Liability	˅
6.	Third Parties	˅
7.	Invalidity	˅
8.	Privacy	˅
9.	Governing Law	˅

Privacy Policy for use of myePayWindow.com Website

Click to download a copy

Click to expand / collapse details

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Notifications

Click to sort grid view in ascending/descending order

Alert badges showing Number of new Notifications received

Notification actions (will vary by notification 'type')

Search for notifications

Choose 'Current' or 'Archive' Notifications view

Select All

Notification actions:
Mark As read / Unread – will un-bold / bold the notification and decrement / increment the Alert badge
Archive / Un Archive – will move notification from 'current' view to 'archive' view & vice versa
Payslip – will take you directly to the Payslip
Download – will download the document

Note: The notification actions available will vary by notification

Actions on Selected: If you select more than one notification you can apply an action, e.g. Archive to all

Click '+ / - ' or anywhere on notification to expand / collapse view to see 'item actions'

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Documents

Alert badges showing Number
of new Documents received

Document actions

Search for documents

Click to sort grid view in
ascending/descending order

Choose 'Current' or 'deleted'
Documents view

Select All

List of Documents
as sent to you
by your Payroll Department

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Notifications
3 new message(s)

Documents
1 new document(s)

ePayslips
Payslips, P60s, P11ds

👤 Employee Dashboard

🔔 Notifications ③

🖂 Documents ①

📄 ePayslips

⏻ Logout

👤 Home › Documents Listing

Documents   *You have 1 Document(s)*

🖂 Documents *Your current documents*

Search: [   ] [Go] [Reset]   Storage used: 82.85 KB 🗂 [Current ⌄]

☐	Name		Received ⌄	Size	Type	Status	
☐	📄 STELLAR_TEAM_1_M_Joiners_17012018091824_1.pdf		Wed 17/01/2018	83 KB	aeletter	Downloaded	+

Showing record: 1 to 1 from 1 item(s)

Actions on   ↩   ↪   ✖
selected: Mark As Read Mark As UnRead Delete

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Actions on Selected: If you select
more than one document you can
apply an action, e.g. Delete to all

Click '+ / - ' or anywhere on
document to expand / collapse
view to see 'item actions'

Status will show as 'Downloaded'
once you have downloaded!

Notes: Documents will only be retained for a limited time period so it is recommended
you download documents locally for your records. When you delete a document it is
permanently deleted. The 'deleted view is a 'reminder' view of your deleted documents.
If you accidentally delete a document ask your Payroll department to upload it again.

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ePayslips – Payslips

Click icons to view P60s, P11Ds or P45s by Period (as available & when uploaded by your Payroll Department)

Search for Payslips

Pay date, Tax Year/Period and Net Pay (click column heading to sort ascending / descending)

Payslips available for you to view

Actions on Selected: If you select more than one payslip you can download all payslips in one go.

View or download individual Payslip

Click '+ / - ' or anywhere on Payslip entry to expand / collapse to view or download

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- Employee Dashboard
- Notifications **12**
- Documents
- ePayslips
- Logout

Notifications
12 new message(s)

Documents
no new documents

ePayslips
Payslips, P60s, P11ds

Home › ePayslips › Payslips Listing

Payslips *You have 7 Payslip(s)*

Back   P60s   P11Ds   P45s

Payslips

Search: [   ] Go Reset

☐		Pay Date ❤	Tax Year/Period	Net Pay	
☐		Thursday 31st January 2019	2018/10	2273.84	+
☐		Monday 31st December 2018	2018/09	2273.84	+
☐		Friday 30th November 2018	2018/08	2274.04	+
☐		Wednesday 31st October 2018	2018/07	2273.84	+
☐		Friday 28th September 2018	2018/06	2273.84	+
☐		Friday 31st August 2018	2018/05	2273.84	+
☐		Tuesday 31st July 2018	2018/04	2274.04	+

Showing record: 1 to 7 from 7 item(s)

Actions on selected: ⬇ Download

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ePayslips – Online Payslip view

Click on 'Breadcrumb' to go back to Payslips listing (or Home etc.)

Click to view Previous / Next payslip

Any Payslip notes from your Payroll Department are shown here

Note: This is an example only and your actual Payslip view and the detail shown will vary according to the settings chosen by your Payroll department

ePayslips – P60s, P45s and P11Ds

From Payslips screen click icons to view your P60s, P11Ds or P45s by Period (as available & when uploaded by your Payroll Service Bureau)

Note: This guide does not include screenshots for P11Ds at this time. P11Ds once uploaded will be displayed in the same way as P60s and accessed via the P11D icon shown here

ePayslips – P60s

Click icons to switch view to Payslips, P11Ds, P45s by Period (as available & when uploaded by your Payroll Department)

Search for P60s

Tax Year, Pay and Tax deducted (click column heading to sort ascending / descending)

P60s available for you to view

Actions on Selected: If you select more than one P60 you can download all P60s in one go.

View or download individual P60

Click '+ / - ' or anywhere on P60 entry to expand / collapse view to view or download

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ePayslips – online P60 view

Click on 'Breadcrumb' to go back to P60 listing (or Home etc.)

ePayslips – P45s

Click icons to switch view to Payslips, P11Ds or P60s by Period (as available & when uploaded by your Payroll Department)

Search for P45s

Tax Year and Leave Date (click column heading to sort ascending / descending)

P45s available for you to view

View or download individual P45

Click '+ / - ' or anywhere on P45 entry to expand / collapse view to view or download

ePayslips – online P45 view

Click on 'Breadcrumb' to go back to P60 listing (or Home etc.)

Bookmark the Portal!

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