

# A guide to access your electronic payslip

# Introduction

In order to access your payslip you will need an NHSmail account and also know how to access your Employee Self Service (ESS). Therefore, this guide explains how to access NHSmail and ESS before explaining how to view your payslip. If you already have an NHS email address you can jump straight to page 11 of the guide.

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# Logging into NHSmail as a new user for the first time

The first time you log into your NHSmail account at [www.nhs.net](http://www.nhs.net), as a new user you will need to complete three tasks before you are able to start using your account to send and receive emails; Accepting the Acceptable Use Policy (AUP), updating your profile and setting your security questions and answers.

Firstly, every user of the NHSmail service is required to sign up to the AUP. This policy defines your responsibility to make sure you use the NHSmail service properly and without doing anything to compromise the security of the information that you send or receive. It is a promise to all NHSmail users, the public and patients that you are continually mindful of the information that you are sharing over NHSmail.

## Note

Acceptable use policy only appears when you follow the welcome email or log into the NHSmail portal for first time via the [Login](#) button in the top-right of the main NHSmail page.

To log in for NHSmail for the first time as a new user:

1. Log into your NHSmail account using your **temporary password** via the [Login](#) button in the top-right of front page.

Your local administrator will provide you with your temporary password following a method approved by local policy guidelines.

You will then be prompted to **change your password**

2. Enter your **old password** and **new password twice** in the appropriate text boxes and click **Submit** (as below)

**NHS**

Update Password

You must update your password because your password has expired.

stephanie.marsh@dev4.wks.accenturenhs.co.uk

Old password

New password

Confirm new password

Submit Cancel

### Warning

Do not use the '£' character in passwords as it is not supported in certain application layer protocols.

**Note:** Refer to the Additional Information box on page 6 for information on password requirements

Once the password has been accepted, you will be prompted to log in with this new password

3. Enter your **new password** and click **Sign in**

The screenshot shows the NHS Mail sign-in interface. At the top is the NHS logo. Below it is the text "Sign in with your NHS Mail account". There is a text input field containing the email address "stephanie.marsh@dev4.wks.accenturenhs.co.uk". Below the email field is a password field with red dashed borders and masked characters. A blue "Sign in" button is located below the password field. At the bottom of the sign-in area is a link that says "Forgot your password?".

4. Read the **Acceptable Use Policy** and agree to the terms by **clicking Accept** at the bottom of the page

The screenshot displays the "Acceptable Use Policy" page. It features an information icon (i) in a circle next to the title "Acceptable Use Policy". Below the title, there is a section titled "About this document" with several links: "General information about the NHSmail service", "Your responsibilities when using the service", and "Using NHSmail to exchange sensitive information". The main content area is titled "About this document" and contains a paragraph explaining the purpose of the policy. It includes a bulleted list of key points: "You understand your responsibilities and what constitutes abuse of the service" and "Computers and personal data are not put at risk". Further down, there is text providing contact information for the NHSmail team and a note about the team's right to update the policy. At the bottom of the page, there is a blue "Accept" button with a red dashed border.

### Additional Information

For your password to be valid it must meet the following criteria:

- Minimum length – 10 characters **without** requiring a mix of character types
- Should not contain the '£' character
- Not matching previous 4 passwords
- Not detected as a common password, for example Password123, Winter2018
- Not detected as a breached password (a password used for an account that has previously been compromised). Breached passwords will be sourced from an internet-based breach database.

Your new password can be used for up to 365 days.

If you receive an error when attempting to change your password, check that it meets the requirements listed above and try again.

## Creating security questions and answers

As a user of NHSmail, you are required to set 3 security questions and answers through the Portal. The answers to these questions will then be used to check your identity, for example, if you need to contact your local administrator due to an account lock out or if you wish to use the self-service password reset. You will never be asked for the whole answer to your security question, only individual characters from it. You should never share the questions or answers with anyone as this will compromise the security of your NHSmail account

1. Click **Profile** in the navigation bar at the top of the screen



Home People Finder Admin **Profile** Reports Email Help

2. Select the **Security Questions** tab at the top of the screen

3. Type a question of your choice into the **Question textbox** and type the correct answer into the **Answer textbox** under **Security Question 1**

These questions are used if you need to reset the password on your account. They must meet the following conditions:

- Each of the questions and answers must be different
- They must be at least 6 characters long, you could select a phrase or sentence
- They can't be repeating letters or sequential numbers i.e aaaa, 1234

Security Question 1

Question\* Mother Maiden Name ✓

Answer\* Huntington ✓

Your security questions and answers must **satisfy the following criteria**:

- Each of the questions/answers must be different
- Each question/answer must be between 5 and 12 characters long
- You cannot use repeating numbers or letters in a question/answer (eg. 111 or aaa)
- A space will count as a character

**Example of security questions** could be, your mother maiden name, the model of your first car or the name of your first pet. A green tick will show to the left of the question/ answer when it fulfil the requirement guidelines

4. Repeat the same process for **Security Question 2** and **Security Question 3**

5. Click **Save** at the bottom of the page

### Warning

You should never share the full questions or the answers of your security questions with anyone. You will only be asked for specific character by your LOA or the help desk

### Additional Information:

If you forget the answers to your security question you should contact your local administrator to discuss the local process of how you can alternatively authenticate yourself. Once you are re-authenticated, you will need to reset your security questions. Refer to the [Updating Security Questions Quick Reference Guide](#) for more information on how to do this.

# How to hide / unhide your mobile phone number from the NHS Directory

A mobile phone number needs to be provided when applying for an NHSmail account as temporary passwords are sent via a text message.

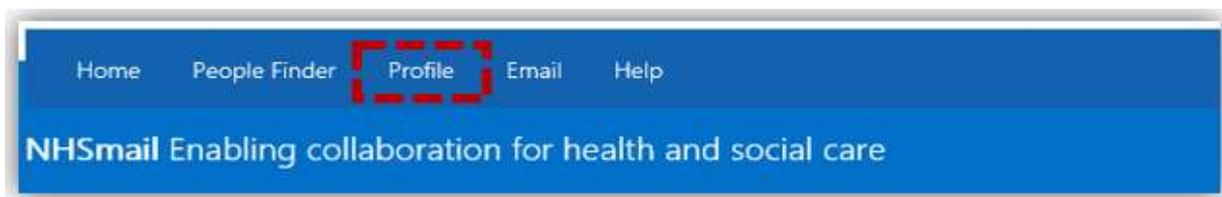
The mobile phone number provided during registration is automatically added to the NHS Directory but you can opt for this to not be visible.

**Note:** For independent midwives, community pharmacy, dentistry and social care users, the mobile phone number is automatically hidden from the NHS Directory by default, at the time of registration.

## To hide the mobile number:

To do this you will need to follow the below steps:

1. Log into your account via [www.nhs.net](http://www.nhs.net)
2. Click **Profile** in the navigation bar at the top of the screen



3. Click on **My Profile** tab
4. If you wish to hide a personal mobile number from being displayed in the NHS Directory click the '**Hide mobile number from address book**' option (as below)

This information is displayed in the directory to other users of the email system

ANDERSON, Pat (LEEDS TEACHING HOSPITAL)

Telephone

Mobile

Hide mobile number from address book

Fax

Pager

Web Page

Profile

5. Click **Next**



## To unhide the mobile number:

Follow the steps 1-3 as mentioned above

1. Untick the 'Hide mobile number from address book' option

This information is displayed in the directory to other users of the email system

ANDERSON, Pat (LEEDS TEACHING HOSPITAL)

Telephone

Mobile

Hide mobile number from address book

Fax

Pager

Web Page

Profile

2. Click **Next**



# How to Access Your Employee Self Service (ESS) Username and Password

ESR Employee Self Service (ESS) allows you to amend and view information about your Electronic Staff Record. Login to ESR using one of the following:

<p>The <b>SaTH app</b></p> <p><a href="http://tiny.cc/mysath">http://tiny.cc/mysath</a></p>	<p>The <b>ESR app</b> on the intranet</p> 
<p>The <b>My ESR</b> internet link</p> <p><a href="http://my.esr.nhs.uk">http://my.esr.nhs.uk</a></p>	<p>The <b>My ESR</b> app from a mobile or tablet device</p> 

To access the MY ESR app you can download using the App store on IOS devices.

When the login screen appears click the [Forgotten | Request Username/Password | Unlock Account](#) link located under the Password box.

**Log in with your credentials**

Fields with an asterisk (\*) are required fields

Username\*

(Example: 999JSMITH01)

Password\*

[Forgotten | Request Username/Password | Unlock Account](#)

When prompted, enter your **NHS.net email** address along with your **date of birth** and then click **Submit**.

## Forgotten | Request Username/Password | Unlock Account

Enter the email address associated with your account and your date of birth, your login details will then be emailed to you. If known, entering your username will enable you to receive details for that account only.

Email\*

(Example : first.last@domain.com)

Date of Birth\*

Date    Month    Year

Username

Submit



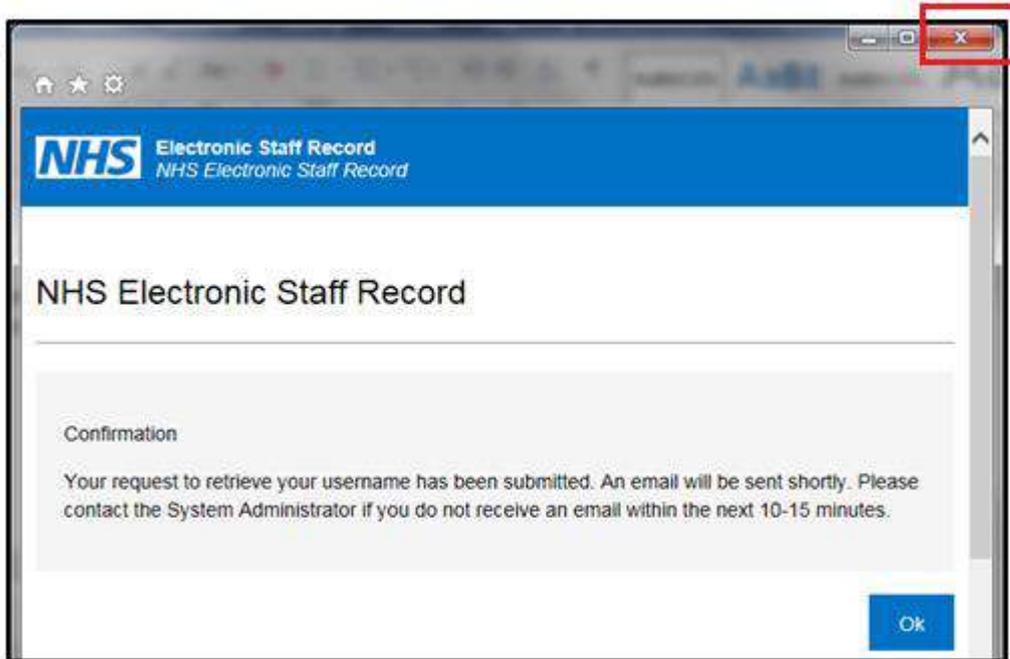
*You do not need to enter your **Username**.*

*Your username will be included in the automated email.*

Your login credentials, including your username, will then be emailed to your NHS.net email address.

*Please note there can be a brief delay to your credentials coming through as this is an automated process.*

When the below screen appears close the screen by clicking on the **X** and check for an email from Production Workflow, ESR (NHS ELECTRONIC STAFF RECORD) in your NHS.net email account.

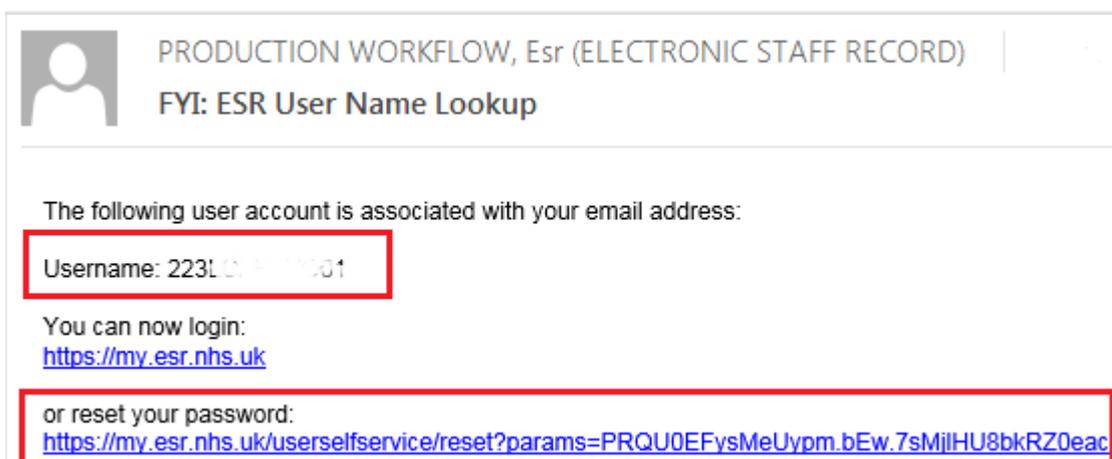


*If you click **OK**, you will be directed back to the login screen.*

*Close the login screen and follow the link in your email*

Once you receive the email with your login credentials, **make a note of your username** as this will be required every time you login to ESR and will also be required when you are prompted to create your password.

Click the **Reset your password** link to setup your password.



When prompted, enter your **Username**.



*Your username will begin 223 followed by the first letter of your first name, first 6 letters of your surname, and end with 2 numbers.*

In the **Password** section you will be able to create a new password which must:

- Contain a minimum of 8 characters
- Contain at least one letter and one number
- Not contain your first name, surname or user name.
- Not contain repeating characters or numbers e.g. ABCD, 1234 or QWERTY
- Not contain one of the special characters listed here: " ( ) \* , ; < > / ~ \ :

Once completed click the **Confirm Password** button.

Update Password  
Fields with an asterisk (\*) are required fields  
Please enter your username and password below. The password you enter below will be used to replace your old password

Username\*   
(Example: 999JSMITH01)

Password\*  ?

Confirm Password\*

[Confirm Password](#)

You will now be able to gain access to your ESR Employee Self Service Account.

## How to View Your Payslip

Your payslip will be available to view each month via ESR Employee Self Service (ESS). Historic payslips and your P60 are also available to view via ESS for the duration of your employment with the Trust.

It is recommended that you save a copy of your payslip each month as you will not be able to access Employee Self Service or your electronic payslip/P60 once you have left the Trust.

Login to ESR using one of methods outlined on Page 11. When prompted enter your username and password or login via your smartcard.

[Log in via Username Password](#)

[Log in via Smartcard](#)

From the portal page, within the **My Payslip and P60** portlet, select **View My Payslips**.

This portlet (see below) also allows you to view your P60s.

At any point you can return to the Portal by selecting the **Portal** icon from the blue ribbon at the top of the page.



When the search window opens select the **Assignment Number** required using the drop down.

By default the most current payslip will be displayed; if required amend the **Year** and **Payslip** date using the drop downs.

Select **View Payslip** to view the payslip.

*NB the payslip dropdown menu may be blank if an assignment hasn't been worked for the relevant month e.g. a bank assignment that has not been worked.*

When prompted, either **Open** or **Save** your payslip.

Do you want to open or save **ePayslip.pdf** (7.92 KB) from **my.esr.nhs.uk**?

ASSIGNMENT NUMBER 20000237		EMPLOYEE NAME Miss Sally Sath			LOCATION		
DEPARTMENT Ward 1		JOB TITLE Staff Nurse Band 5			PAYSCALE DESCRIPTION Review Body Band 5		
	SAL/WAGE 25298.00		INC. DATE		STANDARD HRS. 37.5		PT SAL/WAGE 25298.00
	TAX OFFICE NAME Dummy Office Name			TAX OFFICE REF 999/Z9999		TAX CODE 1000L NONCUM	
PAY AND ALLOWANCES (- = MINUS AMOUNT)					DEDUCTIONS (R INDICATES REFUND)		
DESCRIPTION	WKS/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Basic Pay	162.95	162.95	12.9378	2108.17	PAYE	215.60	
					NI A	172.34	
					NHS Pension 9.3%	196.06	
Year To Date Balances (This Employment Only)					This Period Summary		
GROSS PAY		2108.17		TAXABLE PAY		1912.11	
NI LETTER		A		TAX PAID		215.60	
NI PAY		2108.17		OTHER NI PAY			
NI CONTS		172.34		OTHER NI CONTS			
PENSIONABLE PAY		2108.17		PREVIOUS TAXABLE PAY		0.00	
GO REF NUMBER				PREVIOUS TAX PAID		0.00	
				PENSION CONTS		196.06	
				EMPLOYEE NO.		20000237	
				PENSIONABLE PAY		2108.17	
				PAY DATE		25 NOV 2017	
				PAY METHOD		BACS	
				TAXABLE PAY		1912.11	
				TAX PERIOD		7	
				NON-TAXABLE PAY		0.00	
				FREQUENCY		Monthly	
				PERIOD END DATE		30 NOV 2017	
				TOTAL PAYMENTS		2108.17	
				TOTAL DEDUCTIONS		584.00	
				NET PAY		1524.17	