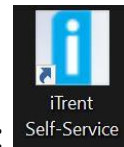


## Employee Self Service - Payslips

This guidance document will show you how to:

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



Your work phone will have an icon that looks like this:

If you do not have an icon you can access Self Service on any mobile device by going to: [www.york.gov.uk/itrent](http://www.york.gov.uk/itrent)

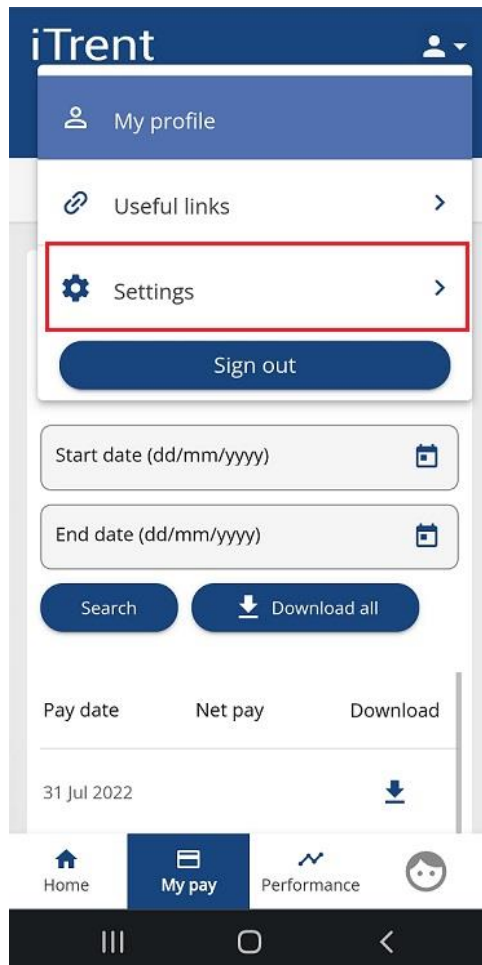
At the login screen please enter your username and password. This will have been emailed to you.

 iTrent LoginUsername [Forgotten username?](#)Password [Forgotten password?](#)

You will be asked to choose a new password. Please choose three different words, with spaces. The only requirement is that it is a minimum of 10 characters long. This includes spaces. For example: tree car race

## Getting your payslips

To choose an email address where you want your payslip to go please select the person symbol on the top right of the Home page, as shown below, and select 'E-form preferences'. You may also find this option under 'Settings'.



Please put a tick the 'Email payslip' box and enter your chosen email address. Payslips are sent password protected. Please choose a password to open your payslips here. This can be the same as your Self Service password if you wish:

E-form preferences✕

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

Payslip options

Email payslip

Email address •

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Password for payslip •

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Confirm password •

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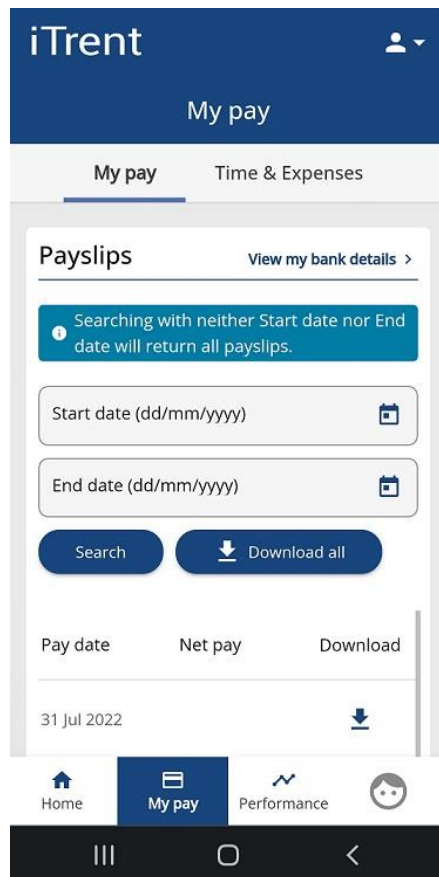
SaveCancel

Then press the 'Save' button.

Getting your payslip emailed to you is only one way of accessing your payslips. All payslips are available to download from the 'My Pay' section on the Homepage.

## Getting your payslips (continued)

All your payslips can be found in the My Pay section found at the bottom of the screen.



To download a payslip simply click on the symbol shown by the downward arrow. This will take about 20 seconds. You will not need a password when opening payslips this way. You can also just view the payslip on screen by tapping the date under 'pay date'.