



ONLINE PAYSLIPS & P60s

STAFF USER GUIDE

Online Payslips/P60s Support Team Contact Details

For Help/Support Phone: 028 90 784316

E-Mail: payper.project@eani.org.uk

EA Payslips & P60s can be viewed online from work, home or anywhere that you can access an internet enabled device eg. PC, laptop, tablet or smartphone.

IMPORTANT: before accessing your Payslip/P60 online you should have already registered by completing and submitting the online form at <https://www.eani.org.uk/epayslips> and should have received an email with subject “**CONFIDENTIAL – EA Online Payslip/P60 Details**” to your registered email address. This is confirmation that your registration is complete and contains the logon details required at the first screen below.

To access Online Payslip/P60 from an internet enabled device

Use the URL below relevant to your Payroll Office from your chosen internet browser

Ballymena Office - <https://myview-ballymena.eani.org.uk/live/Portal/>

Belfast Office - <https://myview-belfast.eani.org.uk/live/Portal/>

Dundonald Office - <https://myview-dundonald.eani.org.uk/live/Portal/>

Omagh Office - <https://myview-omagh.eani.org.uk/live/Portal/>

For easy future access you should save the link above in the same way you would save a link on your device to any website you use on a regular basis.

Headquarters Staff can access Online Payslip & P60 from Useful Links on the EA Intranet

Useful Links

[EA website](#)

[Department of Education website](#)

[Timesheet / Payslip & P60 Ballymena](#)

[Timesheet / Payslip & P60 Belfast](#)

[Timesheet / Payslip & P60 Dundonald](#)

[Timesheet / Payslip & P60 Omagh](#)

[Oracle iFS login Screen](#)

From the web address selected above the following screen will appear detailing the Office name for which the address is relevant.

The screenshot shows the Education Authority web portal. The header includes the 'ea Education Authority' logo and the text 'Údaráis Oideachais Lear Owerance'. On the right, there are input fields for 'Your Username' and 'Your Password', with a 'sign in' button and a '[forgot your password?]' link. The main content area features a welcome message: 'Welcome to the Web Portal for the Education Authority - Ballymena Office'. Below this, it says 'Please report any issues you may be experiencing to the Support Team by phoning 028 9078 4300 or emailing paper.project@eamt.org.uk. You may also click this [link](#) to email us.' A small image of a landscape is on the left. The footer contains the copyright notice: '© 2017 NorthgateHisco UK Ltd. All rights reserved. No unauthorised access'.

1. Enter your 7 digit Employee Number (include any leading zero) in the **Your Username** box and click on the **Your Password** box.
2. Enter the password you should have received in an email into the **Your Password** box and either click on **sign in** or press **Return**.
3. The first time you logon you will be prompted to change your password. Input the details as directed. At Old Password enter the password originally emailed to you. At New Password enter something memorable to you. The format must be a minimum length of 10 Characters and include at least 1 upper case letter, 1 lowercase letter and at least 1 number. Repeat your new password. Click on **Submit**

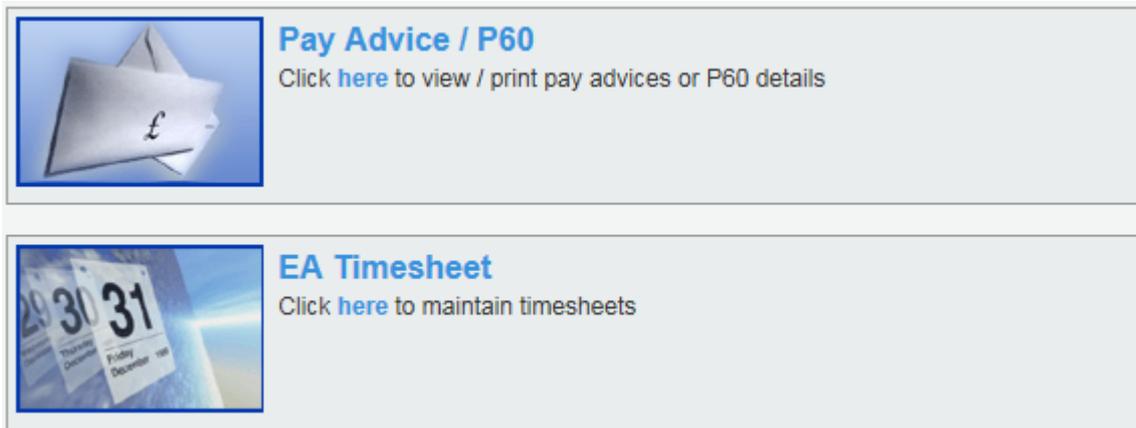
The screenshot shows a web browser window with the URL 'https://resourcelink-ner.ea...'. The page title is 'MyView'. The header is the same as the previous screenshot, but now it says 'Welcome Heather' with links for '[home]' and '[view your details]', and a 'GO TO:' dropdown menu set to 'Home'. The main content area is titled 'Change your password' with a key icon. Below the title, it states: 'Passwords must be a minimum length of 10 characters and must include at least 1 upper case letter, 1 lower case letter and at least 1 number.' There are three input fields: 'Old Password', 'New Password', and 'Repeat'. A '[Submit]' button is located at the bottom right of the form area.

If your password has been successfully changed a confirmation message will be displayed.

Click on **continue** to proceed to the **Home** page.

HOME PAGE

On the Home Page you will have various options as well as the option to view Pay Advice/P60 or complete EA Timesheets.



The screenshot shows two main options on the Home Page:

- Pay Advice / P60**: Click [here](#) to view / print pay advices or P60 details. The icon shows a white envelope with a pound symbol (£).
- EA Timesheet**: Click [here](#) to maintain timesheets. The icon shows a calendar page for Friday, December 31st.

If you do not complete timesheets and you click on the option to maintain timesheets a blank page will be displayed. To return to the **Home page** click on the arrow in the **GO TO** field and select **Home** or alternatively you can click on **home**.



The screenshot shows the header of the Home Page. On the left is the EA logo (Education Authority) with the tagline 'Udara Okechias Lear Overance'. On the right, there is a user navigation area with the text 'Welcome Heather' and links for '[home]', '[view your details]', and '[change password]'. Below these links is a 'GO TO:' dropdown menu with 'Home' selected. A red arrow points to the 'Home' option in the dropdown menu.

HOME PAGE – VIEW YOUR DETAILS

View your details will display your Employee Number, Title & Name.

HOME PAGE – PASSWORD



This screenshot is identical to the one above, showing the header of the Home Page. A red arrow points to the '[change password]' link in the user navigation area.

You can also change your password by clicking on **change password** and the change password screen will be displayed as described earlier.

ONLINE PAY ADVICE



Pay Advice / P60

Click [here](#) to view / print pay advices or P60 details

Click **here** on the **Pay Advice/P60** option to proceed to the **Online Employee Payslips/P60s** menu where the current year's pay advices will be available for selection.

If you wish to see previous year's advices click on the **down arrow** in the **View Payslips for** field and select the desired year from the drop down list.

View Payslips for

To view your pay advice click on the relevant **Pay Date** and your advice will be displayed, an example is shown below.

Payslip Documentation		Pay Schedule 2016	
Period	Financial Tax year	Pay Date	Payslip Page(s)
07	2016	28/10/2016	1
06	2016	29/09/2016	1
05	2016	30/08/2016	1
04	2016	28/07/2016	1
03	2016	29/06/2016	1
02	2016	27/05/2016	1
01	2016	28/04/2016	1

DATE 21/10/2013	PAYROLL REF 7777777	NAME MR P JONES	WEEK/MONTH NO. 07
EMPLOYER NEELB - MONTHLY 1		DEPARTMENT MONTHLY1	
PAY METHOD BACS	TAX CODE BR M1	NI NUMBER	NI CODE A
M1 CS1009 7777777		NEELB 916/N52	
PAYMENTS		DEDUCTIONS	
BASIC HRS	7.50 9.1421	68.57	Tax Paid 16.00
HOLS S/A	1.25 9.1421	11.43	NI Contracted I 0.00
TOTAL PAYMENTS		80.00	TOTAL DEDUCTIONS
			16.00
BANK	SORT CODE	ACCOUNT No.	
BUILDING SOCIETY ROLL No.			
MESSAGE			
The 2013/2014 bandings for NILGOSC and NITPS pension schemes have been implemented as from 1 April 2013. Further details can be found on the following websites www.neelb.org or www.nilgosc			
		CUMULATIVES	
		Total Gross	80.00
		Taxable Gross	80.00
		Tax Paid	16.00
		Employees NI	0.00
		Employers NI	0.00
		NET PAYMENT	
		64.00	

Reduction of pay and/or refunds of deductions indicated by a minus sign - Non taxable payments indicated by *

PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF SELF ASSESSMENT.

To print your pay advice click on **Print** at the bottom of the screen, select the relevant printer from the **Print** window and select **Print**. To return to the **Online Employee Payslips/P60s** menu select **Back**.



ONLINE P60



Pay Advice / P60

Click [here](#) to view / print pay advices or P60 details

Click **here** on the **Pay Advice/P60** option to proceed to the **Online Employee Payslips/P60s** menu. Below the **Payslip Documentation** window an **Annual Documentation** window will be displayed as below.

Financial Year	P60
2015	[View]
2014	[View]
2013	[View]
2012	[View]
2011	[View]
2010	[View]

This window displays the P60s that are available to view and then if required print. P60s will be available from 2010 to present.

To view a P60 select [\[View\]](#) beside the relevant year and the P60 will be displayed.

To print your P60 click on **Print** at the bottom of the screen, select the relevant printer from the **Print** window and select **Print**. To return to the **Online Employee Payslips/P60s** menu select **Back**.



Please also note instead of printing your pay advice you can also save a digital copy. How you save a digital copy varies depending on which device you are viewing your pay advice on.

LOGGING OFF

Click on **Sign Out** at the top of the screen.

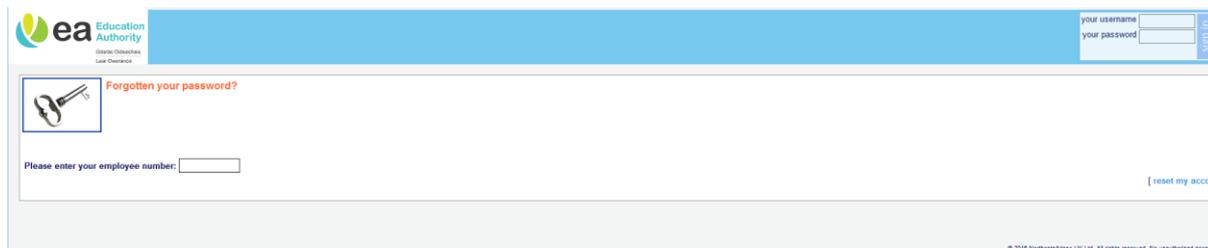


FORGOTTEN PASSWORD

If you forget your password you can use the **forgotten password** feature. This is available under the username and password field on the login page.

A screenshot of the login form. The form is blue and contains two input fields: "your username" and "your password". Below the "your password" field is a link "[forgotten password?]". To the right of the input fields is a "sign in" button.

Enter your staff number (**including any leading zero**) and select the **reset my account** button. You will then receive an email detailing your new password. **This will be sent to the email address you supplied when registering for Online Payslips.**



The screenshot shows the 'Forgot your password?' page on the Education Authority website. At the top left is the 'ea Education Authority' logo. To the right, there are input fields for 'your username' and 'your password', with a 'Log In' button. Below the logo is a key icon and the text 'Forgot your password?'. Underneath, there is a text input field labeled 'Please enter your employee number:'. On the right side of the page, there is a link that says '[reset my account]'. At the bottom right, there is a small copyright notice: '© 2010 NorthgateAmigo UK Ltd. All rights reserved. No unauthorized access.'

LOCKED/SUSPENDED ACCOUNT

If your account has been locked or suspended you will receive an email alerting you to this. To unsuspend your account select **forgotten password** on the logon screen. To unlock your account contact the Support Team on Tel No: 90 784316 or email payper.project@eani.org.uk

When your account has been unlocked select **forgotten password** on the logon screen.