

ONLINE PAYSLEIPS & 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

Armagh Office - <https://myview-armagh.eani.org.uk/live/Portal/>

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

[Department of Education website](#)

[Timesheet / Payslip & P60 Armagh](#)

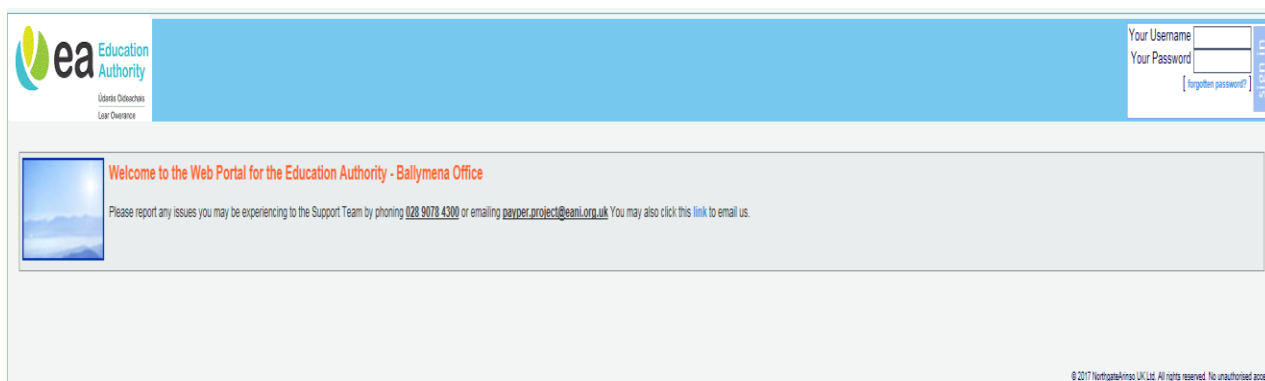
[Timesheet / Payslip & P60 Ballymena](#)

[Timesheet / Payslip & P60 Belfast](#)

[Timesheet / Payslip & P60 Dundonald](#)

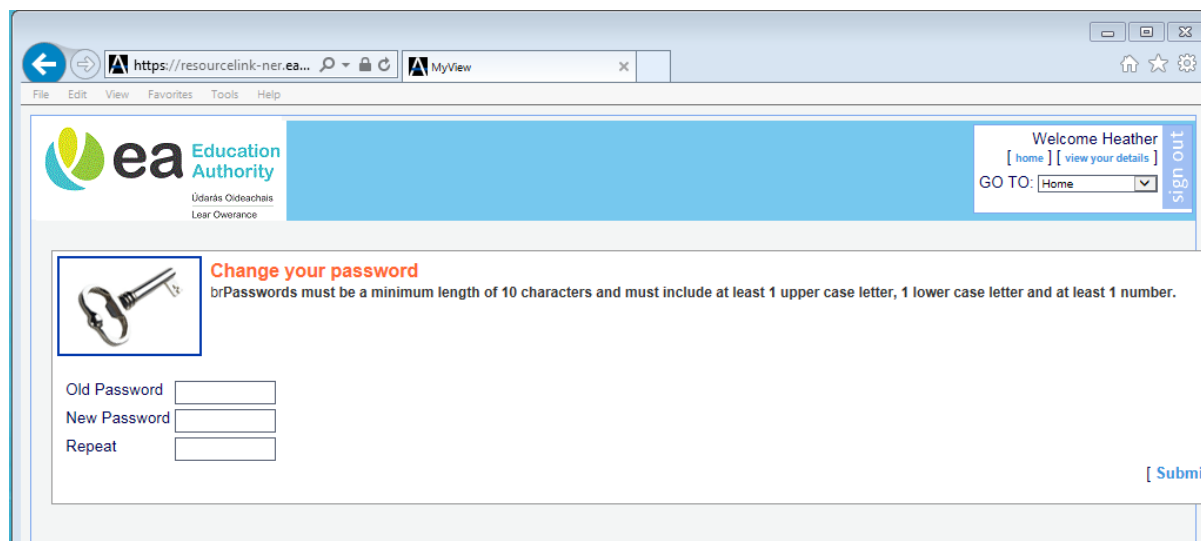
[Timesheet / Payslip & P60 Omagh](#)

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 login page for the Education Authority. At the top left is the 'ea Education Authority' logo with the text 'Údarás Oideachais Lear Owerance' below it. On the top right, there are input fields for 'Your Username' and 'Your Password', a '[forgot password?]' link, and a 'sign in' button. Below the header, a blue banner contains the text 'Welcome to the Web Portal for the Education Authority - Ballymena Office'. Underneath the banner, a message states: 'Please report any issues you may be experiencing to the Support Team by phoning 028 9078 4300 or emailing paper.project@eamail.org.uk. You may also click this [link](#) to email us.' At the bottom right, there is a small copyright notice: '© 2017 NorthgateKinsco 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 the password change page within a web browser. The browser's address bar displays 'https://resourcelink-ner.ea...'. The page header includes the 'ea Education Authority' logo and a 'Welcome Heather' message with links for '[home]' and '[view your details]', a 'GO TO:' dropdown menu set to 'Home', and a 'sign out' button. The main content area features a key icon and the heading 'Change your password'. Below this, a message 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 labeled 'Old Password', 'New Password', and 'Repeat'. A '[Submit]' button is located at the bottom right of the form.

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.



Pay Advice / P60

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



EA Timesheet

Click [here](#) to maintain timesheets

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**.



ea Education Authority
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Lear Oidochas

Welcome Heather
[home] [view your details]
[change password]
GO TO: Home

HOME PAGE – VIEW YOUR DETAILS

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

HOME PAGE – PASSWORD



ea Education Authority
Udents Oidochas
Lear Oidochas

Welcome Heather
[home] [view your details]
[change password]
GO TO: Home

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 2016 

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



Online Employee Payslips / P60's

[Pay Schedule 2016](#)

Payslip Documentation			
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

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.

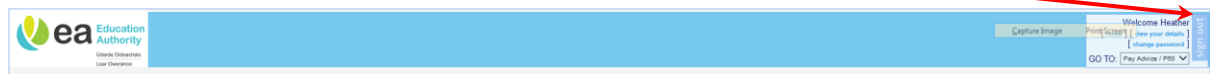
To print your P60 click on **Print** at the bottom of the screen, select the relevant printer from the **Print** window and select **Print**. To return to the **Online Employee Payslips/P60s** menu select **Back**.



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.

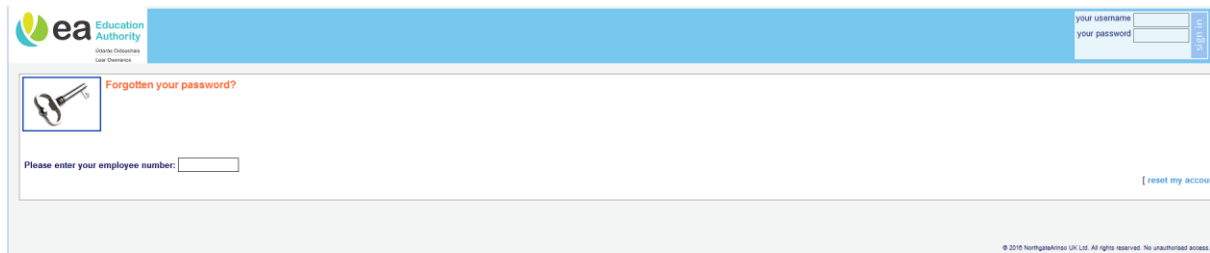


FORGOTTEN PASSWORD

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.



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.**



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.