



ePay User Guide

User Guide



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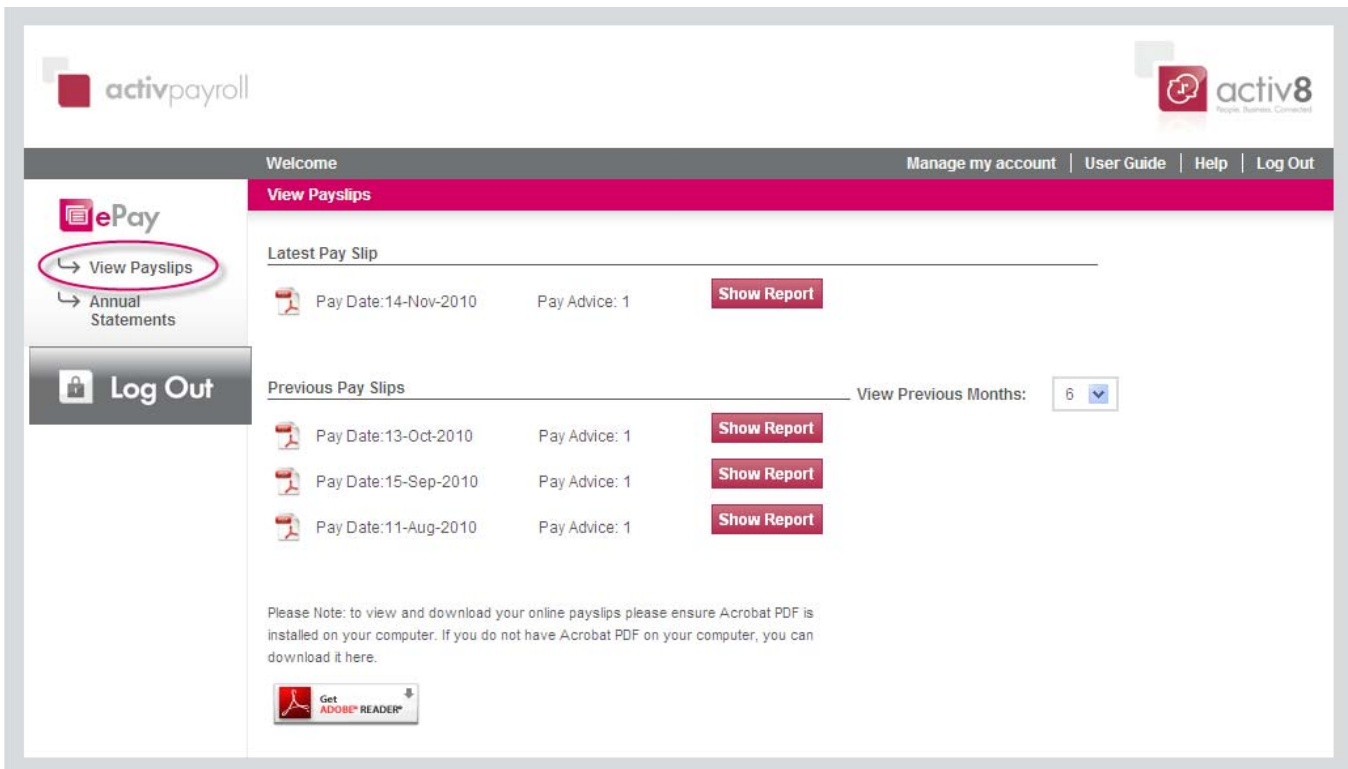
What is ePay?

ePay allows you to securely access your records of payment and remuneration throughout your entire period of employment.

How do I view my payslips?

To view your online payslips select ePay from the Main Menu and click on the 'View Payslips' icon.

A page titled View Payslips will display.



The screenshot displays the 'View Payslips' page within the activpayroll system. The interface includes a top navigation bar with 'Welcome', 'Manage my account', 'User Guide', 'Help', and 'Log Out'. A left-hand menu contains 'View Payslips' (highlighted with a red circle), 'Annual Statements', and 'Log Out'. The main content area is titled 'View Payslips' and is split into two sections: 'Latest Pay Slip' and 'Previous Pay Slips'. The 'Latest Pay Slip' section shows a single entry for 'Pay Date:14-Nov-2010' with 'Pay Advice: 1' and a 'Show Report' button. The 'Previous Pay Slips' section shows three entries: 'Pay Date:13-Oct-2010', 'Pay Date:15-Sep-2010', and 'Pay Date:11-Aug-2010', each with 'Pay Advice: 1' and a 'Show Report' button. A 'View Previous Months:' dropdown menu is set to '6'. A note at the bottom states: 'Please Note: to view and download your online payslips please ensure Acrobat PDF is installed on your computer. If you do not have Acrobat PDF on your computer, you can download it here.' Below the note is a 'Get ADOBE READER' button.

The View Payslips screen is divided into two distinct areas, Latest Payslip and Previous Payslips. The Latest Payslip section displays your most recent payslip whilst the Previous Payslip section displays your historical payslips.

Your historical payslips can be filtered by either 6, 12, 18, 24 or ALL previous month's payslips using the drop down option provided.

To the right of each payslip, a 'Show Report' button is displayed. Clicking this button allows you to Open and Save your online payslip.

How do I view my annual statements?

To view your annual statements select ePay from the Main Menu and click on the 'Annual Statements' icon.

A page titled View Annual Statements will display.

The View Annual Statements screen is divided into two distinct areas, Latest Annual Statement and Previous Annual Statements. The Latest Annual Statement section displays your most recent annual statement whilst the Previous Annual Statements section displays your historical annual statements.

To the right of each statement, a 'Show Report' button is displayed. Clicking this button allows you to Open and Save your online annual statement.

The screenshot shows the 'View Annual Statements' page on the activpayroll website. The page is divided into two main sections: 'Latest Annual Statement' and 'Previous Annual Statements'. Each statement entry includes a PDF icon, the statement date, and a 'Show Report' button. A 'File Download - Security Warning' dialog box is overlaid on the page, asking 'Do you want to open or save this file?' with 'Open', 'Save', and 'Cancel' buttons. The dialog box also displays the file name '0104_00000000_20110607_P60.pdf', type 'Adobe Acrobat Document, 1.15MB', and source 'eservices.activpayroll.com'. A warning message at the bottom of the dialog box states: 'While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?' Below the dialog box, there is a 'Please Note' section and a 'Get ADOBE READER' button.

Note:

ePay displays all payslips and annual statements in PDF format. Please ensure you have Adobe PDF installed on your computer. If you do not have Adobe installed, click the link provided at the base of either the View Payslips or View Annual Statements screens and follow the instructions provided.

ePay stores all historical payslips and annual statements during your employment period. If you cease your employment you will lose access to your online account. Please ensure you retrieve all relevant data prior to your leaving date.

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