

Employee Guidance

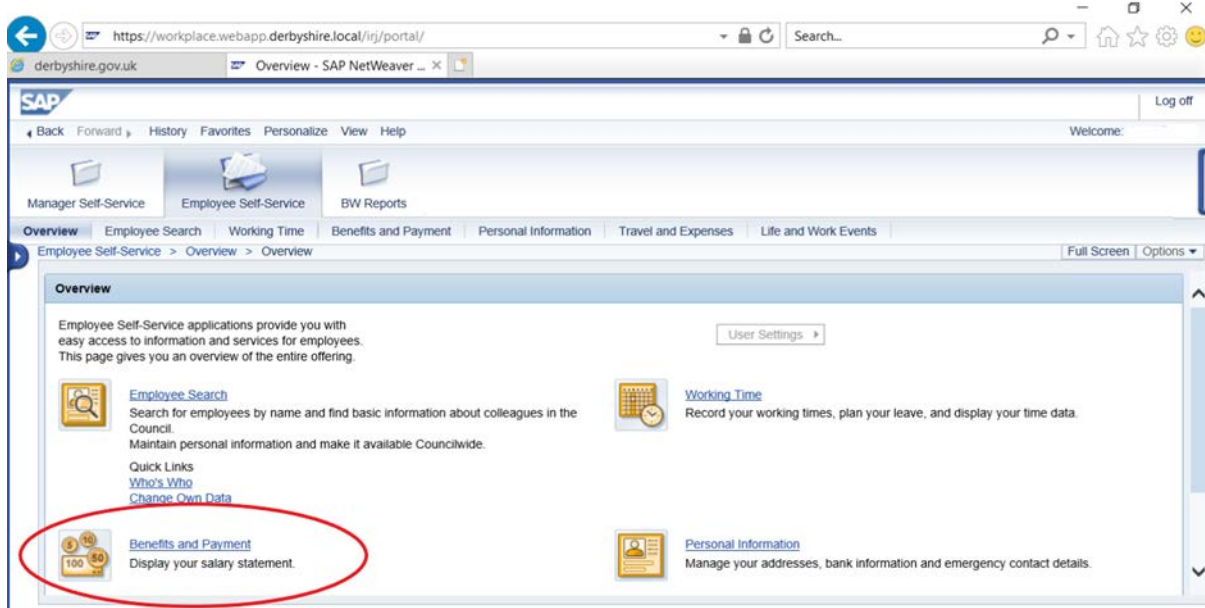
Accessing payslips in Workplace and Sending via secure e-mail

Viewing your electronic payslip

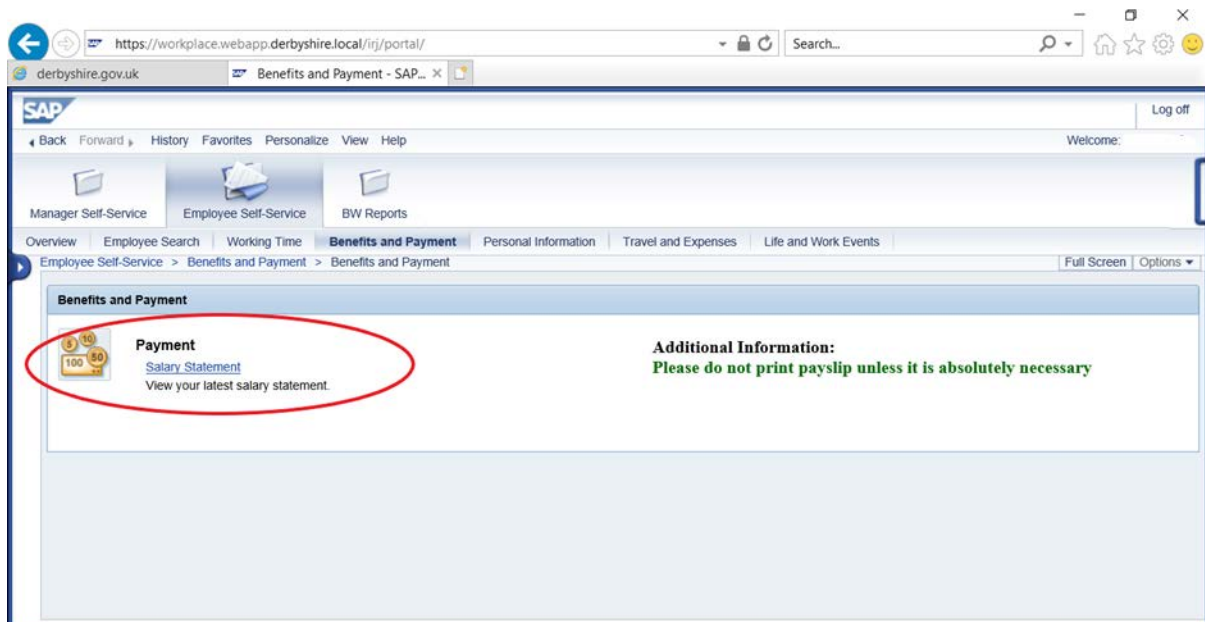
Please ensure you view your electronic payslip every month to ensure your pay is correct. If you think that your pay is incorrect please call the Shared Services Centre on 01629 535119 or 35119 if you are making the call from a VOIP telephone.

To access your payslip you should login to Workplace using your employee number and password as normal.

In Employee Self-Service, click on the link 'Benefits and Payment'



Under Payment, click on the link 'Salary Statement' to go to your latest payslip.



Your latest payslip will show here automatically. You can scroll through any previous month's payslips by clicking on the links for previous/next salary statements. Payslips are available back to April 2010 through Workplace.

There are options to save and print payslips. Please do not print payslips at work unless it is absolutely necessary and there is a specific need to do so. You can always return to workplace to view payslips in the future.

If you wish to have a hard copy of your payslip please follow the step by step instructions below to e-mail a secure copy to your personal e-mail address.

Secure or encrypted E-mail

You can securely send a copy of your payslips to your personal e-mail address using the council's secure or encrypted e-mail functions. You must secure/encrypt the e-mail before sending and double check the intended recipient e-mail address to make sure it is correct. It is your own responsibility to ensure that your personal e-mail account is secure and that payslips saved or printed on personal devices are kept secure.

Secure E-mail method

Sending copy payslips via the secure e-mail method will ensure your payslip will get to your e-mail address securely and you will be able to open your payslip without the need for additional login requirements.

Secure e-mail will only work if your e-mail service provider's system is operating to the relevant transport layer security (TLS) standard. If your e-mail fails you will need to send your payslip via the encrypted e-mail method.

Encrypted E-mail method

Sending copy payslips via the encrypted e-mail method will ensure your payslip is sent to your e-mail address securely.

To open an encrypted e-mail you will be required to login to your e-mail account again, or you may be required to obtain a 'one-time passcode' to open and view your payslip.

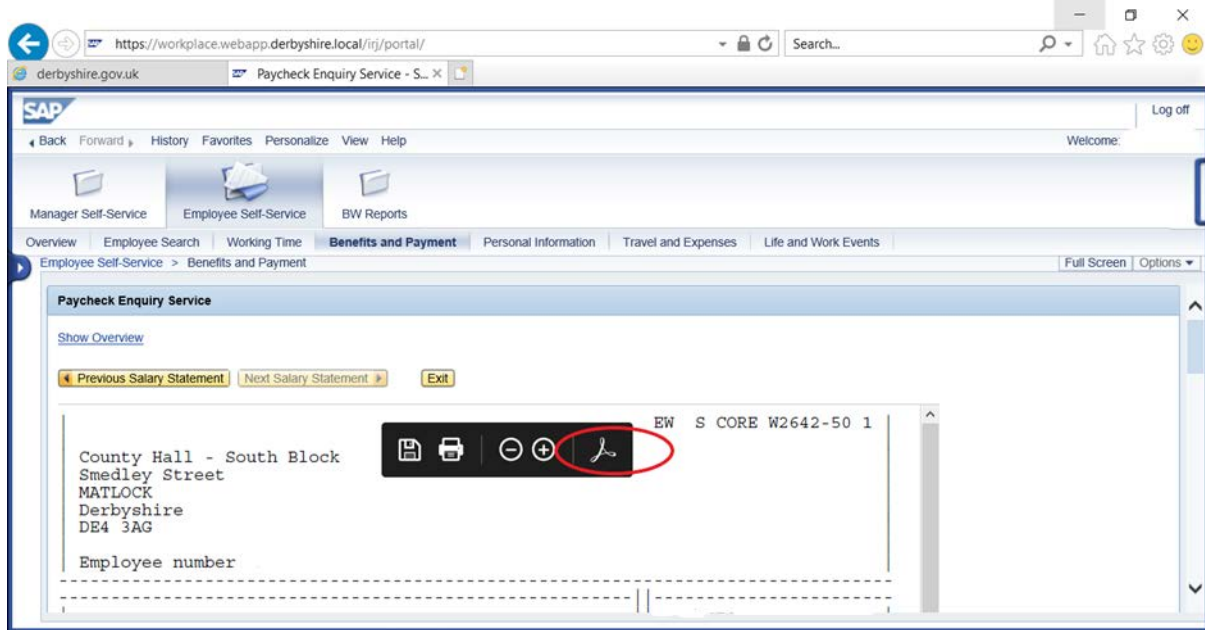
For further detailed guidance on the Council Secure Email Policy follow the link below:

derbyshire.gov.uk/working-for-us/data/document-classification/email-classification

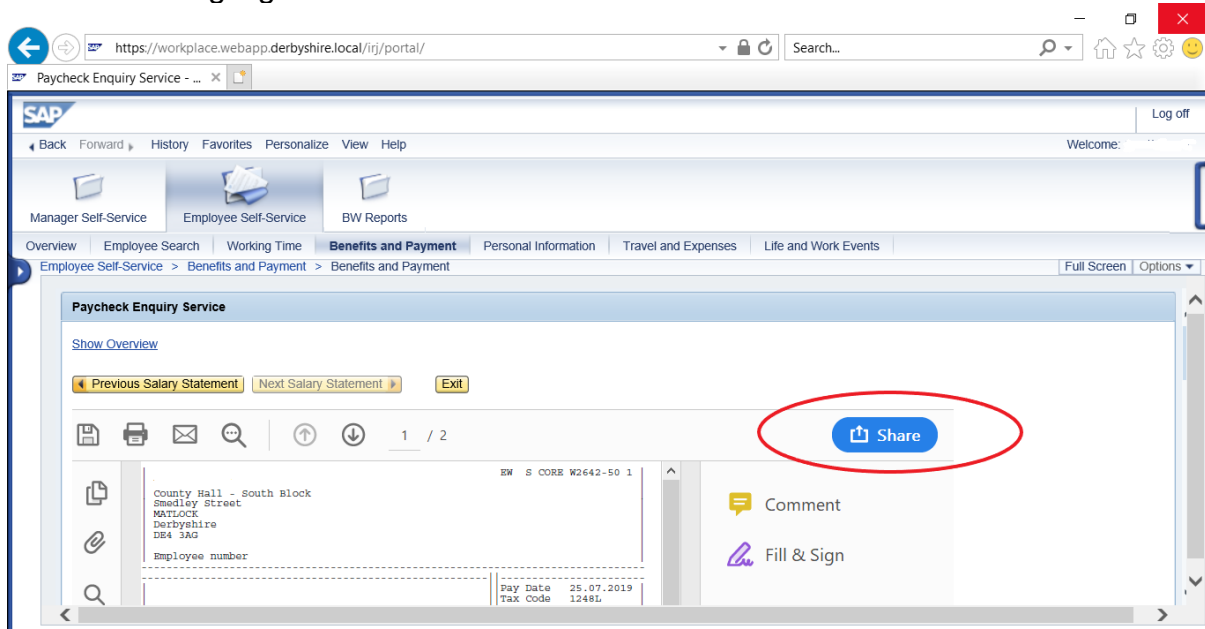
Step by step guide to send via secure and encrypted method

Firstly drag your cursor over the payslip you wish to send, this will bring up the options menu box below (save, print, zoom in and out options and the required ‘Show Adobe Acrobat Reader toolbar’).

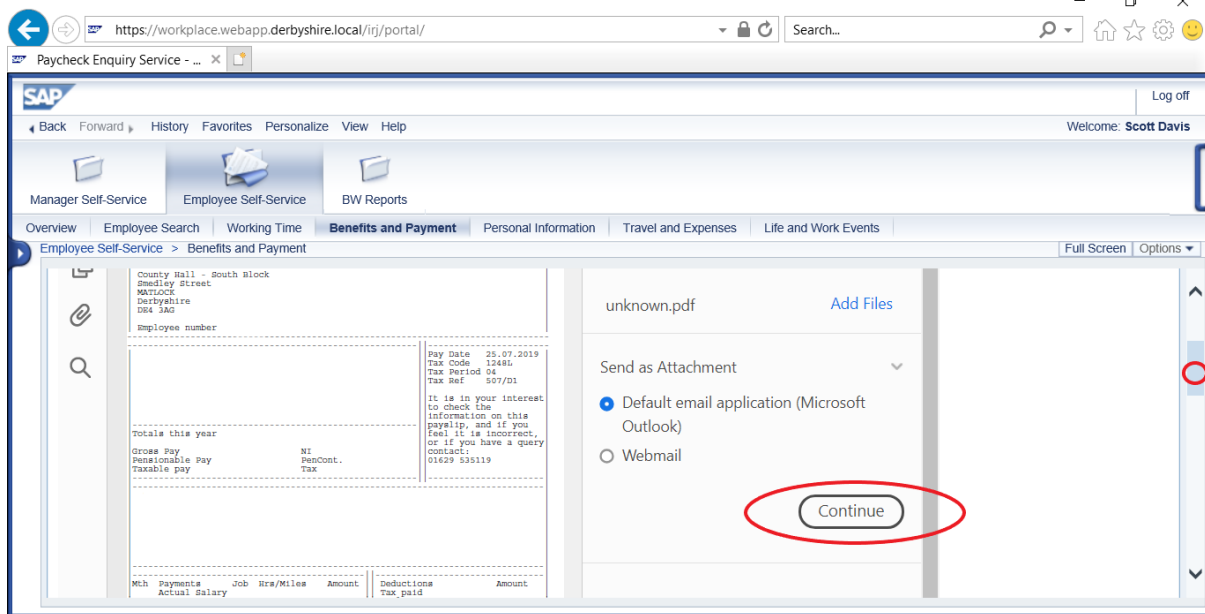
Click on the ‘**Show Adobe Acrobat Reader toolbar**’ as highlighted below



Click on the highlighted ‘**Share**’ button.



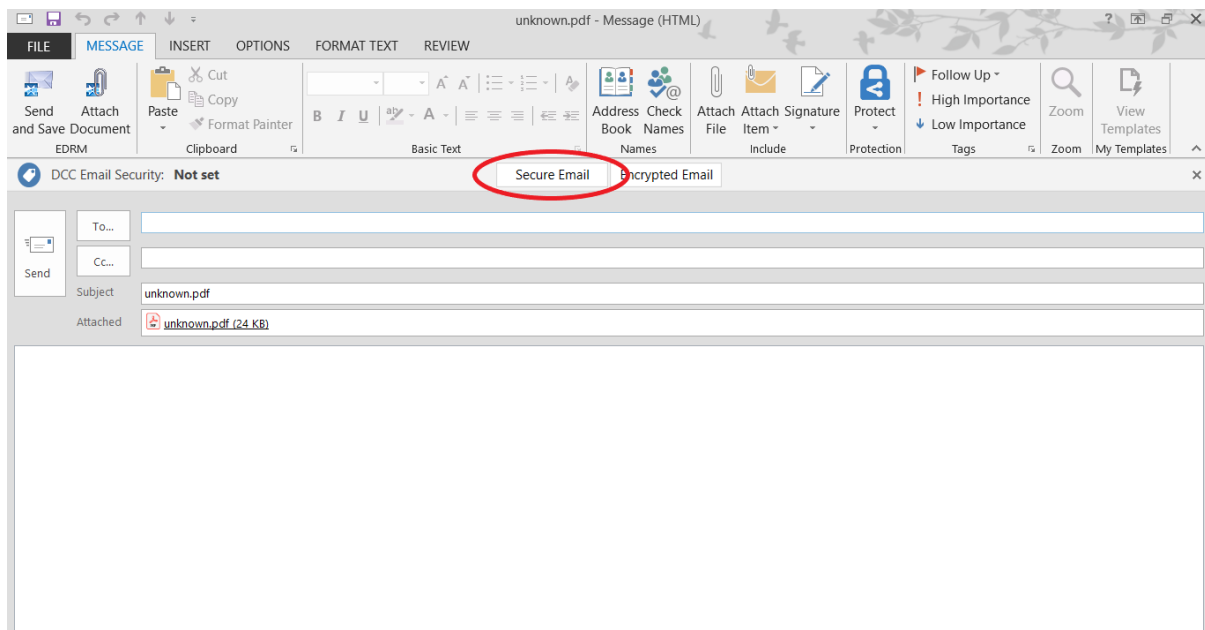
You are then asked how you wish to share the payslip. Select the default email application (**Microsoft Outlook**) button and click **'Continue'** as highlighted below.



You are then asked if you want to send a link or send a copy. Select **'Send Copy'** and the pdf copy of your selected payslip will be added to the new e-mail.

Sending via Secure Email

Click on **'Secure Email'** tab as highlighted below. This will then change the DCC Email Security from 'Not set' to Secure Email.

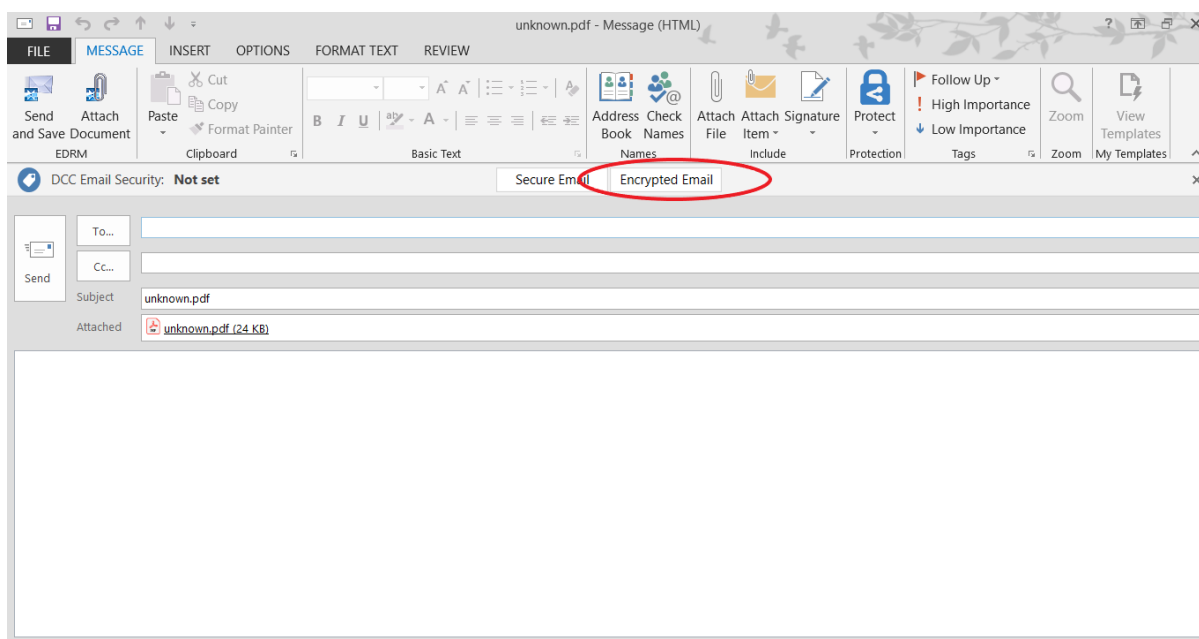


You must then enter your personal recipient e-mail address. **Always double check this before sending.** Once you have completed your e-mail, check all the information is accurate and that the message is showing as a **secure email**, then select **send**.

Your secure e-mail will be accessible from home to print or save, as required.

Sending via Encrypted Email

Click on '**Encrypted Mail**' tab as highlighted below. This will change the DCC Email Security from 'Not set' to '**Encrypted Email**'.



Once you have completed your e-mail, check all the information is accurate and that the message is showing as **encrypted**, then select **send**.

Your encrypted e-mail will be accessible from home to print or save as required.

You will receive an e-mail from Office 365 confirming the e-mail address your copy payslip has been sent from. Click on the 'Read the Message' link to access the e-mail.

You will then need to sign into your personal home e-mail account by entering your e-mail address and password.

Once both sets of information have been correctly entered, your e-mail will open with the attached copy payslip pdf available in the attachments file.