



# Payroll Self-Service Retiree

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## Payroll Self-Service Functionality

Payroll self-service is available to access 24/7. The browsers that we recommend to use are Google Chrome or Microsoft Edge and to access payroll self-service through the website [www.nssso.gov.ie](http://www.nssso.gov.ie)

### 1. Logging into Payroll Self-Service

1. Go to the National Shared Services Office (NSSO) website [www.nssso.gov.ie](http://www.nssso.gov.ie)
2. Select Log into payroll self-service
3. Select the payment group description for you
4. Enter your User Name, that is, your Pension Number - which is called Personnel Number on your payslip - and your Password and click Sign In.
5. If you have forgotten your password, contact [Payrollcontact@nssso.gov.ie](mailto:Payrollcontact@nssso.gov.ie) and in line with data protection requirements to verify your account please provide two of the following pieces of information when doing so: PPS Number, Personnel Number, or Date of Birth.
6. You will be required to change your password every 6 months.

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**2. How to Change My Password** - If you are required to change your password, you will be asked to enter your current password, then enter your new password and confirm it. Your new password must be a minimum of 5 characters, consisting of a combination of numeric and letter values. The password must vary from any password set previously for the account.

### 3. Navigating Payroll Self-Service for My Payslips

1. Once successfully logged in, you are routed to the Employee Dashboard
2. You will see a My Payslips section which will show summary of your six most recent payslips (or five most recent and your forthcoming payslip)



3. If you click on Full Payslip, your detailed payslip will open, showing the amounts of deductions, including cumulative Year to Date figures.
4. You will see Select Language Options, where you can select to have the payslip displayed in Irish or English.
5. To print your payslip - select Download PDF located on the bottom right hand side of the screen shot below.
6. To View Historic Payslips click on View All on the All My Payslips page. This will display previous payslips available on the system.
7. Click on the 'view' icon to the right of the required payslip to open it. Older payslips can be viewed by selecting the right arrow at the bottom of the page.

#### 4. Navigating Payroll Self-Service for P60 Documents

From 1 January 2019, Revenue as part of their PAYE modernisation scheme have replaced the P60 with the Employee Detail Summary.

This will be available to every person on their Revenue Online Account.

The Employee Detail Summary will display payments made to the employee from all employments/relevant pensions in addition to their statutory deductions.

Assistance in viewing your Employee Detail Summary can be received from Revenue by contacting them through your account or by emailing

[roshelp@revenue.ie](mailto:roshelp@revenue.ie)

1. The P60 Documents section is below My Payslips.
2. The more recent P60s can be viewed by clicking on View beside the relevant year. Earlier years can be viewed by clicking View All to the right of P60 documents and then clicking View for the relevant year.
3. To print a P60, click on View to the right of the relevant year and the detailed P60 will be displayed.
4. To print the Standard P60 document click on the Generate P60 and the document will be displayed and may be printed.
5. The language in which the P60 is displayed may be changed by clicking on the globe symbol circled in red in the screen shot below (which is between P60 documents and View All).



6. Top Tip! Your week 52 (end of year payslip) is useful as it will contain cumulative year to date figures for deductions taken from your payroll during the year.

When you have finished using payroll self-service please Log Out by clicking on your initials at the top right-hand corner of your screen and click Log Out.

Please note that change of bank account details cannot be applied through payroll self-service for retirees. A Change of Bank Account form is available on request from [Payrollcontact@nssso.gov.ie](mailto:Payrollcontact@nssso.gov.ie)