

Dear Employee

The way you receive your payslips is changing

As a company we have opted to offer you a new way of delivering your payslip. Payslip information will now be delivered electronically by digital payslips. You will now be able to view you payslip via:

- website
- iPhone / iPad App
- Android App
- Windows phone App

How does this work?

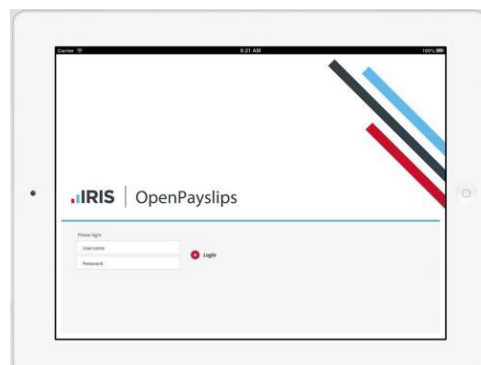
- We will publish your payslips directly to you via the a website portal called Iris Open Payslips
- You will receive an email inviting you to register your account
- You have the option to either access your payslips information via the Iris Open Payslips website:

<https://www.irisopenpayslips.co.uk/Account/LogOn>

Or download an appropriate mobile app from one of the following app stores:

- Apple App Store
- Google Play Store
- Windows Store

You can the access your payslip via your chosen method by entering your username and password



Sample screen login



Mobile login display

Payments		Deductions		Summary this Month	
Qty	Rate	Amount			
		1875.00	AVCC	20.00	
					Gross Taxable 1855.00
					PAYE Tax 370.00
					NIC 147.48
					Total Payments 1875.00
					Total Deductions 517.48
					Net Pay 1357.52

Example Payslip

IRIS Open Payslips frequently asked questions

How do I reset my password?

If you have forgotten your password you need to:

- Visit the IRIS Open Payslips website:
<https://www.irisopenpayslips.co.uk/Account/LogOn>
- Click on the 'Forgot your password?' link
- Enter your username (this will be your email address)
- Click on the 'Reset' button

An email will be sent to your email address to enable you to reset your password

Can I still use my payslip for financial evidence for things such as mortgage applications?

Yes. You can print your payslips directly from the IRIS Open Payslips website. The printed versions of your payslips are valid for mortgage applications.

What else is stored there ?

In future your end of year P60 will also be stored in the portal.

Is the solution secure?

Yes. All files are encrypted in transit using SSL and AES.

All user passwords are 'Hashed and Salted'. Hashing means that IRIS Open Payslips only stores encrypted passwords and therefore it is not possible for anyone to view an actual password in the database. Salting means that even in the instance of a 'rainbow attack' is not possible to crack the encrypted password even if someone were to gain access to our user access database which is protected by Microsoft's Windows Azure built in security.

Only the actual user of an account sets their password; not even the system administrator can set, view or change an individual user's password. The only way a password can be reset is via a uniquely generated password reset link that is emailed to the user.

How long are my payslips stored for?

Your payslips will be stored on the IRIS Open Payslips portal until you leave the company.

Will all my payslip history be visible?

Yes. You will be able to access all payslips published via the IRIS Open Payslips solution.

Do I have to use Open Payslips?

As a company we can provide both paper and electronic payslips, the choice is yours. If you do NOT wish to receive electronic payslips please contact your employer. There maybe a deduction from your wages for an admin charge to produce paper payslips. Please talk to your employer.

Benefits to you:

- 24/7 access to current and historic pay details and payslips
- Increased speed of delivery of pay information
- You can print and reprint your payslips whenever you need them
- A greener way to receive