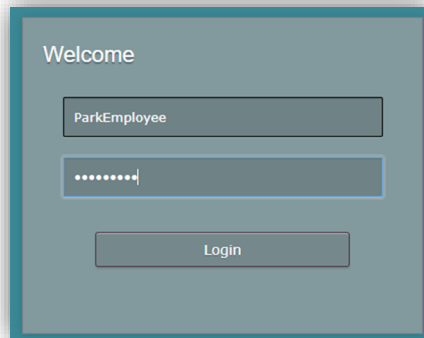


# Accessing your Payslip - step by step

Use **ParkEmployee** as the username, enter **3MPLOYEEE!**

*(please note that this step must be completed each time to log on to your payslip)*

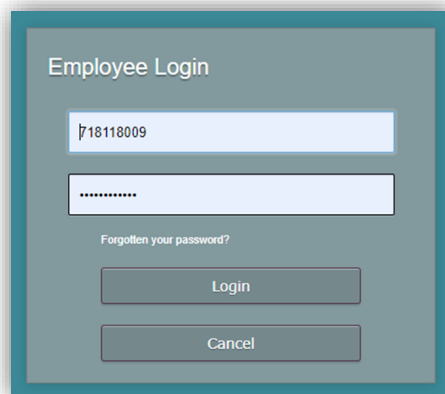


A screenshot of a login page titled "Welcome". It features a text input field containing "ParkEmployee", a password input field with masked characters ".....", and a "Login" button below them.

Once it refreshes and is on the “**Employee Login**” page you can enter your own employee number (include 718 or 719 at the beginning) and the password that you created.


*If this is the first time you are accessing it, your password is your NI Number for example AA123456A, you will then be prompted to create your own password.*

**If you joined the business on or after the 1st of June 2022 you will be able to use your payroll number, without the Group Number in front. Therefore your Username will simply be 12345 instead of 71812345 or 71912345.**



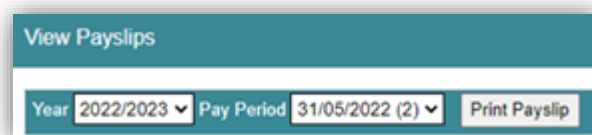
A screenshot of the "Employee Login" page. It has a title "Employee Login" and two input fields: the first contains "718118009" and the second is masked with ".....". Below the fields is a link "Forgotten your password?", a "Login" button, and a "Cancel" button.

Click **view payroll details** and then select **Payslips**



A diagram showing the navigation process. On the left is a sidebar menu with options: "CHANGE PASSWORD", "VIEW PAYROLL DETAILS", "LOG OUT", and "Civica Payroll Bureau Portal v6.3.8132.20777". A yellow highlight is on "View Payslips" with a dropdown menu showing "Year 2022/2023". A blue arrow points to the right, where a "VIEW PAYROLL DETAILS" panel is shown with "Payslips" and "P60's" listed.

Use the **Pay Period** drop down menu to select the payslip you want to

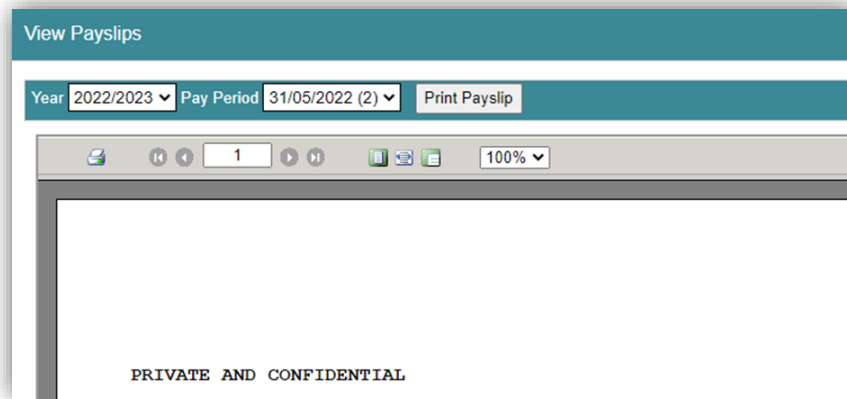


A screenshot of the "View Payslips" interface. It includes a "Year" dropdown menu set to "2022/2023", a "Pay Period" dropdown menu set to "31/05/2022 (2)", and a "Print Payslip" button.

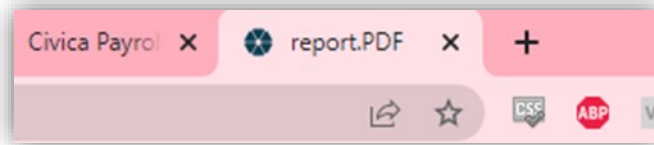
**On the next page you can learn how to print the payslip directly from the portal.**

# Printing your Payslip

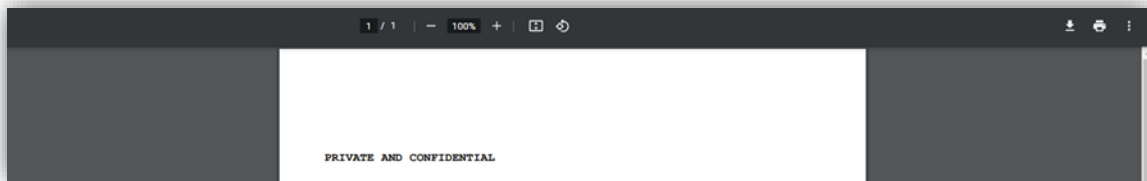
Use the pay period drop down to chose the payslip, wait for the page to load as this can take a little time. Click the small printer icon in the top left hand corner which I have circled below.



A new tab will open on your browser like the below.



In this tab click the printer icon in the top right hand corner of the screen



The printer options will appear on the right hand side and you can print these.

