

RESOURCELINK
(MY VIEW)

ONLINE PAY ADVICES & P60'S

USER GUIDE

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Amended by: ICT Management Services (HMCG)
Date: 1 November 2016

Accessing Online Payslip/P60 from outside Work (eg Home)

Use the URL below

<https://resourcelink-ner.eani.org.uk/live/Portal/> then continue from Point 3 below.

Accessing Online Payslip/P60 from Work Intranet

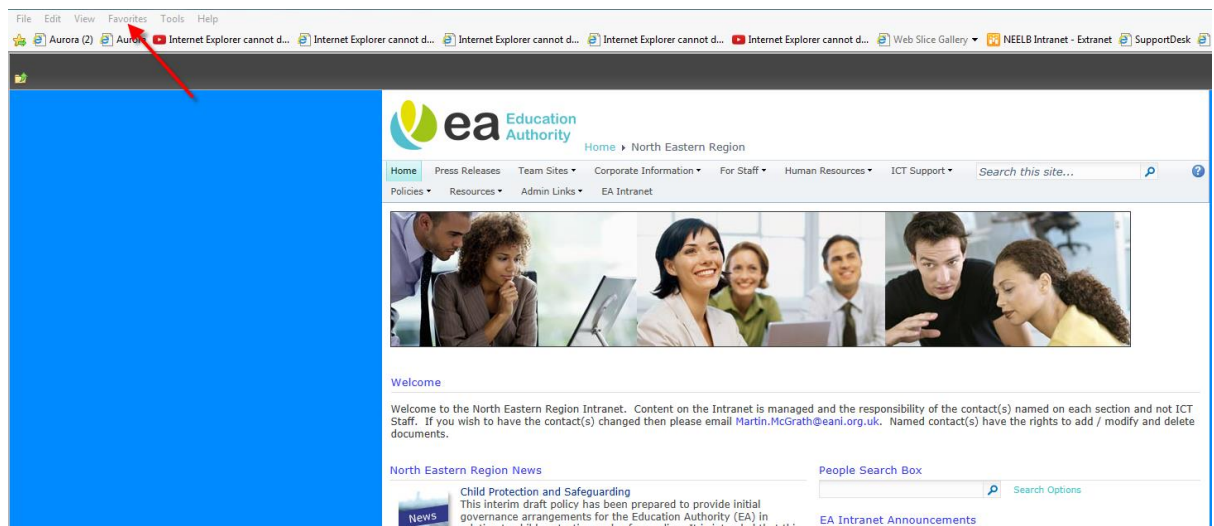
Under Useful Links – eTimesheets/ePayslips/eP60s then continue from Point 3 below.

Accessing Online Payslip/P60 from Work PC

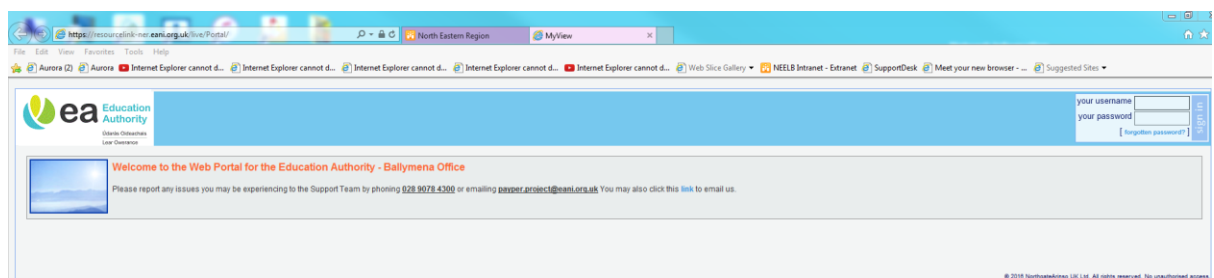
1. Double Click on Internet Explorer icon



2. Click on Favourites. From Favourites list click on “Resourcelink My View”



The following screen will appear.



3. Enter your 7 digit employee number (include any leading zero) in the **your username** box and click on the **your password** box.
4. Enter the password you should have received in an email into the **your password** field and either click on **sign in** or press **Return**.
5. The first time you logon you will be prompted to change your password. Input the details as directed. At Old Password enter the password originally emailed to you. At New Password enter something memorable to you. The format must be minimum length 8 Characters and include at least 1 upper case letter, 1 lowercase letter and at least 1 number. Repeat your new password. Click on [Submit](#)

If your password has been successfully changed a confirmation message will be displayed.

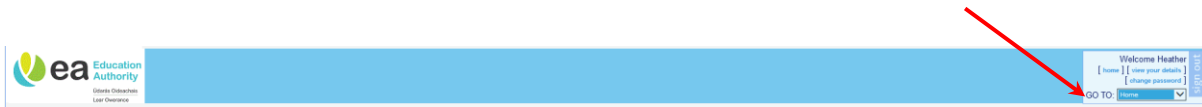
Click on **continue** to proceed to the **Home page**.

HOME PAGE

On the Home page you will have two options either to view your Online Pay Advice/P60 or to complete timesheets.



If you do not complete timesheets and you click on the option to maintain timesheets a blank page will be displayed. To return to the **Home page** click on the arrow in the **GO TO** field and select **Home** or alternatively you can click on **home**.

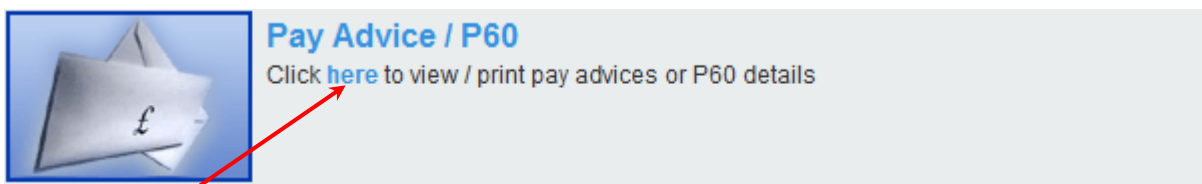


HOME PAGE – PASSWORD

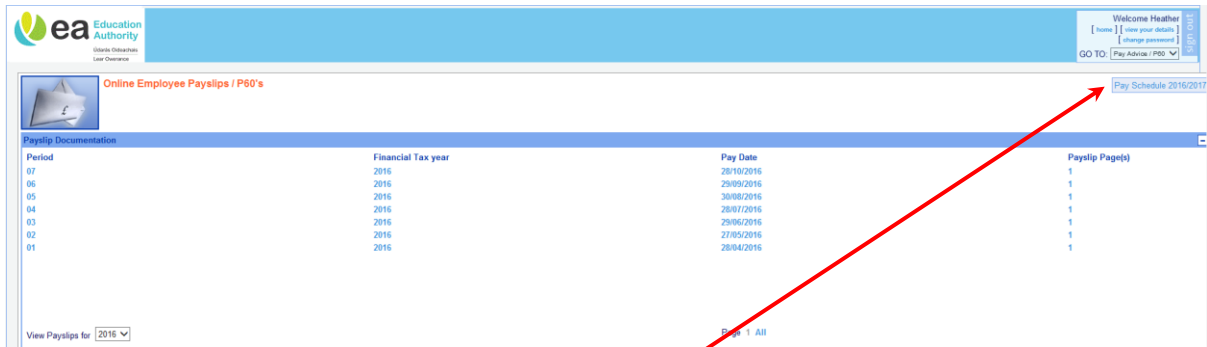


You can also change your password by clicking on **change password** and the change password screen will be displayed as described earlier.

ONLINE PAY ADVICE

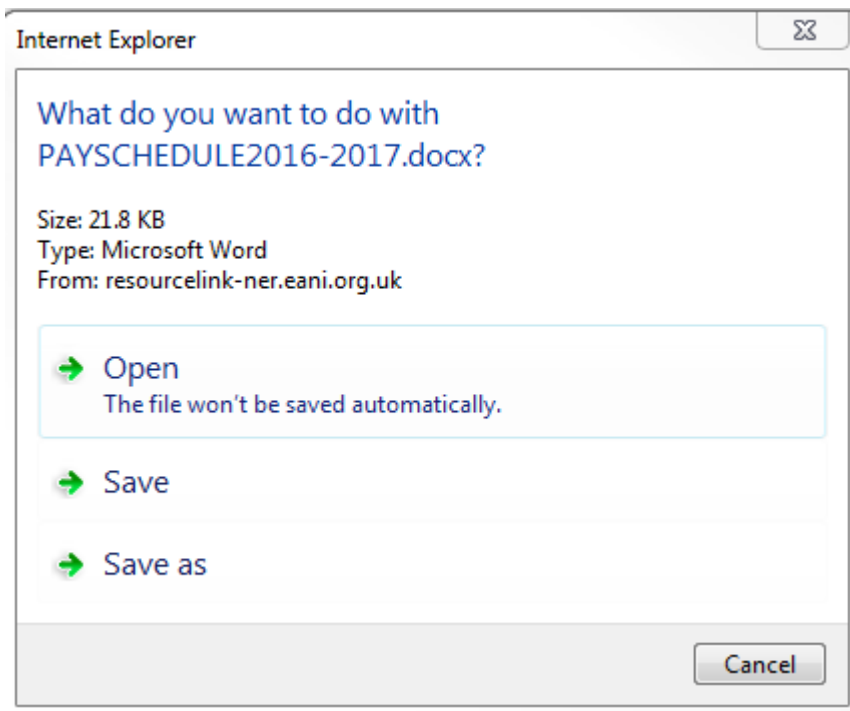


Click **here** on the **Pay Advice/P60** option to proceed to the **Online Employee Payslips/P60's** menu which will be displayed as below.



On entry to the pay advice menu you can view your pay dates by clicking on “Pay Schedule 2016/2017” at the top right of the page.

Once the appropriate link is selected a file download window will be displayed.



To view your pay dates select **Open** and a word document will open containing the relevant information.

To download a copy of your pay dates select **Save** and the following will appear



Open will open your downloaded document. Selecting **Save As** will allow you to select where you wish to save the document, pick a location and then select **Save**.

On entry to the **Online Employee Payslips/P60's** menu the current year's pay advices will be available for selection.

If you wish to see previous year's advices click on the **down arrow** in the **View Payslips for** field and select the desired year from the drop down list.

View Payslips for 2016

To view your pay advice click on the relevant **Pay Date** and your advice will be displayed, an example is shown below.

Online Employee Payslips / P60's
Pay Schedule 2016

Period	Financial Tax year	Pay Date	Payslip Page(s)
07	2016	20/10/2016	1
06	2016	29/09/2016	1
05	2016	30/08/2016	1
04	2016	29/07/2016	1
03	2016	29/06/2016	1
02	2016	27/05/2016	1
01	2016	28/04/2016	1

DATE 21/10/2013	PAYROLL REF 7777777	NAME MR P JONES	WEEK/MONTH NO. 07
EMPLOYER NEELB - MONTHLY 1		DEPARTMENT MONTHLY1	
PAY METHOD BACS	TAX CODE BR M1	NI NUMBER 7777777	NI CODE A
		M1 CS1009	NEELB 916/N52

PAYMENTS				DEDUCTIONS	
BASIC HRS	7.50	9.1421	68.57	Tax Paid	16.00
HOLS S/A	1.25	9.1421	11.43	NI Contracted I	0.00
TOTAL PAYMENTS			80.00	TOTAL DEDUCTIONS	
				16.00	

BANK	SORT CODE	ACCOUNT No.
BUILDING SOCIETY ROLL No.		

CUMULATIVES	
Total Gross	80.00
Taxable Gross	80.00
Tax Paid	16.00
Employees NI	0.00
Employers NI	0.00
NET PAYMENT	64.00

MESSAGE
The 2013/2014 bandings for NILGOSC and NITPS pension schemes have been implemented as from 1 April 2013. Further details can be found on the following websites www.neelb.org or www.nilgosc


Reduction of pay and/or refunds of deductions indicated by a minus sign - Non taxable payments indicated by *

PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF SELF ASSESSMENT.

To print your pay advice click on **Print** at the bottom of the screen, select the relevant printer from the **Print** window and select **Print**. To return to the **Online Employee Payslips/P60's** menu select **Back**.



ONLINE P60



Pay Advice / P60
Click [here](#) to view / print pay advices or P60 details

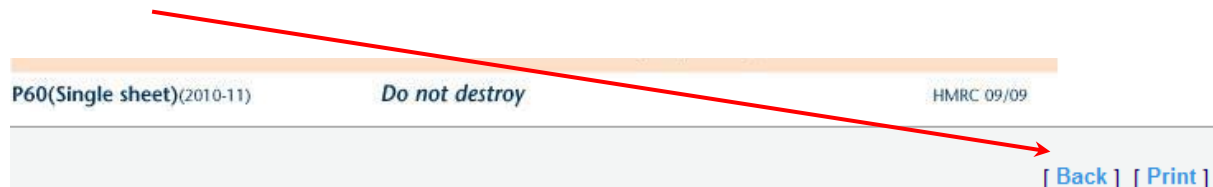
Click **here** on the **Pay Advice/P60** option to proceed to the **Online Employee Payslips/P60's** menu. Below the **Payslip Documentation** window an **Annual Documentation** window will be displayed as below.

Financial Year	P60
2015	[View]
2014	[View]
2013	[View]
2012	[View]
2011	[View]
2010	[View]

This windows displays the P60's that are available to view and then if required print. P60's will be available from 2010 to present.

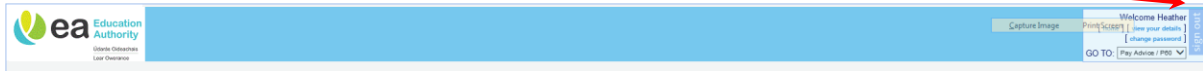
To view a P60 select [\[View\]](#) beside the relevant year and the P60 will be displayed.

To print your P60 click on **Print** at the bottom of the screen, select the relevant printer from the **Print** window and select **Print**. To return to the **Online Employee Payslips/P60's** menu select **Back**.



LOGGING OFF

Click on **Sign Out** at the top of the screen.

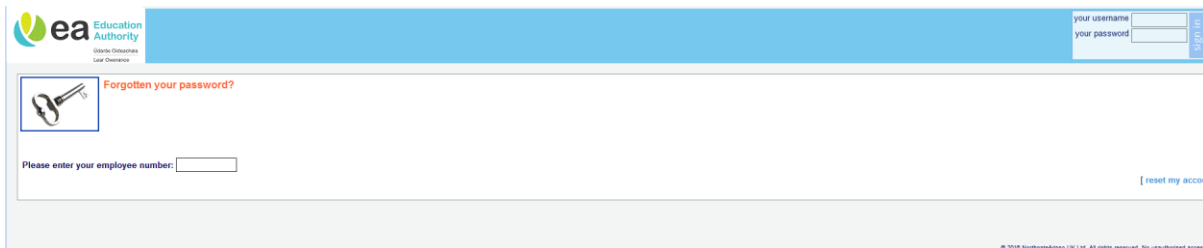


FORGOTTEN PASSWORD

If you forget your password you can use the **forgotten password** feature. This is available under the username and password field on the login page.



Enter your staff number (including any leading zero) and select the **reset my account** button. You will then receive an email detailing your new password.



LOCKED/SUSPENDED ACCOUNT

If your account has been locked or suspended you will receive an email alerting you to this. To unsuspend your account select **forgotten password** on the logon screen. To unlock your account contact the Support Team, Tel No: 90784300. When your account has been unlocked select **forgotten password** on the logon screen.