

Paycheck Plus™		<i>Engage Employee Payslip How to Guide</i>	
<i>Doc: No. QF 01N(ii)</i>	<i>Issue Date: 03/07/2023</i>	<i>Revision No: 04</i>	<i>Page 1 of 8</i>



How to Guide
for
Employee Payslips

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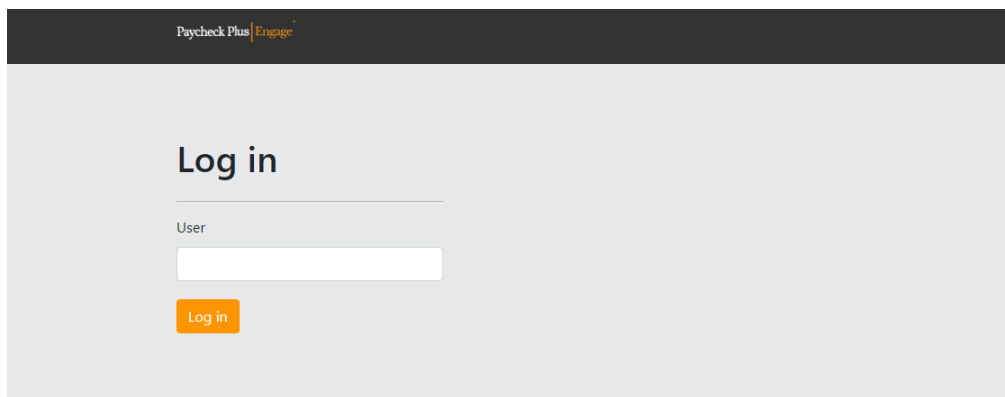
Accessing your payslips

As an employee you can view your payslips via Paycheck Plus Engage using the following URL: engagepayslips.paycheckplus.ie

Using the Engage portal for the first time

You will receive an email from engage@paycheckplus.ie with the subject of “Paycheck Plus Engage Employee Portal” inviting you to sign into the portal.

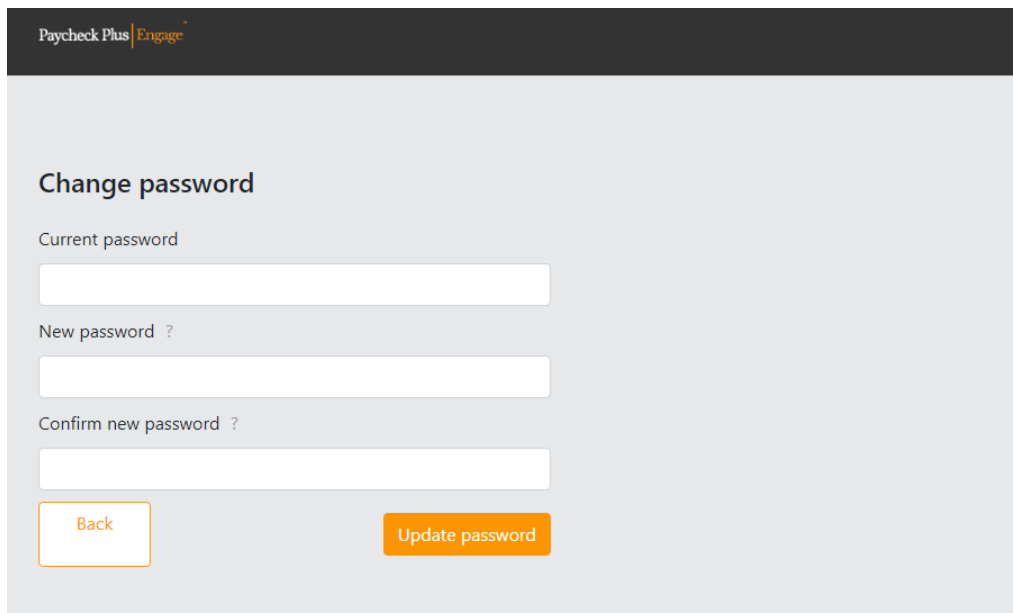
The email will include a temporary password and a link to the portal. The temporary password expires after 72 hours. On clicking the link, you will be taken to the following landing page:



The screenshot shows the login page for Paycheck Plus Engage. At the top left, the logo "Paycheck Plus Engage" is displayed. The main heading is "Log in". Below the heading, there is a label "User" followed by a white input field. Below the input field is an orange button labeled "Log in".

Enter your email address and click Log in. On the next screen you will be prompted to enter the temporary password from the email.

Users will be required to change the temporary password at first login on the below screen.



The screenshot shows the "Change password" page for Paycheck Plus Engage. At the top left, the logo "Paycheck Plus Engage" is displayed. The main heading is "Change password". Below the heading, there are three labels with corresponding input fields: "Current password", "New password ?", and "Confirm new password ?". At the bottom left, there is a white button labeled "Back". At the bottom right, there is an orange button labeled "Update password".

New Passwords will need to be a minimum of 8 characters, and mix of alpha and numeric characters.

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Using Internet Explorer may restrict your user experience and may cause difficulty in using the application. We recommend using a web browser other than Internet Explorer e.g. Google Chrome, Microsoft Edge, Mozilla Firefox.

On the initial log in you will be presented with the Settings page. Within this page you will need to set your Time Zone and Date Format. Once the time zone and date format are set, the 'Save' button in the bottom right will become available for you to save your settings.

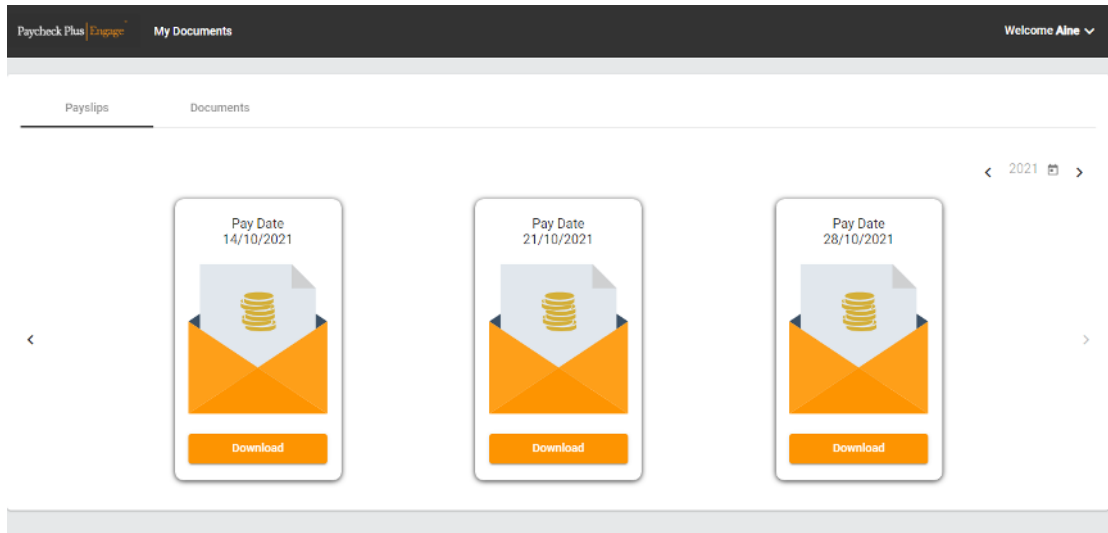
Turning on email notifications

Once logged in, you can turn on email notifications within the setting to ensure that you get an email each pay period when your payslip becomes available. This can be done by clicking the toggle under 'Notification Settings'. When the toggle appears orange, this indicates that email notifications are turned on.

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Viewing your payslips

Once logged in, you can click on 'My Documents' to bring you to the home screen. On the "Payslips" tab you will see an icon for each available payslip.



The screen will display the three most recent payslips. Use the arrow icons on the right-hand side of the screen you can toggle back to previous period.

Hover over the icon corresponding to the payslip that you wish to view, and you have the option to preview the payslip:



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payslips and any other payroll documentation, as may be required for future reference, before the 60-day period has elapsed.

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FAQs and Troubleshooting

Q: I did not receive an email with my username and temporary password inviting me to log in to Engage for the first time.

A: Please check your Junk / Spam email folders. If the email is not there, please contact engage@paycheckplus.ie.

Q: I receive an error message and cannot access the Engage portal using the link and temporary password provided.

A: Log on for the first time from a desktop rather than a mobile device to enable an accurate copy & paste of the temporary password. Also be aware that using Internet Explorer may restrict your user experience and may cause difficulty in using the application. We recommend using a web browser other than Internet Explorer e.g. Google Chrome, Microsoft Edge, Mozilla Firefox

Q: I've forgotten my password

A: Click the Forgot Your Password link

Enter your email address, check the security checkbox to confirm this is a valid request, and click “Submit”

An email will be sent to your email address containing a link for you to reset your password.

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