

EMPLOYEE FREQUENTLY
ASKED QUESTIONS

Your payslips.
Your portal.

*Online Payslips gives you access
to all your payslips in one place.*

Currently only available in the UK.



Online Payslips gives you access to all your payslips in one place, so you can grab your information fast and from anywhere, at any time. Get started today with this handy FAQ—answering important questions including how to get started, accessing your portal, what happens to paper payslips, and more.

What is different about my payslip?

Your payslips are now available online through a secure portal, protected with your own individual account details, and password. Payslips from the current tax year, as well as one year of historic payslips and P60s, will be readily available for you to access any time, anywhere, from any device.

How do I access my payslips and P60s?

First, we need to get you set up. You'll receive a link via the email address that we have in our systems for you. If you already have a Sage ID you can [log in](#) right away, if not, you will create an account and choose your own unique password. Once that's done, all you need to do is log in to <https://sage.hr/signin> from any computer, phone, or tablet.

How do I get my username and password?

Your username will be your email address that you set up your account with and your password will be the one you choose when setting up the account.

What do I do if I forget my password?

Go to <https://sage.hr/signin>, click the "Forgotten password?" button and follow the instructions. Your password is fully managed by yourself and not available to anyone else.

Will I stop receiving printed payslips/emailed payslips?

Your employer will let you know if your printed payslips will stop once you start receiving online payslips, and you can always print out any documents you need direct from your portal. All of the payslips you've had previously will automatically be uploaded so they're all stored in one place—no more digging through drawers to find an old payslip.

If I need copies of my payslips, how do I get them?

You are able to print out your payslips from the employee portal. Once you're up and running you've got access to all of your historic payslips should you need them.

Will my payslips look any different?

The layout may be slightly different, however all the same important information will be included on your payslip.

When will my payslip be available?

Your payslip will be available as soon as we publish it, in line with your regular pay cycle. You have faster, easier access to your current and historic payslips all in one place! That means that if you're on holiday or away from work, you'll still be able to access your payslip straight away, and not have to wait until you're back in the office.

Is the portal secure?

Yes—the employee portal has secure access for employees and is also protected by your username and password.



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