

New MyPay

Product overview

(for employees)



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Pre Tax Payments	Pre Tax Deductions	Student/ Postgrad Loans	PAYE	Ee NI	Er NI/ Class 1A NI	Ee Pension	Er Pension	ShPP/ SPBP
4,980.25	0.00	0.00	922.87	392.74	582.67	146.24	134.41	0.00
2,494.83	0.00	0.00	278.40	173.62	239.68	78.47	56.84	0.00
2,599.08	0.00	0.00	299.40	186.13	254.07	82.64	70.77	0.00
2,219.33	0.00	0.00	223.40	140.56	201.66	67.45	51.58	0.00
2,281.17	0.00	0.00	235.80	147.98	210.20	69.93	53.44	0.00
7,266.67	0.00	0.00	1,837.27	438.47	898.20	146.24	185.00	0.00
2,414.67	0.00	0.00	262.40	164.00	228.62	75.27	65.24	0.00
3,591.83	0.00	0.00	497.80	305.26	391.07	122.35	83.75	0.00
2,405.08	0.00	0.00	260.60	162.85	227.30	74.88	57.15	0.00
1,365.08	0.00	0.00	52.60	38.05	83.78	33.28	40.95	0.00
1,182.83	0.00	0.00	16.00	16.18	58.63	25.99	35.48	0.00
2,041.00	0.00	0.00	187.80	119.16	177.05	60.32	61.23	0.00
1,749.67	0.00	0.00	129.40	84.20	136.85	48.67	52.49	0.00
1,474.00	0.00	0.00	74.40	51.12	98.81	37.64	44.22	0.00
1,744.92	0.00	0.00	128.40	83.63	136.19	48.48	52.35	0.00
1,877.42	0.00	0.00	155.00	99.53	154.48	53.78	56.32	0.00
41,687.83	0.00	0.00	5,561.54	2,603.48	4,079.26	1,171.83	1,101.22	0.00
		0.00			0.00			0.00



Gary Smith

1 Hinckley Blvd
Derby
DE19 0GG

99999 Gary Smith		CIPHR Payroll	
Department:	DEPT01	Pay Date:	31/05/2023
NI No / NI Letter:	OH010443D	Month No:	02
Tax Code:	0T	Pay Method:	BACS
PAYE Reference:	073/S9999	Contracted Hours:	37.00

PAYMENTS & DEDUCTIONS	UNIT	RATE	AMOUNTS
Basic Pay			2,899.08
		Taxable Pay	2,899.08
Income tax			-579.80
NI Contribution			-222.13
NEST EE Pension			-94.64
		Net Payment	2,002.51

User setup
& *log-in*

01



User setup & *log-in*

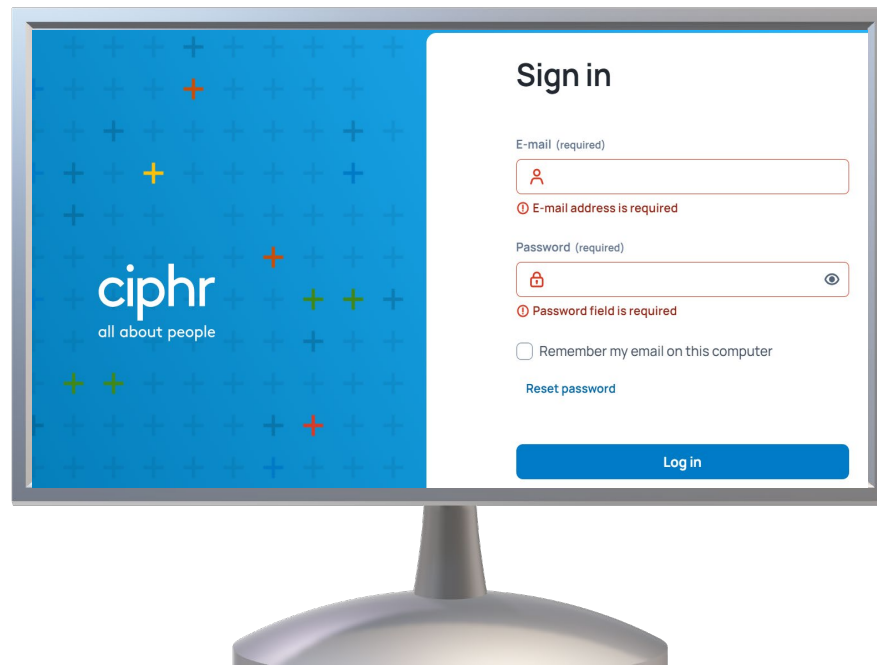


It is essential your organisation performs a data cleanse to verify each user's email address

1. Click on the URL provided by your organisation.
2. You do not have an existing password in SSO; therefore, you will need to reset your password to access the new MyPay product.

Note: Should you have any issues logging in then check the email address you are using for MyPay is set-up correctly on your payroll system.

3. Click on **Reset password**



Sign in

E-mail (required)

ⓘ E-mail address is required

Password (required)

ⓘ Password field is required

Remember my email on this computer

[Reset password](#)

[Log in](#)

or log in with:

User setup & *log-in*



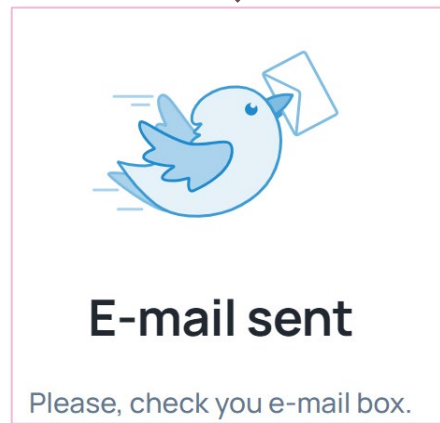
4. Enter your SSO email address

Reset password

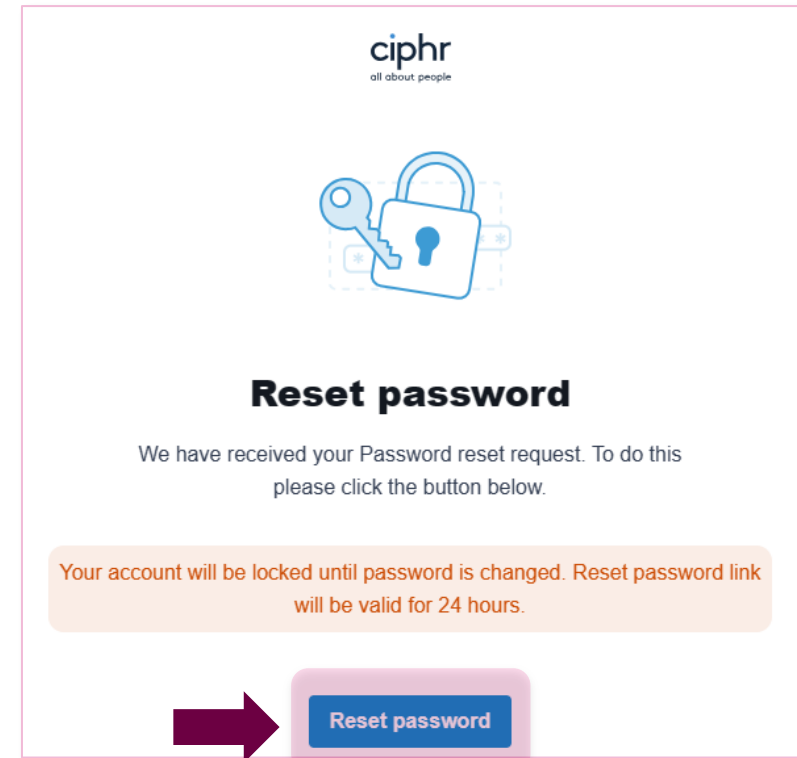
Please provide your email to receive password reset instructions.

E-mail address (required)

Send



5. You will receive an email containing a **Reset password** link. Click on this to create your new password.



User setup & *log-in*



6. Enter your password which should consist of at least 12 characters, at least one uppercase letter, at least one special character, at least one lowercase letter, and at least one digit.

The screenshot shows a form titled "Set a new password". Below the title is the instruction "Enter your new password here.". There are two input fields: "Password (required)" and "Repeat password (required)". Both fields have a lock icon on the left and an eye icon on the right. The password fields contain a series of dots representing masked characters. At the bottom of the form is a blue button labeled "Set password".

7. Next, click on set password, a pop-up message will display confirming password has been successfully reset.

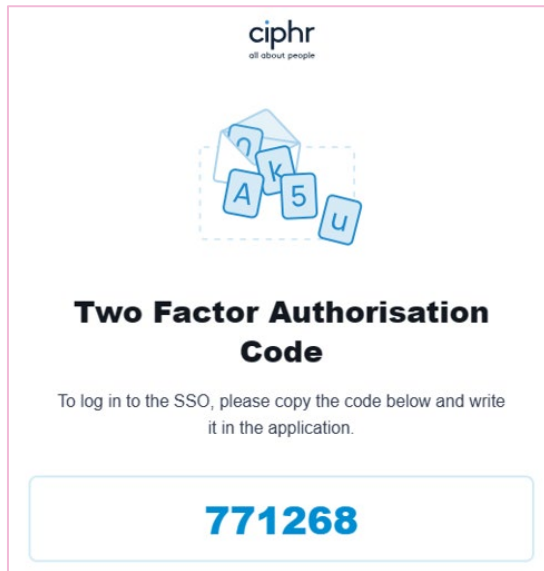
8. Login using your new password where you will be directed to a 2FA (Two-Factor Authentication) screen. Check your **email inbox**.

The screenshot shows a "Two Factor Authentication" screen. The title is "Two Factor Authentication". Below the title is the instruction "Please enter your two factor code from email". There is a text input field labeled "Code (required)" which is highlighted with a pink box. Below the input field is a checkbox labeled "Remember this browser". There are two links: "Didn't receive the code?" and "Send again". At the bottom of the form is a blue button labeled "Log in". Below the "Log in" button is a horizontal line and the text "Sign in with". At the bottom of the screen is a button labeled "Recovery Code" with a small icon of a code.

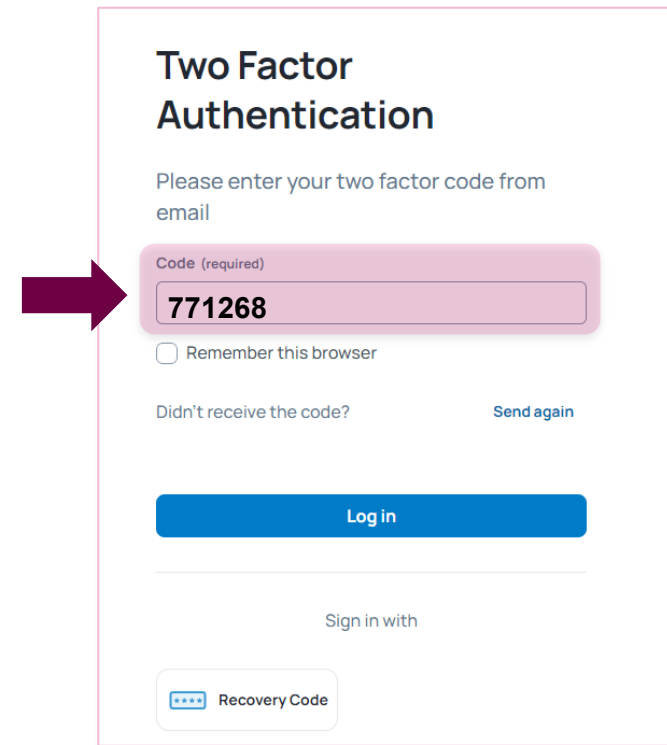
User setup & *log-in*



9. You should have received an email containing your 2FA code.



10. Go back to your 2FA screen in MyPay and enter this code.



User setup & log-in



11. If enabled by your organisation, you can also use the “Generate Two Factor Recovery Codes” feature which replaces requesting a code via email as part of 2FA.

The screenshot shows a user profile page with a blue sidebar on the left containing three plus signs. The main content area has three sections: 'Login' with a right arrow icon, 'Last login date 11/Apr/2024'; 'Password' with a lock icon, a 'Change Password' button, and 'Last changed 20/Mar/2024'; and '# Two Factor Authentication' with an 'Add TFA method' button highlighted in a pink rounded rectangle. A red arrow points from this button down to the next screenshot.

The dialog box is titled 'Configure Two Factor Authentication' and has a close button in the top right. It contains two options: 'Authentication Application' (selected and highlighted in blue) and 'E-mail' (with an envelope icon). At the bottom, there are 'Cancel' and 'Next' buttons.

12. You can use email or the google authenticator app to generate your Two Factor recovery codes

The screen displays the instruction 'Scan this QR code with your authentication application' above a QR code. Below the QR code, it says 'Or enter following key' followed by a text input field containing the key 'TPKPVYOJ3T36KMSWZQKZY6MALVJ4I2'. At the bottom, there are 'Back' and 'Next' buttons.

The screen is titled 'Enter the code from authentication application' and has a close button in the top right. It features a 'Code' label and a text input field containing the code '821898'. At the bottom, there are 'Back' and 'Verify' buttons.

User setup & log-in



13. These codes should be kept in a safe place and can be used to log into SSO if you have no other way to receive your 2FA code. If you have lost your 2FA device and recovery codes, please speak with your SSO Global Admin who can reset your 2FA for you.
14. 2FA can be enforced in the SSO admin page (refer to section 04).

Note: If this feature is not enabled, then you will be logged straight into the application.

Generate Two Factor Recovery Codes

d9d2c336
047a1c1a
be210bd4
fd810aee
6a2e5b4e
6bd8dd31

Copy

Codes were copied

Done

E-mail Default

Two Factor Authentication

Please enter your recovery code

Code (required)

d9d2c336

Remember this browser

Log in

Sign in with

E-mail

User setup & log-in



15. If you wish to change your password at any time, then click on the 3 dots in the top right-hand corner and select SSO settings. This takes you back to the login page where you can select “Change Password” and then create your new password.

Company context: Own Record (CIPHR Payroll)

PB Peter Paul Bellamy

SSO Settings

Logout

Welcome back
rbrend@ciphr.com

Change your password

Current Password *

New Password *

Repeat New Password *

Cancel Change

Login

Last login date
11/Apr/2024

Password

Change Password Last changed 20/Mar/2024

Two Factor Authentication

Add TFA method



Employee view of *MyPay*

02



Employee view of *MyPay*

The screenshot shows the MyPay interface with the following callout boxes:

- Top Left:** "Select this tab to view P60s & P11Ds" pointing to the "Payslips" tab.
- Top Center:** "This tab displays your current payslip and provides access to all your previous payslips" pointing to the "Payslips" tab.
- Top Right:** "Click here to exit MyPay" pointing to the user profile icon.
- Center:** "Hover on the dates and click to select the date range for payslips you wish to display" pointing to the date range "01/Jan/2015 - 20/Aug/2025".
- Bottom Center:** "Select this feature to download all your payslips into a zip folder" pointing to the "Download All" button.
- Bottom Left:** "This tab displays view only information such as your home address, NINO & bank account details" pointing to the "Personal Details" tab.
- Bottom Left:** "Switch this on to hide any sensitive information. If you switch this on before exiting the application, then this setting will be remembered next time you login." pointing to the "Hide sensitive data" toggle switch.

ciphr
all about people

J Your email address
Your name

- Payslips
- Tax Documents
- Personal Details

Current net pay (31/May/2023)
1,522.39

Current gross pay (31/May/2023)
1,804.42

TAX Code
1322L

01/Jan/2015 - 20/Aug/2025

Download All

NI No	Tax Code	Tax period	Date
YP708397B	1322L	02	31/May/2023

Hide sensitive data

- May 2023
- April 2023
- November 2022
- October 2022
- September 2022
- August 2022
- July 2022

Payments & Deductions	Units due	Rate	Amount
Basic Pay			1,804.42
Employer NI Contribution	144.40		0.00
Holiday Accrual	217.79		0.00
NEST ER Pension	54.13		0.00
NEST EE Pension			-50.86
NI Contribution			-90.77
Income tax			-140.40
Gross Pay			1,804.42
Net Pay			1,522.39



Thank you