

New MyPay *Product overview* (Full guide)



Contents



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- 03 Manager view
- 04 Global user / Admin role & Migration checklist

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	5,581.54	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*

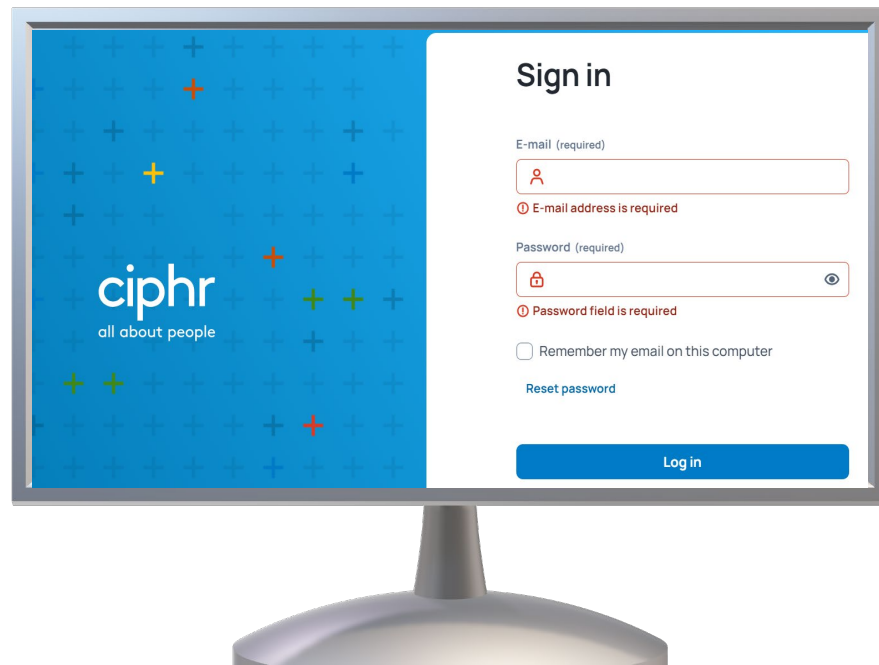


It is essential your organisation performs a data cleanse to verify each user's email address

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 (see page 25 for further details)

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*



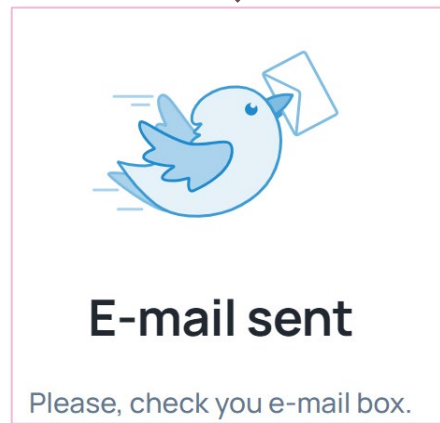
4. Enter your SSO email address

Reset password

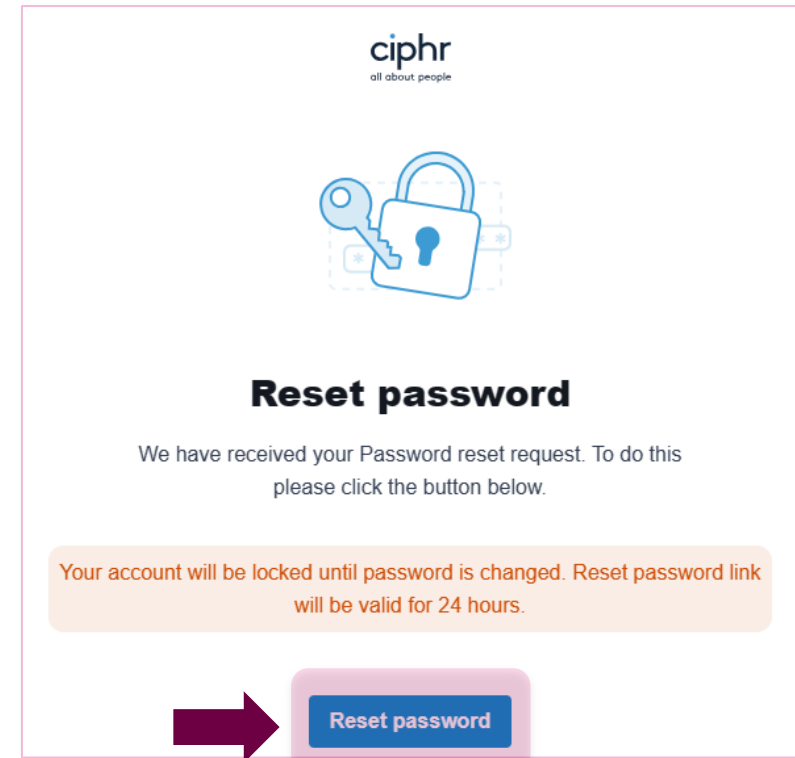
Please provide your email to receive password reset instructions.

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 contain masked characters (dots) and have a lock icon on the left and an eye icon on the right. 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 your password has been successfully reset.

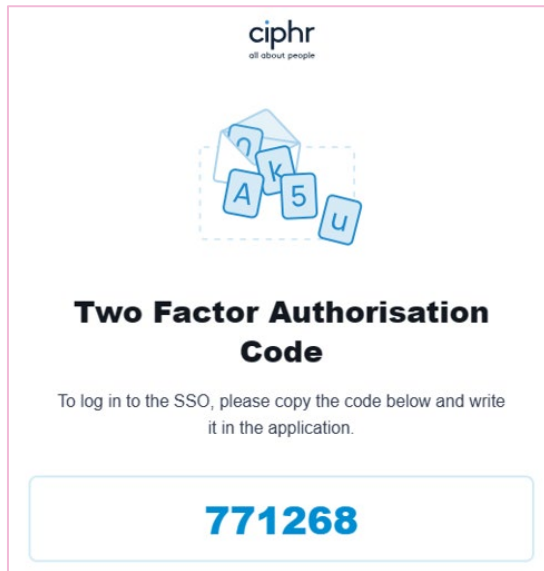
8. Login using your new password where you will be directed to a 2FA (Two-Factor Authentication) screen. Check your **email inbox**.

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 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.

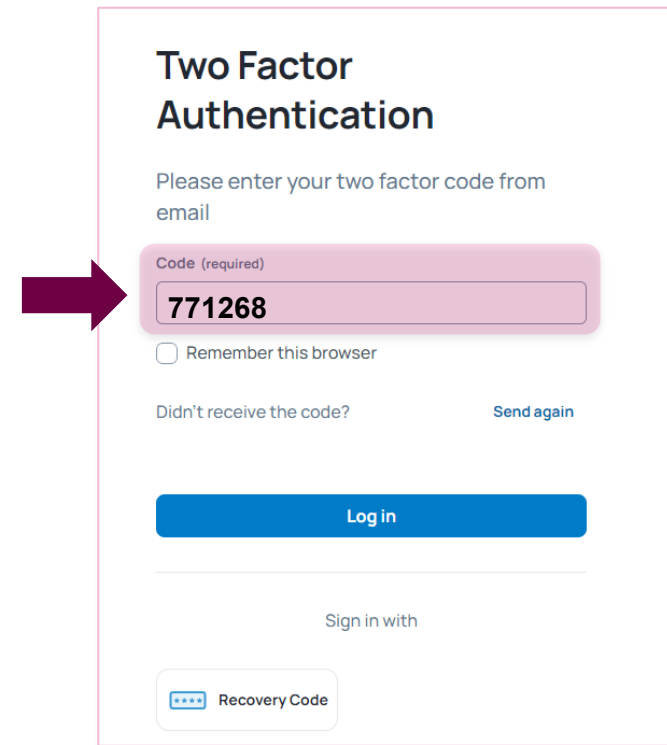
User setup & *log-in*



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. The main content area has three sections: 'Login' with a 'Login' button and 'Last login date 11/Apr/2024'; 'Password' with a 'Change Password' button and 'Last changed 20/Mar/2024'; and 'Two Factor Authentication' with an 'Add TFA method' button. A red arrow points from the 'Add TFA method' button to the next screenshot.

The screenshot shows a dialog box titled 'Configure Two Factor Authentication'. It has two options: 'Authentication Application' (selected) and 'E-mail'. 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 screenshot shows a screen with the text 'Scan this QR code with your authentication application'. Below the text is a QR code. Underneath the QR code, it says 'Or enter following key' and shows a text box containing the key 'TPKPVYOJ3T36KMSWZQKZY6MALVJ4I2'. At the bottom, there are 'Back' and 'Next' buttons.

The screenshot shows a screen with the text 'Enter the code from authentication application'. Below the text, there is a text box labeled 'Code *' containing the number '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 the “change password option” and then create your new password.

Company context: Own Record (CIPHR Payroll)

PB Peter Paul Bellamy

SSO Settings

Logout

Payslips

Current net pay (31/May/2023) 2,002.51

Current gross pay (31/May/2023) 2,899.08

TAX Code OT

Tax Documents

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





Manager view of *MyPay*

03



Manager view of *MyPay*

Users within your organisation who are responsible for approving payrolls, will access these reports using the same MyPay login.

Access these reports by using the "Company context" drop down and then select "Manager Account".

After selecting Manager Account, another tab will open and will present a menu on the right for "Payroll Approval" and "Reports".

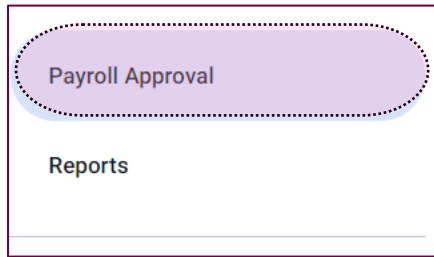
The screenshot shows the CIPHR MyPay interface. The 'Company context' dropdown menu is open, showing three options: 'Own Record (CIPHR Payroll)', 'Own Record (CIPHR Payroll)', and 'Manager Account (CIPHR Payroll)'. The 'Manager Account (CIPHR Payroll)' option is highlighted with a pink dashed circle. The interface also displays a 'Current net' of 2,002.51, a 'TAX Code' of 0T, and a 'Payslip' for May 2023. The 'Payslip' table shows the following data:

Payments & Deductions	Units due	Rate	Amount
Basic Pay			2,899.08
Employer NI Contribution	295.47		0.00
Holiday Accrual	349.92		0.00
NEST ER Pension	86.97		0.00
NEST EE Pension			-94.64
NI Contribution			-222.13
Income tax			-579.80
Gross Pay			2,899.08
Net Pay			2,002.51

The inset screenshot shows the CIPHR MyPay interface with the 'Company context' dropdown menu open and 'Manager Account (CIPHR Payroll)' selected. The interface also displays a 'Payroll Approval' button and a 'Reports' button. The 'Hide sensitive data' toggle is also visible.

Manager view of *MyPay*

Step 1: Just like the old MyPay, any reports requiring "approval" will be provided here.



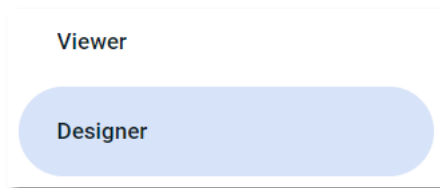
Step 2: Click on "Reports" to open another tab containing features called "Viewer" and "Designer"

The main screenshot shows the MyPay interface. At the top left is the 'ciphr all about people' logo. A navigation bar contains three tabs: 'Employee Information' (active), 'Historical Data', and 'Validation & Checking'. A callout box above the tabs states: "Each tab contains the same set of reports as the old MyPay". On the left, a 'Viewer' and 'Designer' panel is shown with a 'TAB' arrow pointing to the 'Employee Information' tab. Below the tabs, the 'Reports' section lists: 'Employee Details Report', 'P45 Report', 'P60 Report', and 'Payslip Report'. To the right, the 'Departments' section has a list of checkboxes: 'All', 'Sales' (checked), 'Manufacturing', 'HR', and 'Distribution'. A 'Generate' button is at the bottom right. A callout box at the bottom explains: "The department filter option allows the report to be run for the whole organisation or for selected departments. Select 'Generate' to run the report." Above the main interface, two panels show a list of reports: 'BACS List History Report', 'Payroll Run Details History Report', 'Payroll Summary History Report', and 'Wage Type Validation History Report'.

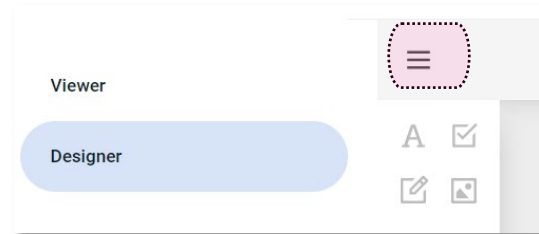
Manager view of *MyPay*

New MyPay contains a third-party tool called “Report Designer”. This tool allows you to add logos and make other customisations to report templates including payslips.

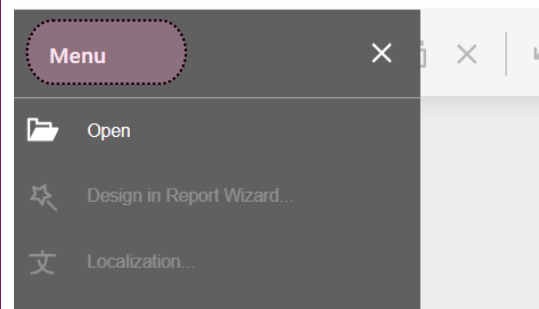
1. Start by selecting the Designer tab with the reports screen



2. Next, select the burger icon.



3. Click on open to select a report template

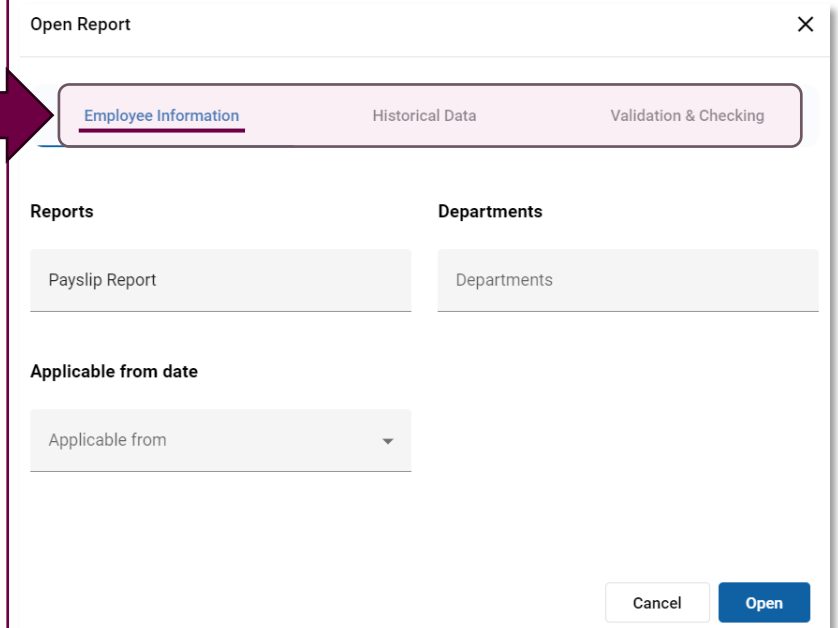


4. The next window contains all the reports, so first select a “TAB” and then select the report from the “Reports” drop down.

You can customise each report by department.

You will also need to select an “Applicable from date”

TAB



Manager view of *MyPay*

A logo can be added in by dragging the picture box option across to the area of the report where you wish to add the image.

Properties

pictureBox2 (Picture Box)

Layout

Arrangement

Picture Box Tasks

Image Source: (none) ...

Image Url: ...

Sizing: Zoom Image

Alignment: Default

Next, select the image source to add it into the picture box.
Remember to save your changes.

The screenshot shows the MyPay manager interface. On the left is a toolbar with various icons. The main area is a grid representing a report page. At the top right of the grid is the Ciphre logo. Below it, there are fields for employee information: [Employee.Forenames] + ' ', [Employee Address], and [Employee Position]. A table with columns [Employee.Forenames] + ' ', [Employee.CompanyName], and [Employee.Address] is visible. Below this is a table with columns: Department, [Employee.Forenames] + ' ', Pay Date, [PaymentsAndDeductions.PayslipWageType], NI No / NI Letter, [Employee.NI Number], Month No, [PaymentsAndDeductions.PayslipPosition], Tax Code, [Pay], Pay Method, [PaymentsAndDeductions.PayslipPosition], PAYE Reference, Trim(Substr), Contracted Hours, [Employee.Address].

Below the table is a section titled "PAYMENTS & DEDUCTIONS" with columns: UNIT, RATE, AMOUNTS. It contains rows for Taxable Pay and Net Payment.

At the bottom right, there are two sub-tables: "CUMULATIVES" and "PERIOD DETAILS".

At the bottom of the grid, there is a footer: Copyright Payroll Business Solutions Ltd. www.payrollbs.co.uk Page (0) of (1).

On the right side, there is a "Properties" panel for "Payslip (Report)". It includes sections for Bands, Report Tasks, Data Source (reportData), Data Member, Filter String, Measure Units (Hundredths of an Inch), Language (Default), Appearance, Behavior, Data, Design, Navigation, Page Settings, and Printing.

Manager view of *MyPay*

Click on the 3 lines to open the menu and "SAVE" changes

Menu ✕

Open

Design in Report Wizard...

Localization...

Save

Exit

Note: the the size of logo image used should be less than 1MB

The screenshot shows the MyPay Manager interface. At the top, there are navigation icons (cut, copy, paste, delete) and a zoom level of 100%. On the left, a vertical toolbar contains various design tools. The main area is a grid where a report is being designed. The report includes a Ciphre logo, employee details, a table of payments and deductions, and a summary table. On the right, a 'Properties' panel is visible, showing settings for the report, such as 'Data Source' (reportData) and 'Filter String'. At the bottom, there is a 'PAYS LIP' tab and a notification icon.

Manager view of *MyPay*

To learn more about Report Designer, a full user guide is provided here:
<https://devexpress.github.io/dotnet-eud/reporting-for-web/articles/report-designer.html>

Click on "PREVIEW" to view the payslip with the logo. You will need to enter a date which this new version applies from.

DESIGN **PREVIEW**

Properties

pictureBox2 (Picture Box)

Picture Box Tasks

Image Source Image

Image Url

Sizing Zoom Image

Alignment Default

Bookmark

Parent Bookma...

> **Styles**

> **Appearance**

> **Behavior**

DESIGN **PREVIEW**

Preview Parameters

Employees 000123 Toggs, Nancy

Payment Dates 28/02/2021

CiphR

Nancy Toggs
22 Harris Road
Longthorne
Wordsville
WV2 4NY

000123 Nancy Toggs CIPHR Payroll

Department:	DEPT01	Pay Date:	28/02/2021
NI No / NI Letter:		Month No:	11
Tax Code:	1315L	Pay Method:	BAC3
PAYE Reference:	073/09999	Contracted Hours:	37.50

PAYMENTS & DEDUCTIONS	UNIT	RATE	AMOUNTS
Basic Pay			6,250.00
TPS EE Pension	6250.00	11.30	-706.25
		Taxable Pay	5,543.75
Income tax			-889.40
NI Contribution			-446.66
		Net Payment	4,207.69

	CUMULATIVES	PERIOD DETAILS
Gross Pay YTD	41,106.60	Period Gross Pay 6,250.00
Taxable Pay YTD	36,869.10	Period Taxable Pay 5,543.75
Tax Paid YTD	4,961.20	Period N/Taxable Pay 6,250.00
EE NIC YTD	2,752.09	Period Net Pay 4,207.69
EE Pension YTD	4,237.50	Period EE NIC 761.48
ER Pension YTD	6,180.00	Period ER Pension 1,030.00

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Global user / Admin role & *Migration checklist*

04



Setting up users with access to *MyPay*



- Users will need to be set up to access features such as Report Designer and the Manager area of MyPay. (Provided the user's security profile allows access to the Manager area).
- Access to MyPay is managed through Ciphrr payroll (previously known as Accord).
- In Ciphrr payroll, go to **Company/User** and then select **Enter/Update User**.
- Tick "Allow Accord MyPay Functionality for the User".
- Go to **MyPay email address** to set the user up.

REMINDER
PLEASE PERFORM ADEQUATE DATA CLEANSE CHECKS TO ENSURE THE EMAIL ADDRESS USED TO PROVIDE ACCESS TO MY PAY IS CORRECT FOR EACH EMPLOYEE

The screenshot shows a configuration window for a user named 'ADMIN System administrator'. The 'Accord MyPay' tab is selected, and the following settings are visible:

- Allow Accord MyPay Functionality for the User
- Accord MyPay User Only (Exclude from payroll login)
- Accord MyPay access right set: All Departments
- Select departments where access is allowed: (Empty list)
- Accord MyPay login user name: (Empty text box)
- Access only employees with pay frequency: Any Frequency
- MyPay email address: dave@company.com

A note at the bottom states: "Please note: this is the email address that will be used for single sign on versions of MyPay." Buttons for 'New', 'Close', and 'Save' are located at the bottom right.

Admin page with *MyPay*



You will need to nominate a user (eg a super user) who will have access to the **Admin** page within **MyPay**.

Company context: Manager Account (CIPHR Payroll)

PB Peter Paul Bellamy

SSO Settings

Logout

Click on the 3 dots

Then click on SSO settings.

This takes you back to the front-page screen.

Welcome back

PB Peter Paul Bellamy

Admin

Exit

Click on the 3 dots

Then click on Admin.

Please note, that the super-user should be designated to someone in the organisation that manages internal accounts.

Admin page with *MyPay*



The following window will be displayed:

Display all users

Admin page **Users** Settings Single Sign On

Global Admin Peter Paul Bellamy

Search

Click on 3 dots under actions to see details / change each user's profile.

Username	Forename	Lastname	Status	Role	Entity	Action
No data available	Angus	Drummond	Active	Employee	No data available	...
pmd@company.com	Paul Michael	Downing	Active	Global Admin	No data available	...
mld@company.com	Martin Lionel	Drabb	Active	Global Admin	No data available	...
ce@company.com	Cathy	Edwards	Active	Global Admin	No data available	...
ppb@company.com	Peter Paul	Bellamy	Active	Global Admin	No data available	...

See details
Reset password
Reset two factor
Block User

Admin page with *MyPay*



The **Settings** tab allows you to set the password policy using one of the options and enable **Two Factor Policy**.

Admin page Users **Settings** Single Sign On PB Global Admin Peter Paul Bellamy

Password Policy

Password policy strength Password will expire after

Medium At least 12 characters, at least one uppercase letter, at least one special character, at least one lowercase letter, at least one digit. Edit

Two Factor Policy

Is Two Factor Authentication required? Is Text Message Two Factor Authentication allowed?

No No Edit

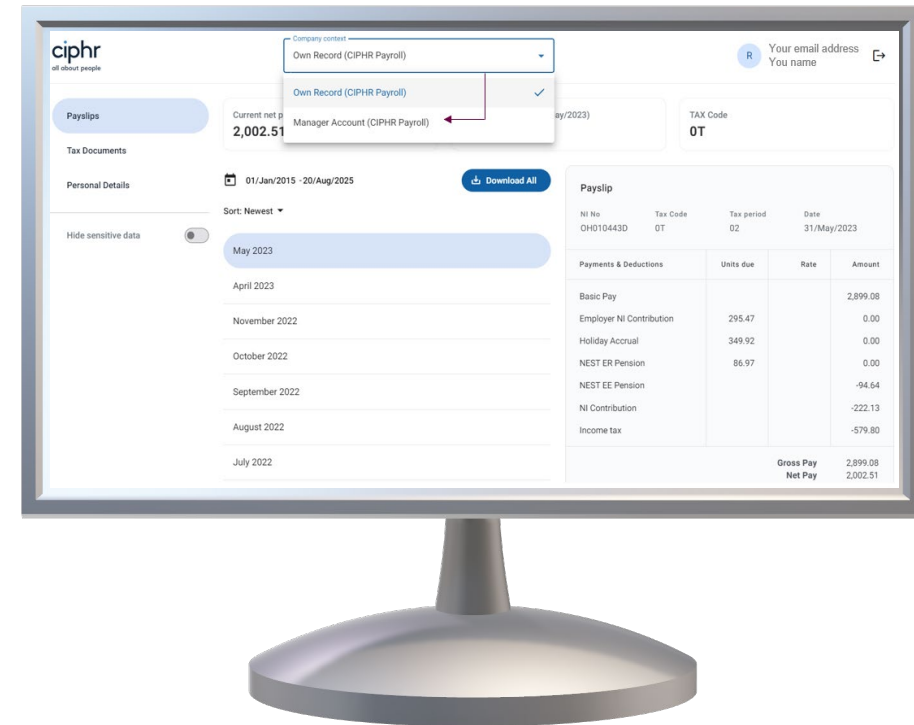
Azure ID Tenant configuration Add Tenant

Migration checklist



As a reminder, to ensure your migration to the new MyPay goes as smoothly as possible, please ensure:

- ✓ Emails addresses to be used to enable SSO for all users (employees) are correct in your system.
- ✓ Ensure all our employees have their tick box marked and an email address stored against their record in your payroll solution.
- ✓ Ensure you provide the new URL to employees.





Thank you