Pegasus Web Xchange

Payroll Self Service - User Guide

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Signing In

• Open the Pegasus Web Xchange web site (the link is included in the welcome email sent by your administrator).

• Enter your user name and password.

• Select **Sign in**.

Sign in name

When your administrator creates your user account you will be sent an email invitation to join the service. Your user name will be included in that email. The user name is usually a combination of your first name and your surname (without a space).

> **Tip:** If you are unsure please check your welcome email that you received from your administrator. If you don't have access to the email or you think that your user name has been set up differently, contact your administrator for confirmation.

> **Note**: If you forget your password you can request that it is reset. Your reset password will be sent to you by email. Select the **Forgotten Password** link, enter your user name and select **Reset**. Then check your email inbox.

Signing Out

On the header bar select **Sign Out**.

Searching

You can enter all or part of the following in your searches:

- a name or reference of a user
- the name of a department
- the name of a project
- the name of a task type
- the name of a Worker.

Examples:

To search for a user called 'John Smith':

- 'John' would find anyone with that name - even if it's not the first name
- 'John S' would find anyone with that name, followed by another name starting with 'S'
- 'John Smith' would find anyone with that name (even if 'Smith' was the first part of a longer name, like 'Smithson'.

But:

- 'Smith John' wouldn't find the user because, even though the names are the same, the names are recorded in a different sequence.

To search for a user reference that included '100':

- '100' would find any users whose reference was '100'
- '100' would also find users whose reference started with '100'
- '100' would also find users whose reference included '100' anywhere.

Your Details

You can change your personal details such as your name and address, and marital status. You can also add a new photo, change your personal contact information, add a new qualification and so on.

Any changes you make will need to be approved and verified before being exported to the Opera 3 Payroll application.

> **Note:** Information that is changed on the page is highlighted until the change is accepted by the payroll administrator.

1. Sign in to Payroll Self Service.

2. From the **Personal Details** page, make required changes on the main page.

3. Select the relevant page to change your photo, contacts, education, or bank account. You can also view your absence, holiday and company car details.

4. Select **Save** on each page.

Your Payslips

After your payslip is uploaded you will be able to view it in Payroll Self Service. It is displayed in your browser's PDF viewer. Only payslips for pay periods after you joined Payroll Self Service will be shown; older payslips are not uploaded to the website.

1. Sign in to Payroll Self Service.

2. Select the **Your payslips** button on the **Payroll Self Service** page.

3. Select the 🛈 button for the relevant payslip.
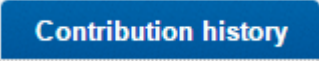
Your P60s

After your P60 for the tax year is uploaded you will be able to view it in Payroll Self Service. The PDF document is displayed in your browser's PDF viewer.

1. Sign in to Payroll Self Service.

2. Select the **Your P60s** button on the **Payroll Self Service** page.

Your Pension

Pension details for every pay period are uploaded to Payroll Self Service automatically. The details include both your contributions and those paid into your pension by your employer.

1. Sign in to Payroll Self Service.

2. Select the **Your Pension** button on the **Your Payroll Self Service** page to see the contribution percentages and year to date summary.

3. Select the [Contribution history] link for details of earlier contributions.

4. Select the *i* icon under **Details** to see your pension provider's name, address, pension scheme reference and so on. If your pension provider's web site address has been recorded in Pegasus Opera 3 Payroll you'll also be able to open the web page.

Your Employees

Users who have been assigned as managers of a Payroll Self Service Department can use the **Employees** button to view their team list. They can also see a summary and detailed view if they have been given access to those views.

1. Sign in to Payroll Self Service.

2. From the **Payroll Self Service** page, select the **Employees** button.

3. For a summary view, select the **S** button under **Summary**.

4. For a detailed view, select the *i* button under **Details**.