

ePayslips: Frequently Asked Questions

1. What is an ePayslip?

An ePayslip is an electronic payslip which can be accessed by your computer with all the details of your pay exactly the same as your current paper version.

2. I do not have access to a computer at work?

Your ePayslip is accessible over the internet from the bbdatasafe website so it can be accessed from any computer with an internet connection at home or at work. The system works with Smart-phone.

3. What is the legal position regarding the provision of payslips?

Employers are required to provide employees with an itemised payslip on or before payday. The ePayslip meets all these requirements.

4. Is it secure?

The data is accessed through a fully SSL encrypted website. Each employee has a user id and password which will be changed in accordance with the policies of your employer. You are responsible for keeping passwords secret like any other personal data.

5. What does an ePayslip look like?

The layout is the same as for your current paper payslip unless your employer has decided to opt for a new design as part of the transition to ePayslips

6. When in the month can I view my ePayslip?

It can be viewed as soon as your employer has uploaded the data. You will normally receive your ePayslip at least three working days' prior to pay day.

7. How can I access historic ePayslips?

Yes. Your payslips are stored and kept as long as has been agreed with your employer. Your employer may have uploaded earlier payslips so that you have the payroll year if you "go live" part way through the year

8. Can I change the email address to which my ePayslip is sent?

Yes. You can use any e-mail address that you want.

9. Can I print my ePayslip?

Yes. You need a printer to be configured for your PC or Network and then you simply press the print button.

10. Do banks and building societies need printed payslips?

Banks and building societies will normally now seek direct verification from your employer of your employment status.

11. What should I do if I think the details on my ePayslip are incorrect?

If you think any of the details are incorrect, you should contact your Payroll or HR department. If agreed with your employer these details will be available on the website

12. Will I be able to access my ePayslips if I leave my employer?

You will be able to access them if your employer permits it. Your employer controls access.