



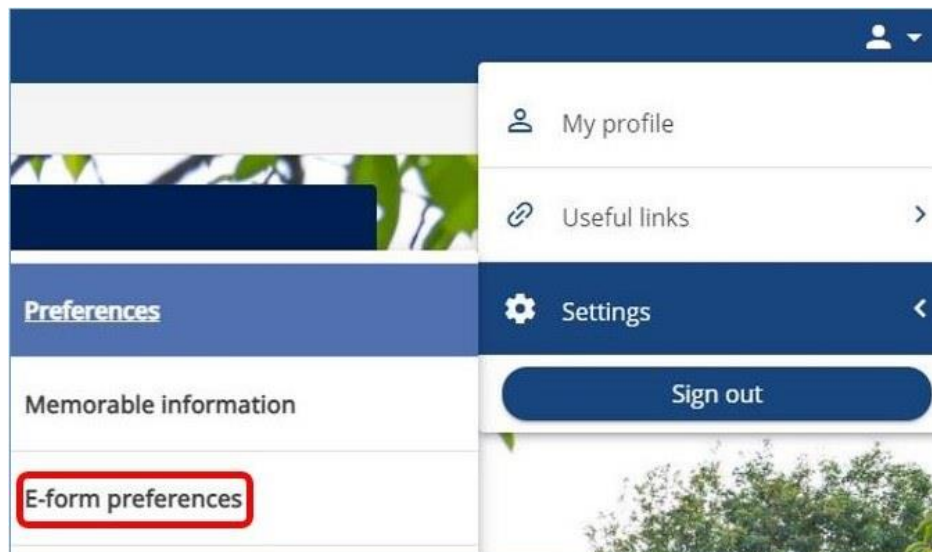
## iFOR ESS - PAYSLIPS AND P60s

### iFOR Employee Self Service User Guide - Payslips and P60s, including receiving them automatically

From your homepage click on the head and shoulders icon (located in the top right-hand corner of the homepage).



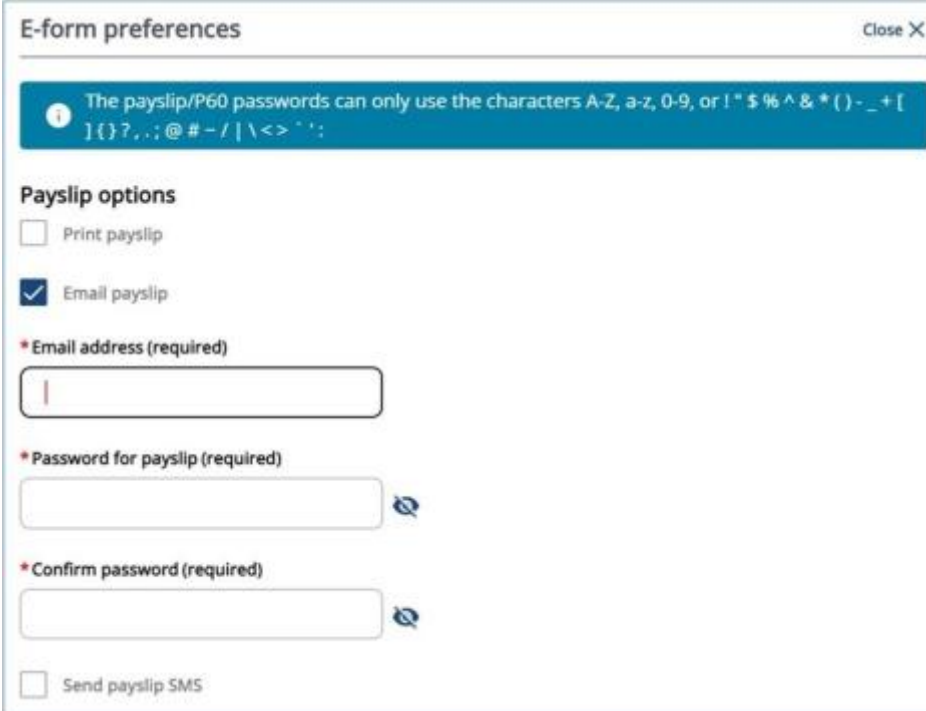
From the **Settings** category select **E-Form preferences** from the drop down list. This opens up the **E-Form preferences** form.



Enter an email address where you would like your e-slip automatically sent. This can be any email address of your choosing.

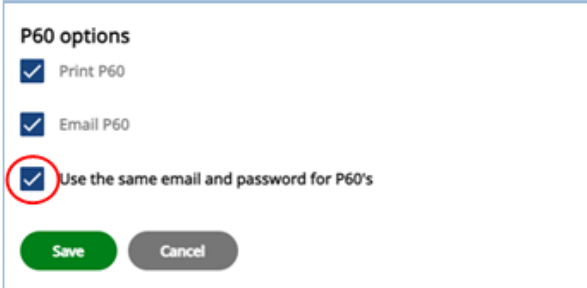
Passwords should be be at least 8 characters long and contain both an upper case letter, a lower case letter, a number and a special character.

The password(s) entered here will be required to open the emailed payslips and P60s, as they are is a password protected document.



The dialog box is titled "E-form preferences" with a "Close X" button in the top right corner. Below the title bar is a blue information banner with a white 'i' icon and text: "The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! \" \$ % ^ & \* ( ) - \_ + [ ] { } ? , . : ; @ # - / | \ < > ' ` : ". Below this is the "Payslip options" section. It contains four items: "Print payslip" with an unchecked checkbox, "Email payslip" with a checked checkbox, "\* Email address (required)" with an empty text input field, "\* Password for payslip (required)" with an empty password input field and a toggle icon, and "\* Confirm password (required)" with an empty password input field and a toggle icon. At the bottom is "Send payslip SMS" with an unchecked checkbox.

You can tick the **Use the same email and password for P60s** box to use the same details as entered for payslips.



The dialog box is titled "P60 options". It contains three items: "Print P60" with a checked checkbox, "Email P60" with a checked checkbox, and "Use the same email and password for P60's" with a checked checkbox. The third checkbox is circled in red. At the bottom are two buttons: "Save" (green) and "Cancel" (grey).

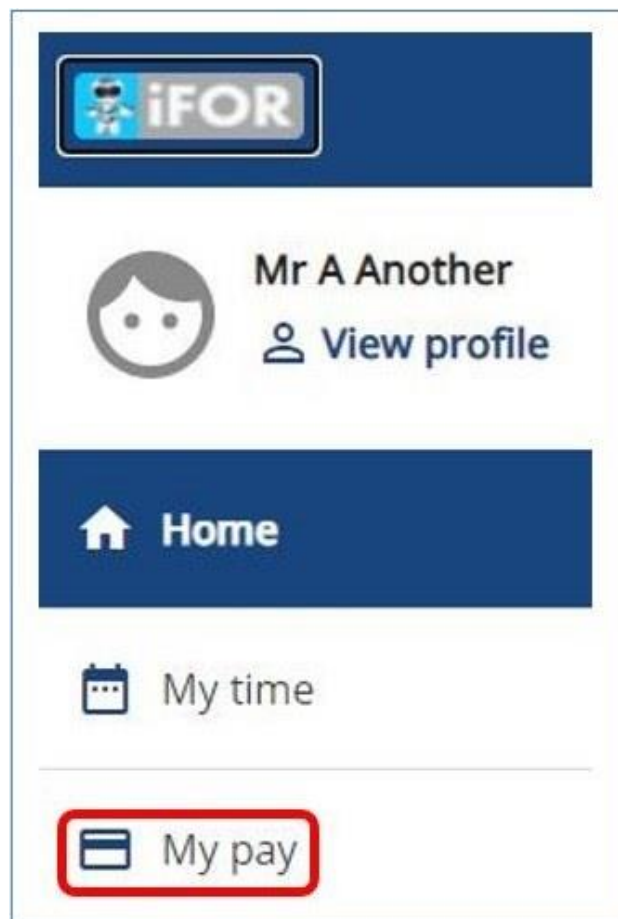
When you have completed your **e-form preferences** your e-slip and P60 will automatically be sent to your email address and you will need your password to open the documents.

Only you are able to reset the password(s) - if you forget the password then please follow these steps again.

## Download Payslips and P60

iFOR also allows you to download your payslips and P60 at any time and as often as you wish.

These documents can be found on the **My Pay** page, accessed via the link on the left-hand side of the iFOR Employee Self Service home page.





....simply at <https://ifor.torfaen.gov.uk>

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- **Contact Us**

If you need any further help using iFOR Employee Self Service please contact the Systems Team on 01495 766541 or email [iFOR@torfaen.gov.uk](mailto:iFOR@torfaen.gov.uk)