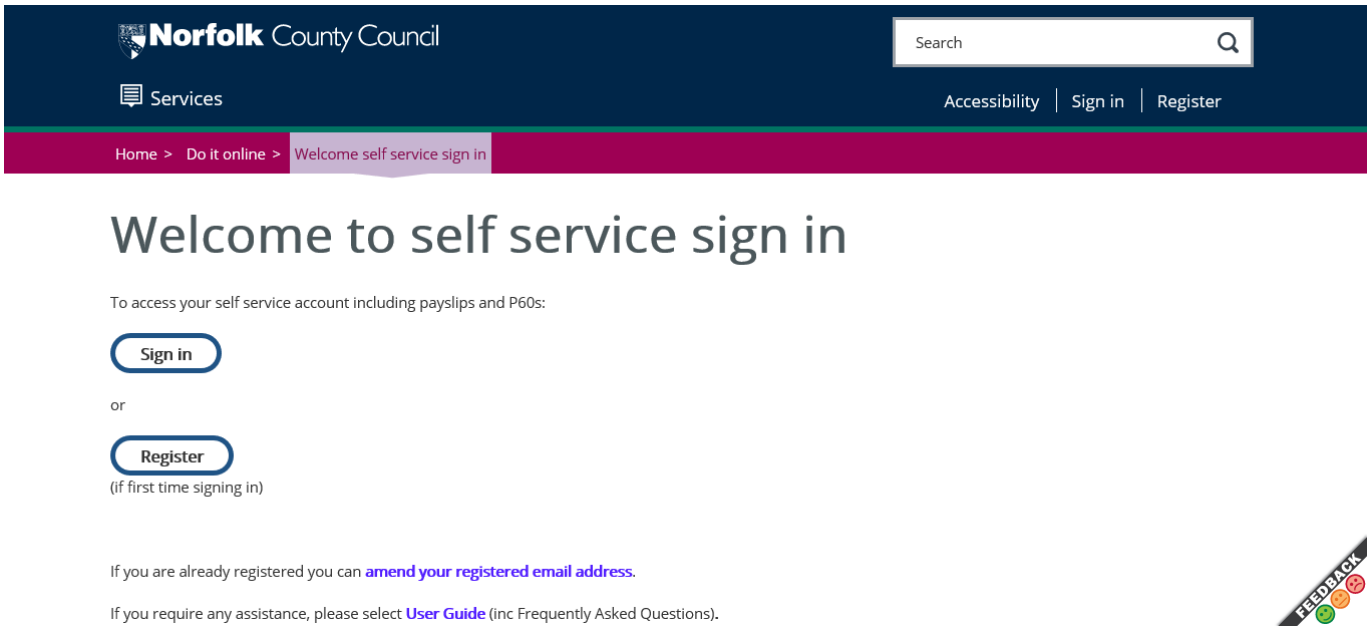
Accessing Online Payslip Registration

To access your online payslip you will first need to register in order to gain a login and password. Follow the url https://www.norfolk.gov.uk/do-it-online/oracle-self-service-sign-in/ which will take you to the page below:



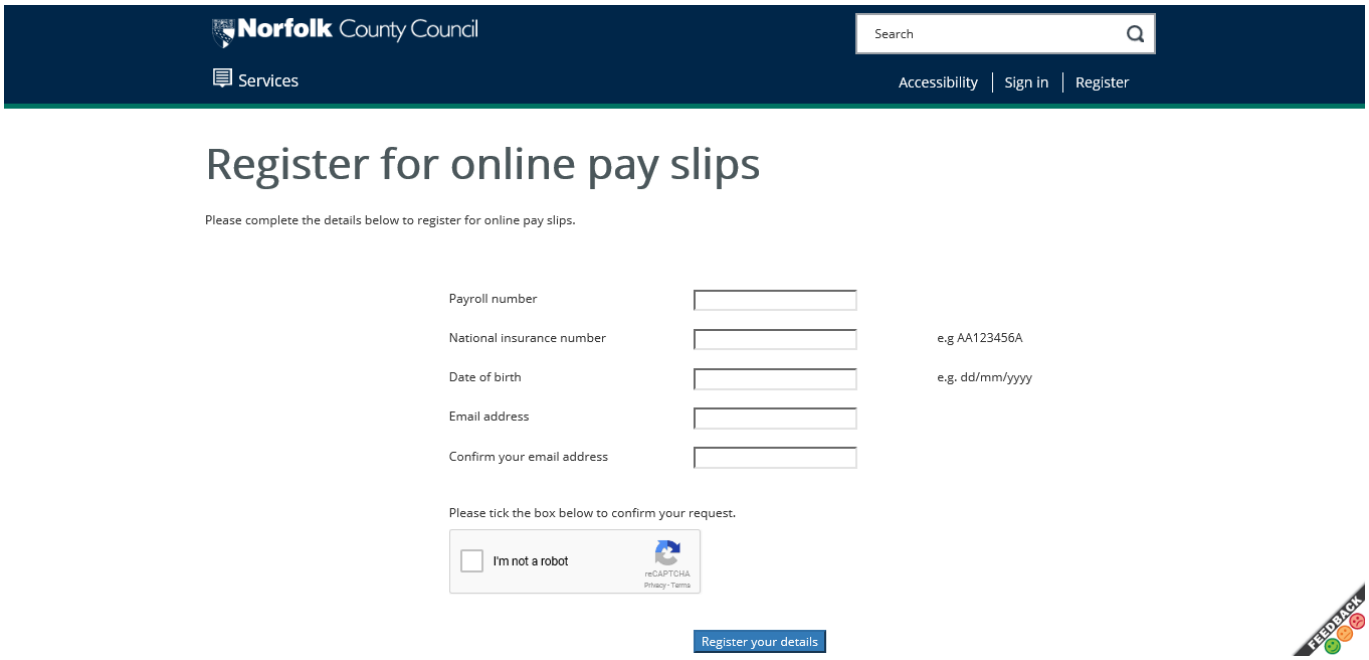
If you currently use Oracle EBS (eg for Employee Self Service to access online payslips, or I-Proc then you will not need to register, just select 'Sign in' and use your current login and password – you may be prompted to change your password the first time you login.

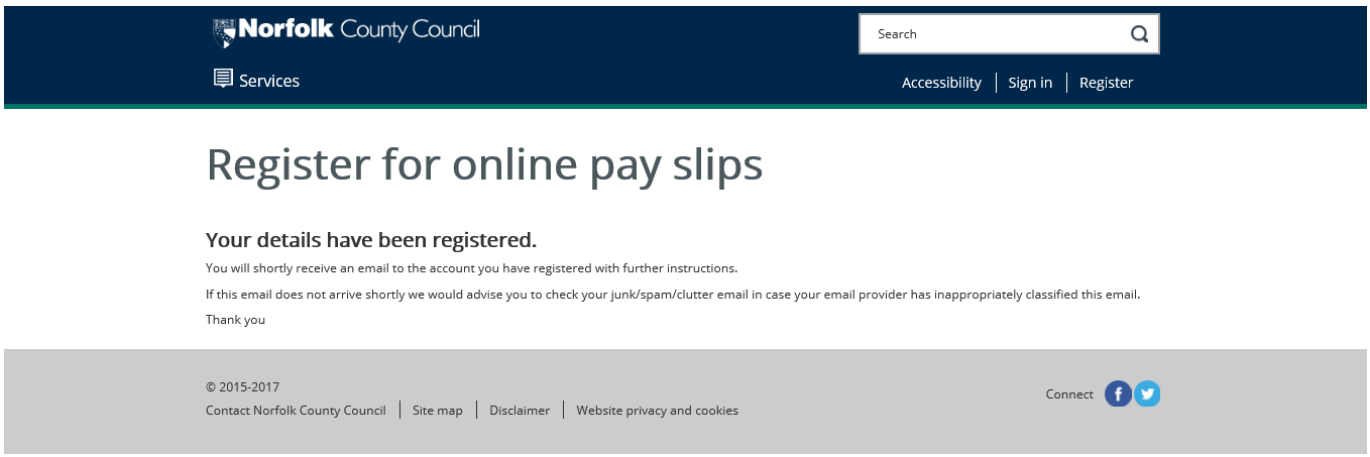
If you are accessing online Services for the first time you need to select 'Register' - this will take you to a webform, where you will need to complete **all** the fields requested.

You will find the all of information required for registration on your paper payslip – you will need your payroll number, National Insurance number, date of birth and an email address.

If you don't have an email address, you will need to create one – an email address is required to complete the registration process and securely advise you of your login and password.

Please double check you have entered the correct information before select 'Register your details'.


Norfolk County Council
Search
Services
Accessibility | Sign in | Register
Register for online pay slips
Please complete the details below to register for online pay slips.
Payroll number
National insurance number
e.g AA123456A
Date of birth
e.g. dd/mm/yyyy
Email address
Confirm your email address
Please tick the box below to confirm your request.
I'm not a robot
reCAPTCHA
Privacy - Terms
Register your details
FEEDBACK


Norfolk County Council
Search
Services
Accessibility | Sign in | Register
Register for online pay slips
Your details have been registered.
You will shortly receive an email to the account you have registered with further instructions.
If this email does not arrive shortly we would advise you to check your junk/spam/clutter email in case your email provider has inappropriately classified this email.
Thank you
© 2015-2017
Contact Norfolk County Council | Site map | Disclaimer | Website privacy and cookies
Connect

Activation

An email like the one below will be sent to the personal email you have used requesting that you activate your account.

Top tip – if you don't receive an email, check your junk/clutter/spam folder in case the email is there

Example Email below

Thank you for registering for an Online Services Account.

In order for you to complete the process which will enable you to access your payslips online, please click the link below to activate your account.

Activate My Account

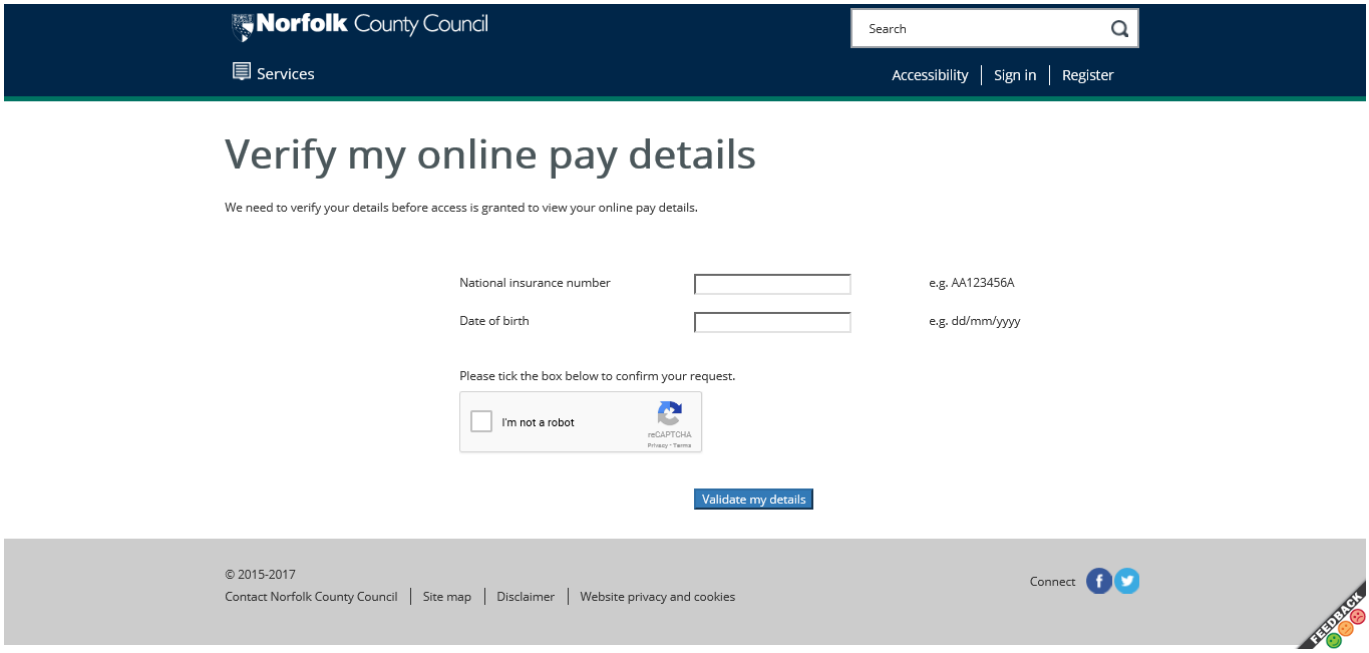
Once activated, you will receive a separate email advising of your password.

Should you experience any problems with accessing the link above, please contact: Online Services Help Desk

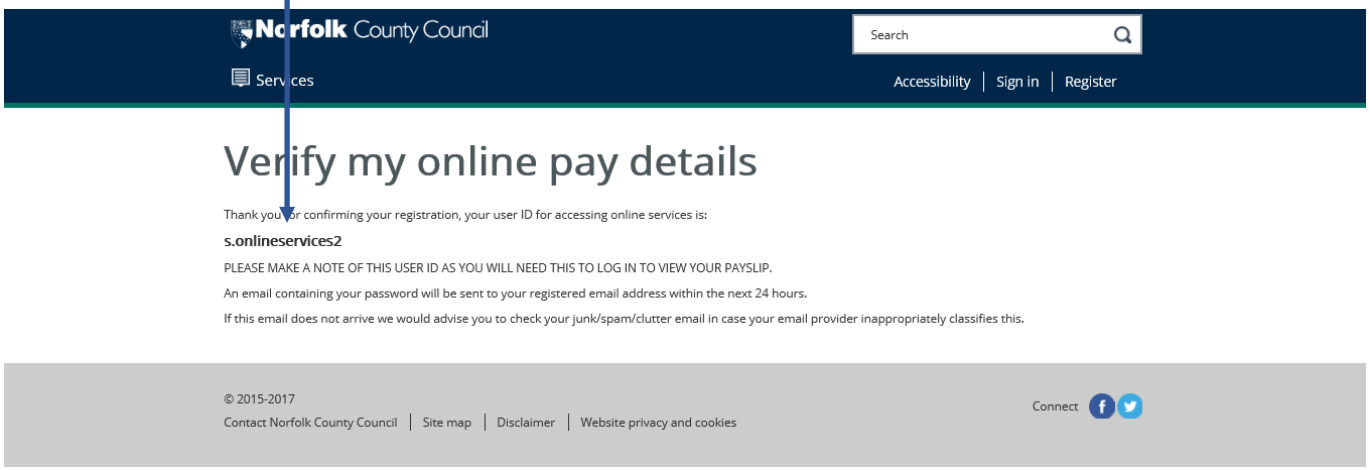
Telephone Number 01603 224444

Email Address online.services@norfolk.gov.uk

You need to click on the 'Activate My Account' link. This will take you to a web page to validate your details. Enter your NI number and Date of Birth and click 'Validate my details' to verify you are who you say you are.



At this point the user ID you will need later to log into the system will appear on the screen – so please take a note of it now.



Once your account is activated a further email like the one below will be sent to your specificed email account advising you of your password and login details. **This could take up to 24 hours.**

Top tip – if you don't receive an email, check your junk/clutter/spam folder in case the email is there.

Example email below

Thank you for registering for Online Services, your password is as follows:

Password: **9Tq6D$B76**

Please note on first login you will be prompted to change your password, please follow the on screen instructions when you first Sign In.

To access Online Services go to:

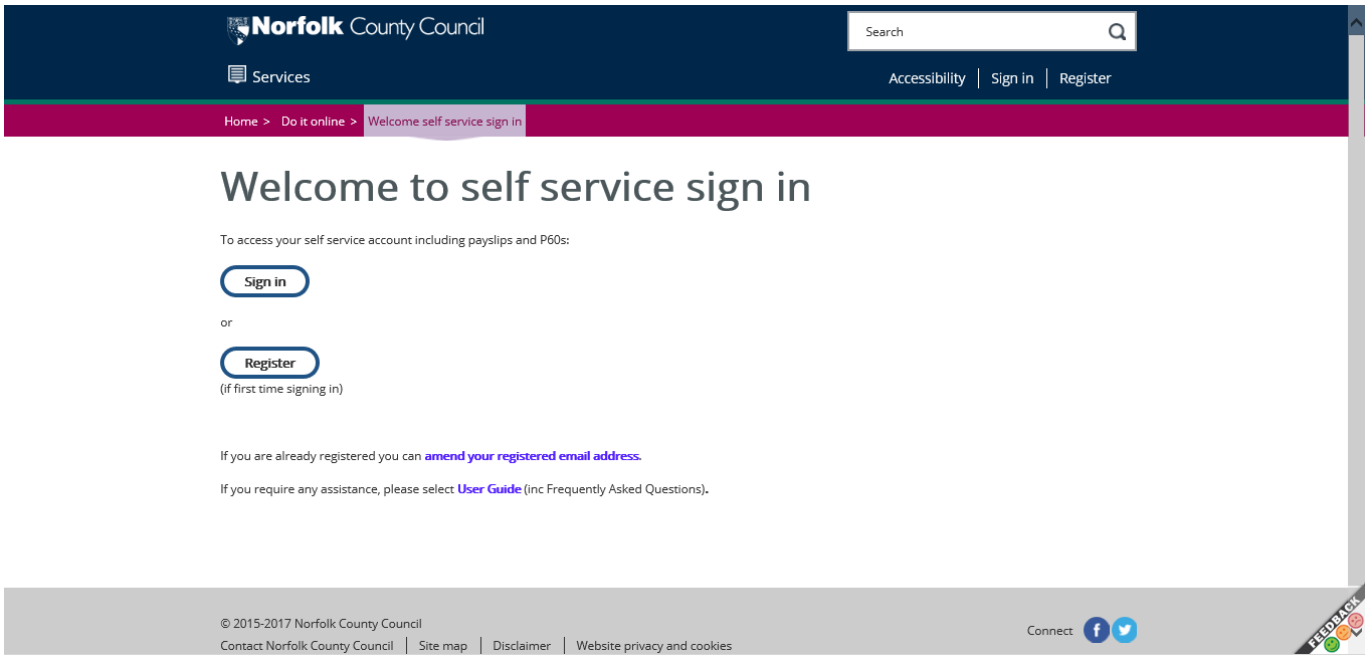
Sign In

Should you experience any problems with accessing the Online Services, please contact: Online Services Help Desk

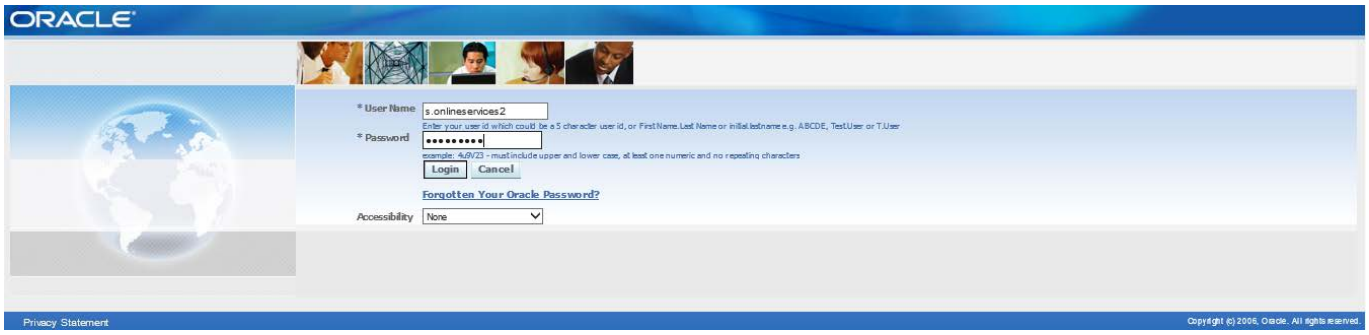
Telephone Number 01603 224444

Email Address online.services@norfolk.gov.uk

Click on sign in and you will be returned to the original form you used when registering – this time click on Sign in.

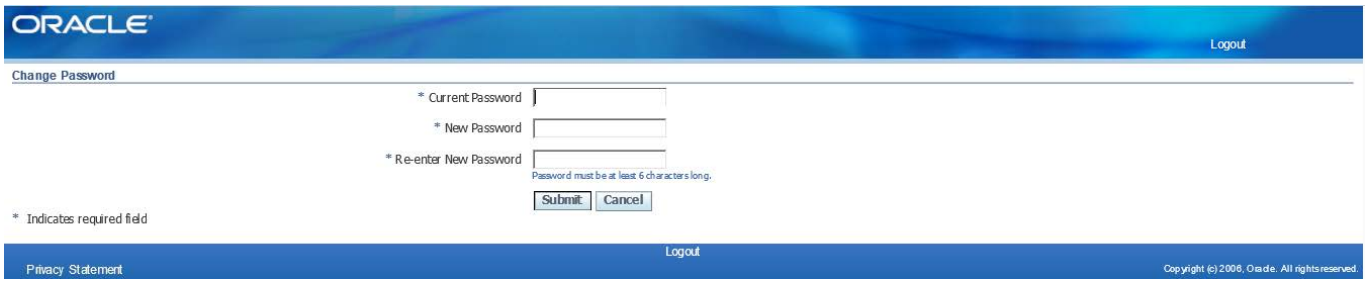


Enter your user name which will have been displayed on the web page after you had verified and the password from this email.



You will then be prompted to change your password using the following format:

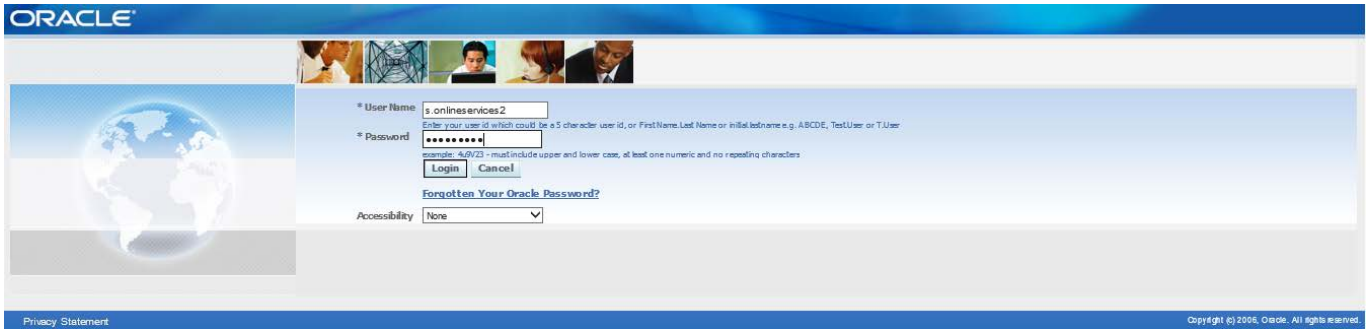
- It must be a minimum length of 9 characters
- It must contain at least one character from each of the following groups:
    - Uppercase character, i.e. A-Z
    - Lowercase character, i.e. a-z
    - Numbers, i.e. 0-9
    - Special character, i.e. !£$%^&*<>?@#|~
- Should not contain words found in a dictionary (i.e. do not use real words)
- If you are able to gain access to a system that grants you elevated privileges, for example system administrators, then the password for that account must be a minimum length of 14 characters



Note: Once you have registered and followed all the instructions you will be able to go straight to Sign In whenever you want to view your payslips online.

Forgotten Password

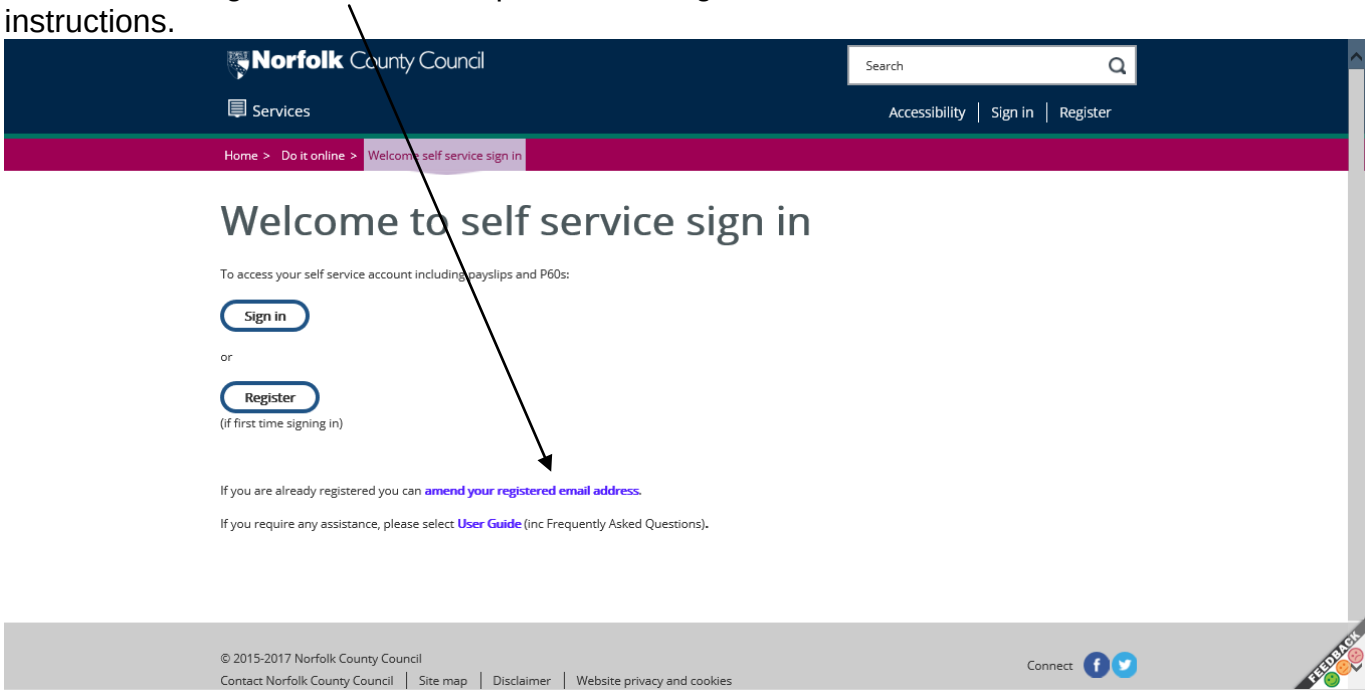
If you forget your login password, click on the forgotton password link below. You will be be sent an email to your specificed email address with a link to reset your password. Follow the instructuons to reset your password.



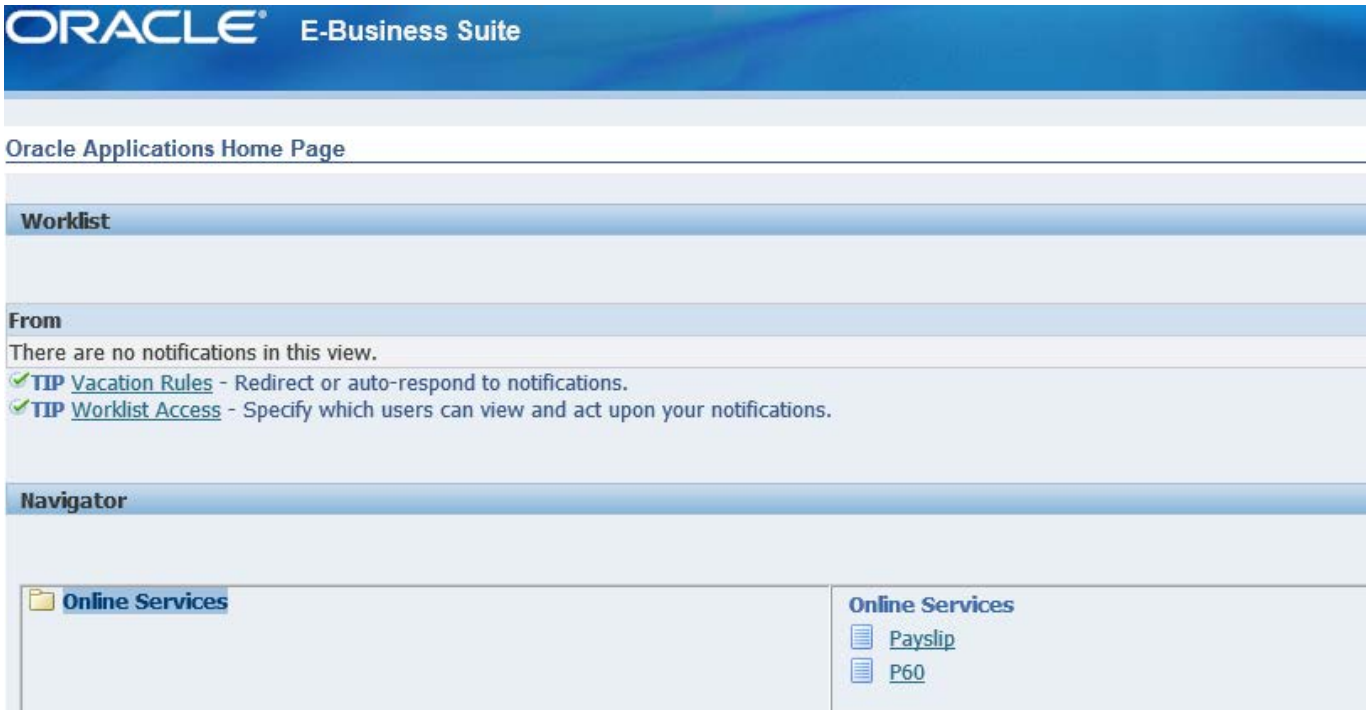
If you change your email address

If you change your email address it's important that you update your Online Services account with the new email details – this will ensure that any important notifications from Online Services – like resetting your password are sent to the correct email address.

There is a change email address option on the sign in screen – follow the on screen instructions.

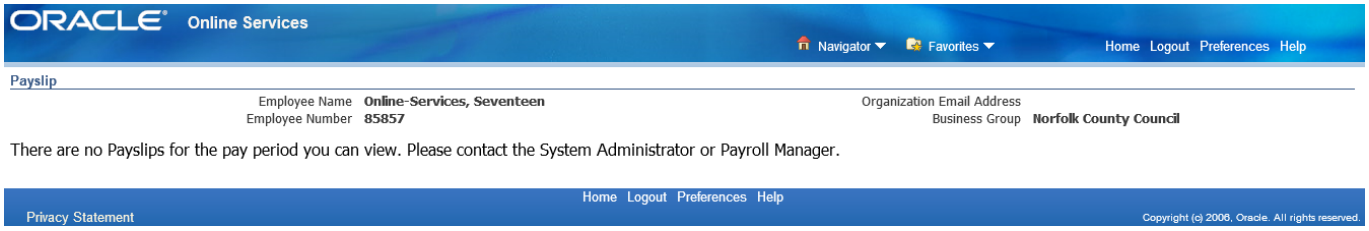


Oracle Navigation Page



Select Online Services and Payslip and you will be taken to your Online Payslips page. You will be able to see all payslips generated for your current employment record with Norfolk County Council back to April 2012.

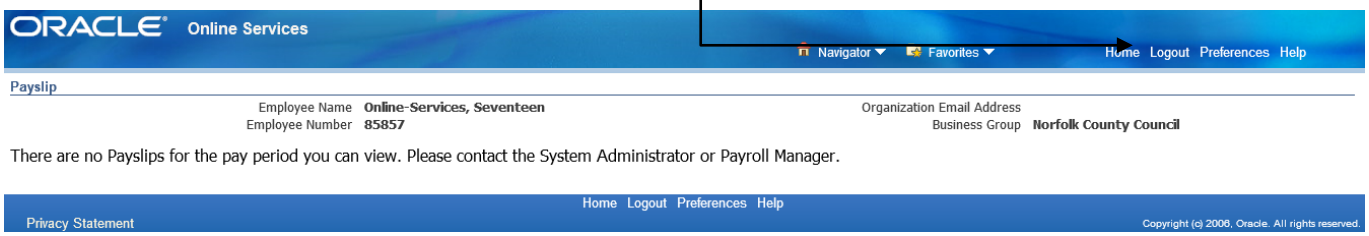
If however you are a new employee, you may see this message if you try to log in before there has been an initial salary payment. A payslip will only be available to view from the day before your first salary payment.



If you have used Employee Self Service to access online payslips, please note that the Paylsip and P60 option has been replaced with an 'Online Services' –you will need to click here to access your payslips if you are logged in via the NCC network or your own personal device.

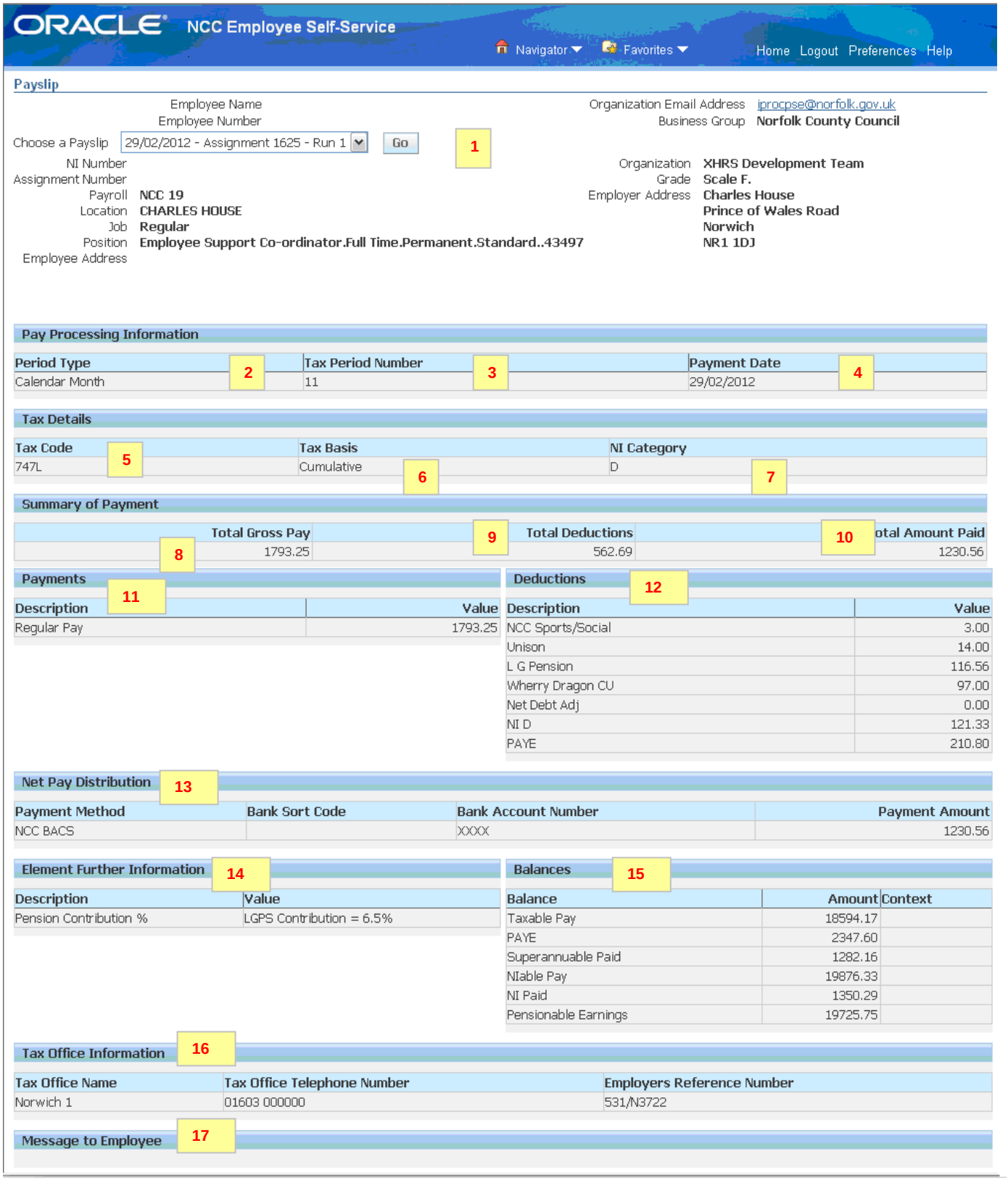
Logging off

To log off click on the log out button in the top right hand corner of the screen, then close your browser session.



Example Online Payslip

Cross reference the numbers with the explanations on the following pages to understand what each section means.



ORACLE NCC Employee Self-Service

Navigator Favorites Home Logout Preferences Help

Payslip

Employee Name
Employee Number
Choose a Payslip 29/02/2012 - Assignment 1625 - Run 1 Go 1
NI Number
Assignment Number
Payroll NCC 19
Location CHARLES HOUSE
Job Regular
Position Employee Support Co-ordinator.Full Time.Permanent.Standard..43497
Employee Address

Organization Email Address iprocpse@norfolk.gov.uk
Business Group Norfolk County Council
Organization XHRS Development Team
Grade Scale F.
Employer Address Charles House
Prince of Wales Road
Norwich
NR1 1DJ

Pay Processing Information

Period Type 2	Tax Period Number 3	Payment Date 4
Calendar Month	11	29/02/2012

Tax Details

Tax Code 5	Tax Basis 6	NI Category 7
747L	Cumulative	D

Summary of Payment

8	Total Gross Pay 9	Total Deductions 10	otal Amount Paid
	1793.25	562.69	1230.56

Payments 11

Description	Value
Regular Pay	1793.25

Deductions 12

Description	Value
NCC Sports/Social	3.00
Unison	14.00
L G Pension	116.56
Wherry Dragon CU	97.00
Net Debt Adj	0.00
NI D	121.33
PAYE	210.80

Net Pay Distribution 13

Payment Method	Bank Sort Code	Bank Account Number	Payment Amount
NCC BACS		XXXX	1230.56

Element Further Information 14

Description	Value
Pension Contribution %	LGPS Contribution = 6.5%

Balances 15

Balance	Amount	Context
Taxable Pay	18594.17	
PAYE	2347.60	
Superannuable Paid	1282.16	
NIable Pay	19876.33	
NI Paid	1350.29	
Pensionable Earnings	19725.75	

Tax Office Information 16

Tax Office Name	Tax Office Telephone Number	Employers Reference Number
Norwich 1	01603 000000	531/N3722

Message to Employee 17

Top section of Payslip

This section provides personal information relating to you and your position (job:-

- **Employee Number** – your person specific payroll number*
- **Assignment Number** – your job specific payroll number*

  ** These may be the same or different depending whether you have more than one job (assignment).*
- **NI number –** your national insurance number
- **Payroll** – this indicates which payroll you are on i.e. NCC19

1. Choose a Payslip

Select which payslip you wish to view.
Click the 'down' arrow and select the option you require and click '**Go**'.

2. Period Type

This refers to the period for which you are paid. Eg Calendar monthly.

3. Tax Period Number

This is the tax period number - Tax years run from April to March, therefore April will be month 1, May will be month 2, through to March, month 12.

4. Payment Date

Date of Payment

5. Tax Code

Your current tax code

6. Tax Basis

This denotes the basis on which your tax is calculated, usually cumulative (your allowance is averaged out over a financial year), but may be non-cumulative (your allowance is calculated based on current month basis).

7. NI Category

Your National Insurance letter code.

8. Total Gross Pay

The total of all payments before any deductions have been made from your pay but this will not include any payment that is not subject to Tax and National Insurance, for example, Mileage, redundancy payments (below 30k)

9. Total Deductions

The total of all deductions to be made from your pay.

10. Total Amount Paid

The net pay that you will receive after deductions have been taken.

11. Payments

All the payments made to you (where applicable) e.g.

- **Regular Pay**
- **Pay Arrears**
- **Overtime Payment**
- **Travel Claim**
- **Subsistence**

12. Deductions

All deductions made from your pay e.g.

- **PAYE (Tax)**
- **National Insurance (NI)**
- **Pension contribution**
- **Social Club Membership (where relevant)**
- **Student loan (where relevant)**
- **Car Loan (where relevant)**
- **Trade union membership (where relevant)**

13. Net Pay Distribution

Details showing how you will receive your pay;

- ***Payment Method*** *– this will be* ***BACS****, which means your salary is paid directly in to your bank account.*
- **Bank Sort Code** - This is a 6 digit number normally in the format xx-xx-xx, which identifies your bank and branch details
- **Bank account number** - the 8 digit account number that your salary will be paid into, only the last 4 digits will be displayed for security reasons.
- **Payment Amount** - the amount of pay that you will receive in your bank account.

14. Element Further Information

This part of your payslip gives you information relating to your pension;

- **Description** – this indicates whether you are in a pension scheme.
- **Value –** this details the percentage contribution amount that you pay and the % contribution your employer pays towards your pension.

15. Balances

Summary of payments and deductions made over the current tax year.

- **Taxable Pay** – amount of taxable pay in the current tax year to date.
- **PAYE** – total amount of tax paid in the current tax year to date.
- **Pensionable Earnings** – The amount of pay your pension contributions have been calculated on. The amount of your pay which has been used to calculate how much contribution you have made to the Pension Scheme
- **NIable Pay** –amount of your pay that has been used to calculate how much National Insurance you have paid in the current tax year to date.
- **NI Paid** – total amount of National Insurance you have paid in the current tax year to date.
- **Superannuable Paid** – total amount paid into your Pension scheme in the current tax year to date.

16. Tax Office Information

Useful Information for contacting HMRC

- **Tax Office Name** – details of the Tax Office which deals with your pay.
- **Tax Office Telephone Number** – the number you will need to ring if you need to contact HMRC
- **Employers Reference Number** –the unique number issued to your employer. You may be asked to provide this number when communicating with HMRC

17. Message to Employee

This area is used for any corporate messages when the need arises.