

How to view your payslip

1. You can access your payslip through the Colleague Website in a few different ways:
 - a. Click on 'Working Here', 'My Pay' and scroll down to the bottom of the page and click on 'View Payslip' or,
 - b. Click on 'Quick Links' and 'View Payslip'
2. Both these links will take you through to the IFS log in page
 - a. Your User ID is your username for your normal (AD) account – *(if you don't know this your manager will be able to provide this for you)*
 - b. Your Password is the password registered to this account – *(if you've forgotten or need to reset your password you will need to use Fastpass)*
3. Click on the date of the payslip you want to view
4. Click on Payment Documents
5. Click on the payslip icon on the left hand side and click Print (this will not print the payslip straight away)
6. If you click 'Ok' you can print the payslip
7. To view the payslip electronically click 'Preview'
8. Don't forget to sign out once you have finished by clicking 'Sign Out' on the top left hand corner