

## e-Payslips Are Here!

You will receive an email about your new e-payslip on 13<sup>th</sup> or 14<sup>th</sup> January. This email contains a code so you can register on the myIRIS system to access your e-payslip

Follow the link in your email and then:

1. Click on 'Not registered?'

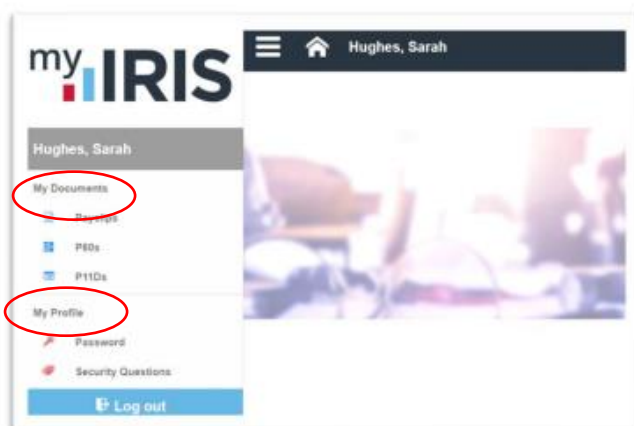


2. On the registration page, type in
  - a) The registration code **from your email**
  - b) Your National Insurance Number (this is on your paper payslip)
  - c) Your date of birthClick 'Register'

3. On the next screen
  - a) Choose a password
  - b) Complete the security questions to help if you forget your passwordClick 'Register'

You are now registered to view your e-payslip

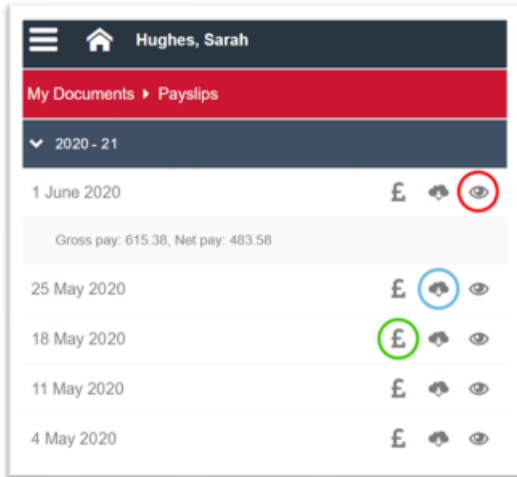
Your home screen looks similar to this.



Click  
My Documents then Payslips  
to see your pay details

Click  
My Profile  
to change your password or security  
questions

## Viewing your e-Payslip



On the e-payslip screen click:

**The eye**, circled red to view your pay on screen

**The cloud**, circled blue to download a PDF of your e-Payslip

**The £**, circled green to view a pay summary for that payslip

If you have any problems accessing the system, please call and see HR or email [hr@sigmaplc.com](mailto:hr@sigmaplc.com)