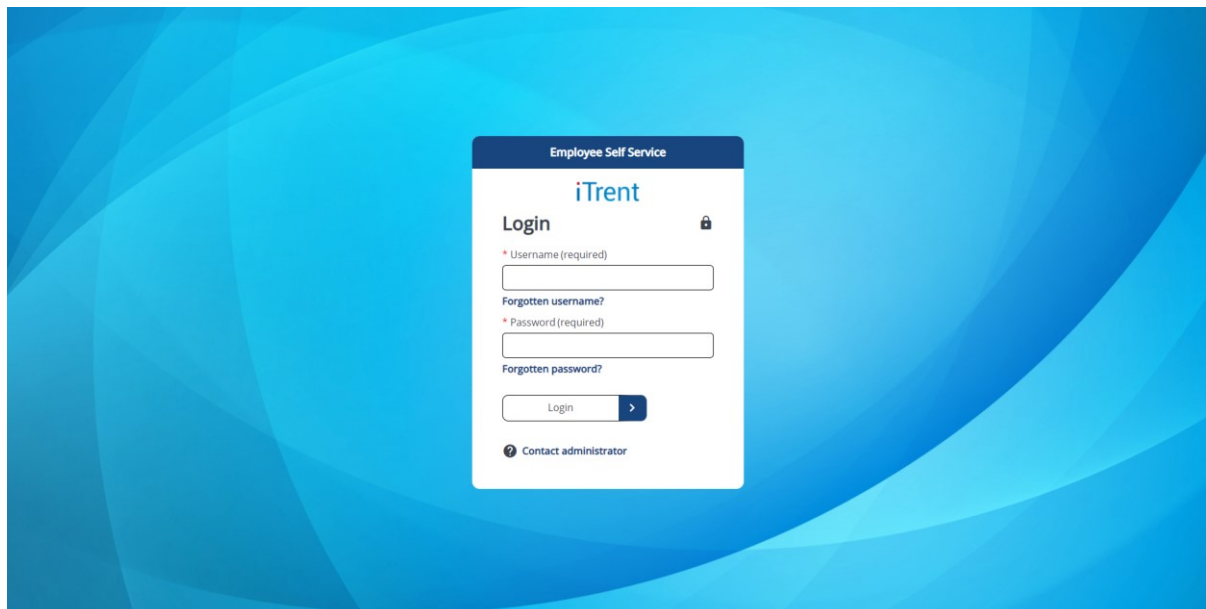


# ONLINE PAYROLL INFORMATION

## PORTAL USER GUIDE

### CONTENTS:

1. GETTING STARTED
2. SECURITY
3. NAVIGATION
4. PORTAL OPTIONS
5. ACCESSING YOUR INFORMATION
6. AMENDING YOUR INFORMATION
7. ADDITIONAL OPTIONS



## 1. GETTING STARTED

If you are a first-time user of the system instructions for accessing the portal are included within the email containing your first payslip.

Your login name is your school email address. If you do not have a school email address your username will be the Reference Number located on your payslip underneath your name.

Your first-time password is the same as the 8 digit account number of the bank or building society account to which we make your salary payment. Unless you have changed this previously on the portal.

Alternatively click the link below to navigate to the portal login page. Your school may also have provided you with a link to the portal from your school intranet page.

<https://neopeople.net/index.php>

This will take you to the Neo website where a link to the Payslip Portal is available.

[Home](#)

[About Us](#)

[Client Portal](#)

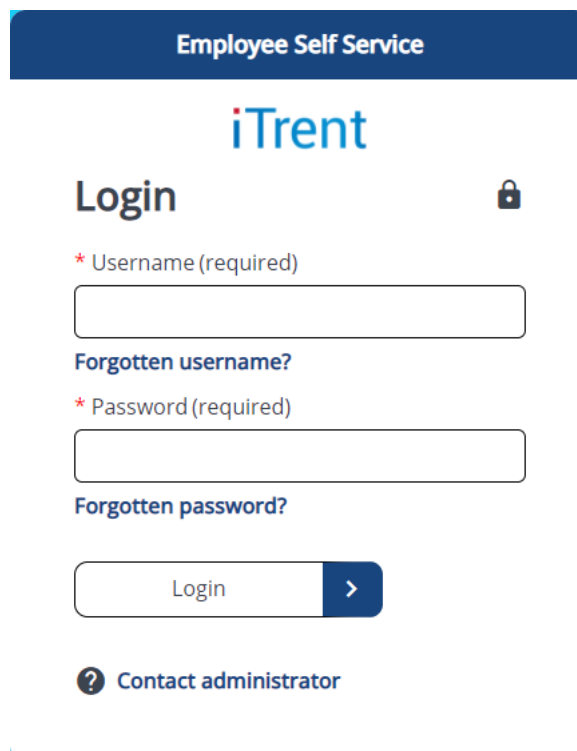
[Contact Us](#)

[Payslip Login](#)

**Business Services**

**Education Services**

Once you have clicked on this you will be redirected to the portal login screen:



Employee Self Service

iTrent

Login

\* Username (required)

[Forgotten username?](#)

\* Password (required)

[Forgotten password?](#)

Login >

[? Contact administrator](#)

Enter your Username and Password as detailed above and click Login.



## 2. SECURITY

### Forgotten Your Password


If you have forgotten your password, select the “Forgotten Password” link on the portal login page.

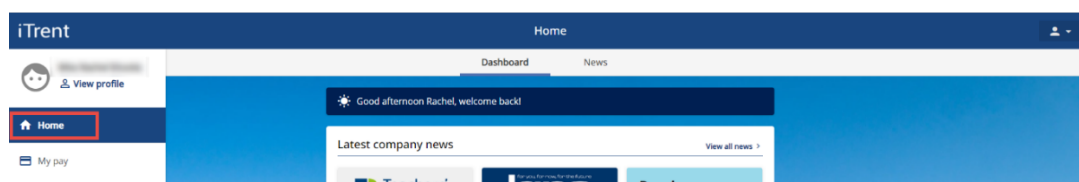
The image shows a web form titled "iTrent Forgotten password" with a lock icon. It contains two required input fields: "Username (required)" and "Email address (required)". Below the email field are two buttons: "Email" and "Cancel".

On the menu you will be prompted to give your username and the email address held for you on the system. **The username for this must be your 8 digit payroll reference number – this is located on your payslip under your name.** If you do not have this, please contact your local administrator who will be able to supply this information. Please note that the email address is lowercase. An email will be sent within 15 minutes to the email address held for you on the system. Follow the link provided to reset your password.


## 2. NAVIGATION

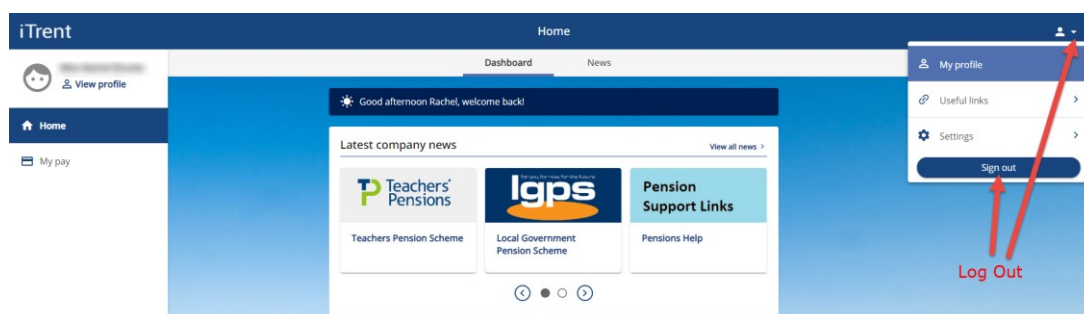
### Home

Click the  icon to return to the home screen wherever you are in the portal.



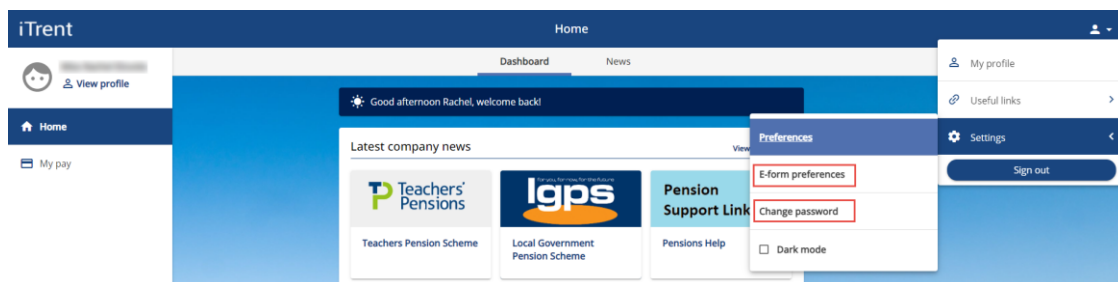
### Logout

To logout and securely close this portal session select click on the  icon in the top right of the screen to access the drop-down user menu and select “Sign Out”.





## 4. PORTAL OPTIONS



### Change Portal Password

To change your password for the portal, select “Change Password” from the drop-down user menu as shown above. Complete the form as shown below.

Change password Close X

**The password can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / | \ < > .**

\* Current password (required)

\* New password (required)

\* Confirm password (required)

Save Cancel

### Change Your Email Address or Password for emailed Payslips and P60s. (If optioned by your employer)

The system can automatically email payslips and P60's as soon as they become available as well as showing these on the portal. If this option has been selected by your employer these will show as ticked in the e-form preferences option menu as shown below. You can turn this feature off, or re-direct them to an alternative email address and change the password used to open them, all via this menu. Your new password must be a minimum of 6 characters long and include a number and have both upper and lowercase letters.

E-form preferences Close X

**The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / | \ < > .**

**Payslip options**

☒ Email payslip

\* Email address (required)

\* Password for payslip (required)

\* Confirm password (required)

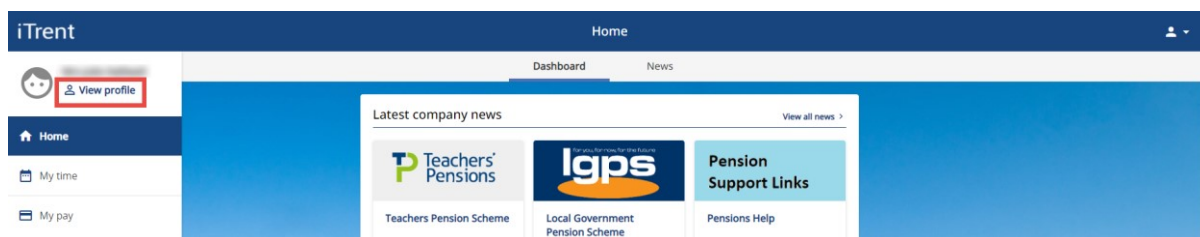
**P60 options**

☒ Email P60

☒ Use the same email and password for P60's

Save Cancel

## 5. ACCESSING YOUR INFORMATION



### View Profile Information

Select the [View profile](#) icon from the upper left part of the screen (under your name) to access and amend personal information or see employment details. As shown in the screenshots below.

Personal

Employment

My personal details

Edit

Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)

Contact information

Home - Mailing Address:

User Email Address:

Work Email Address:

+ Add Address

+ Add Contact Details

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact				
Next of kin				

+ Add Emergency Contact

+ Add Next of Kin

Bank details

Account name	Bank name	Sort code

Personal

Employment

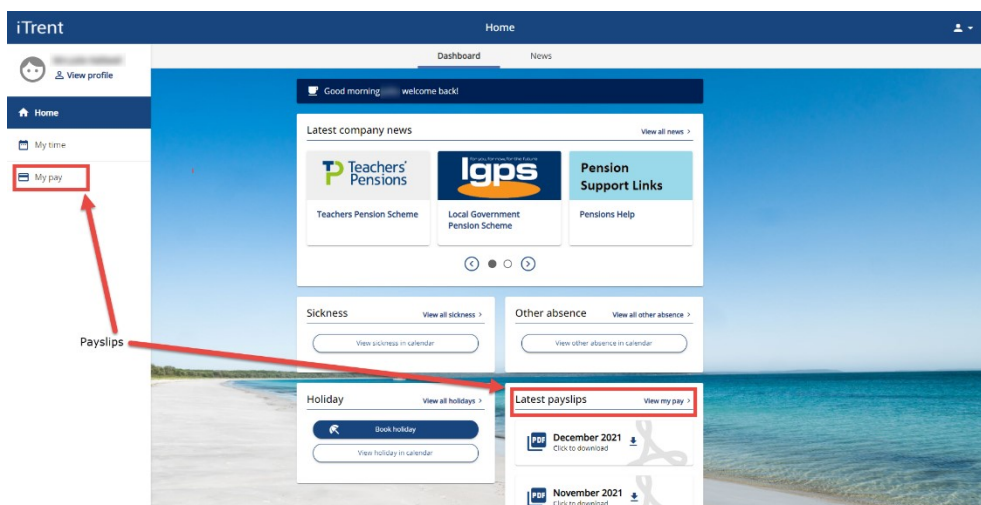
My employment

Period of employment	Position	Department
07 Sep 2010 - present		
07 Sep 2010 - present		



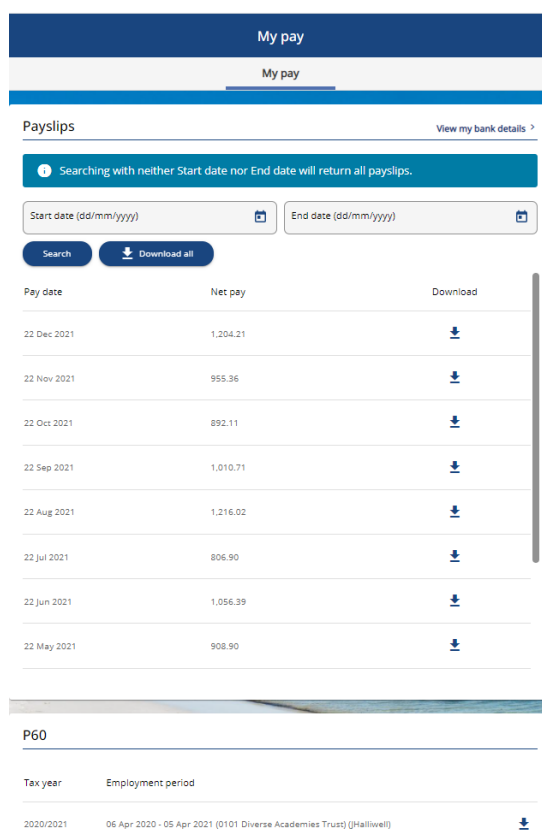
## View My Payslips

You can select to view payslips from either the “My Pay” option in the left hand pane or the quick view “Latest Payslips” option in the main viewing pane as shown in the screenshot below. Only payslips that have been issued by the Neo payroll service can be viewed in this portal.



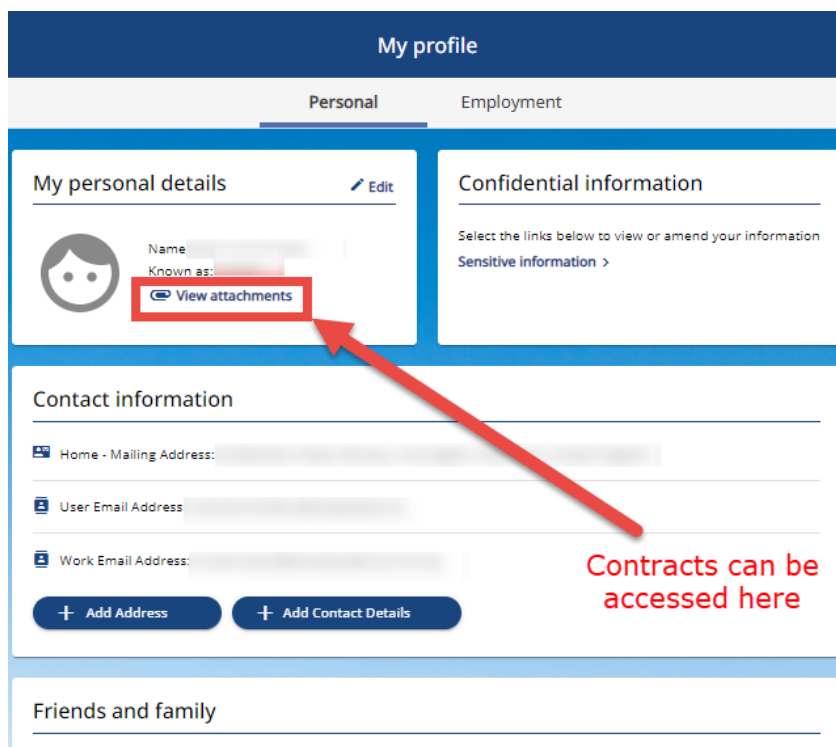
## View Earlier Payslips/P60's or P45's

Select the “My pay” option from the left hand pane shown in the screenshot above and you will be presented with all the pay information that has been created whilst neo has supplied your payroll service via the iTrent system. These items can be viewed, downloaded or printed as required.



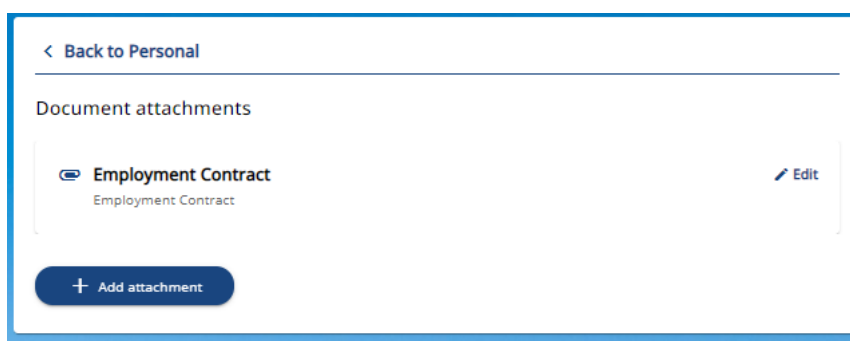
## View My Contracts

Select the [View profile](#) icon from the upper left part of the screen (under your name) to access your personal details. Within your personal details you will find any attached documents as per the screenshots below.



The screenshot shows the 'My profile' page with tabs for 'Personal' and 'Employment'. The 'Personal' tab is active, displaying 'My personal details' and 'Confidential information'. In the 'My personal details' section, the 'View attachments' link is highlighted with a red box. A red arrow points from this link to the 'Contact information' section, which contains fields for 'Home - Mailing Address', 'User Email Address', and 'Work Email Address'. A red text label 'Contracts can be accessed here' is positioned next to the arrow.

Only contracts live at the start of the Neo payroll service and attached by your employer can be viewed in this portal.




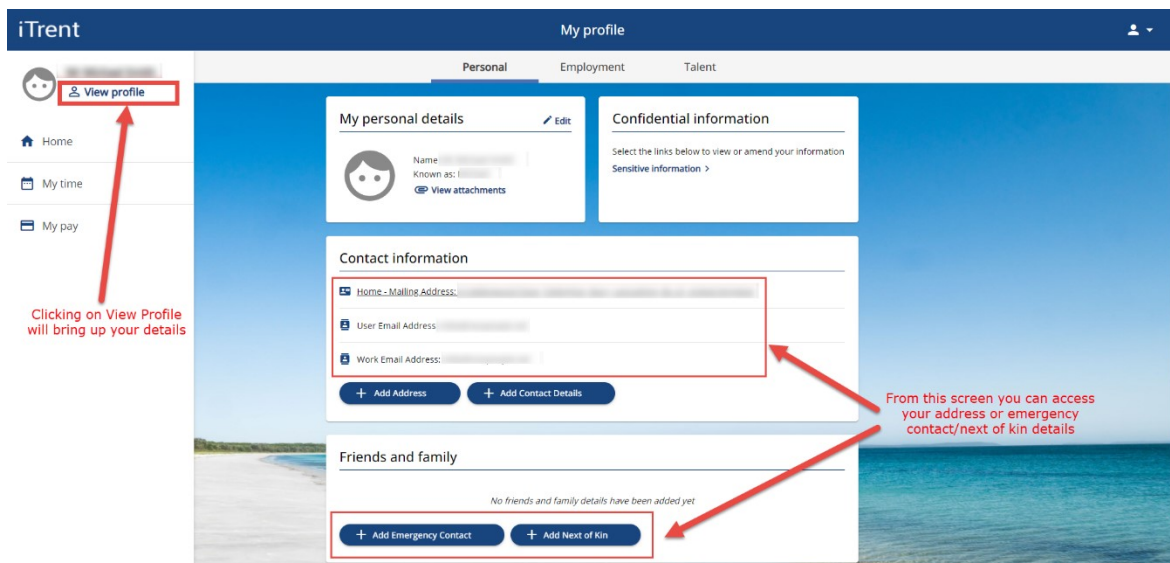
The screenshot shows the 'Document attachments' page. At the top, there is a '< Back to Personal' link. Below it, the section is titled 'Document attachments'. A document titled 'Employment Contract' is listed, with an 'Edit' link next to it. At the bottom, there is a '+ Add attachment' button.

## 6. AMENDING YOUR INFORMATION

### Changing your personal details

As employees of an organization working with children, the recording and checking of your personal information is important. The ability to change your own personal details online may be available depending on your employer and you can check on these screens and input as required. If it is not available through the payslip portal you should provide any changes or amendments required to your personal information to your school or MAT payroll administrator who will record it consistently with the various Keeping Children Safe policies.


You can amend your personal details via the online portal at any time by clicking the  [View profile](#) icon from the upper left part of the screen.



### Changing your Address (If optioned by your employer)

Clicking on your address will enable you to amend or replace your current home address details if your current employer allows this functionality. Whilst the system will email your employer about your address change you should always make your employer aware of address changes to ensure the keeping children safe requirements are full adhered to.

Address details

 This form allows you to correct your current address information. If your address has changed please use the add address details option.

\* Address type (required)

Home

☒ Mailing address

Postcode

House name

Number/Street

Local area

Post Town

County

Country



## Changing/Inputting Emergency Contact/Next of Kin Information.

Clicking on the emergency contact details or next of kin will allow you to amend the details already there or you can add new details as required.

[Back to Personal](#)

Next of kin details

\* Next of kin name (required)

Relationship to me

Please choose

Date of birth (dd/mm/yyyy)

☐ Use as emergency contact

☐ Use my home address

House name

Number/Street

Local area

Post Town

County

Postcode

Country

United Kingdom

Save

Cancel

+ Add Next of Kin

[Back to Personal](#)

Emergency contact

\* Contact name (required)

Relationship to me

Please choose

Contact at

Contact email

☐ Primary contact

☐ Use as next of kin

☐ Use my home address

House name

Number/Street

Local area

Post Town

County

Postcode

Country

United Kingdom

Save

Cancel

+ Add Emergency Contact

## Changing Your Bank Details

You can change your bank details at any time via the online portal. There is no need to additionally provide this information to your employer. Clicking on any of the bank details in the personal information screen will access the Bank Details change screen as shown below. Change the bank details as you require, and press save. It is important to take care when changing your bank account details. These are the account details to which we will pay your next salary and any errors are likely to cause a delay in your salary arriving in the correct account. When any change is made to your bank account details the payroll system will e-mail your school email address to confirm that a change has been made. **IMPORTANT.** Please ensure that any changes to bank account details are submitted at least 5 working days before your next pay date.

[< Back to Personal](#)

Bank details

*i* These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

\* Sort code (required)

Bank name

Roll number

\* Account number (required)

\* Account name (required)

**Links to TPS/LGPS/HMRC** - Links to the pension scheme websites and the HMRC are supplied on your dashboard.

## 7. ADDITIONAL OPTIONS

The following areas will have specific separate guides if these have been optioned by your employer

- A. Sickness / Absence information and Input Guide (If optioned by your employer)
- B. Holiday Booking Guide (If optioned by your employer)
- C. Performance Management Guide (If optioned by your employer)
- D. Learning Guide (If optioned by your employer)
- E. Talent Guide (If optioned by your employer)