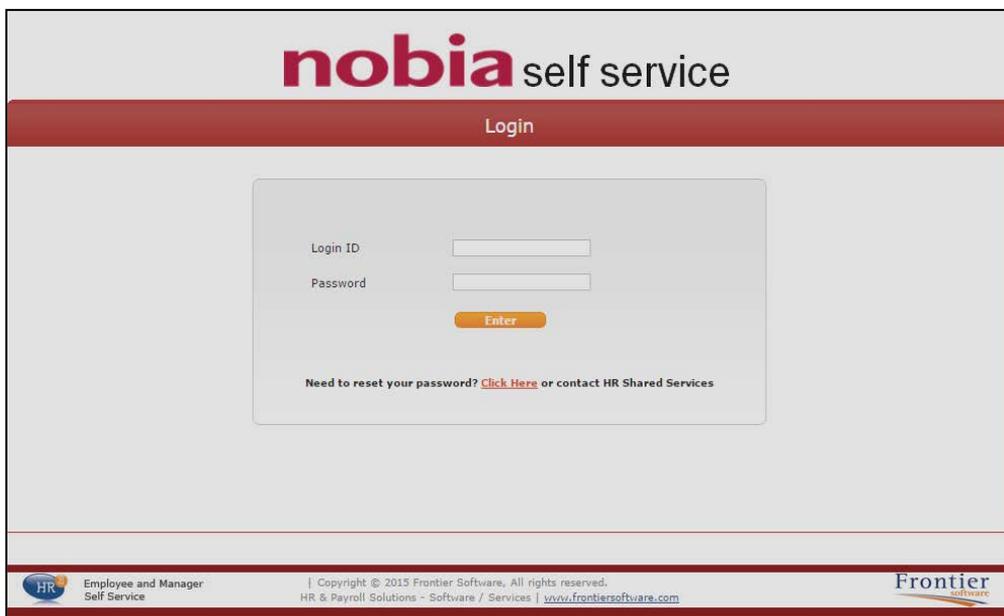


## Nobia Self Service – accessing your online payslip

Before you login for the first time you will need to ensure that the browser you are using will allow popup windows. Depending on the browser you are using you can check this by either clicking on Internet Options and selecting Privacy or by clicking on Settings and selecting Privacy.

### Logging In

When you click on the “View more” button a new window will open with the login screen shown below.



The screenshot shows the login interface for Nobia Self Service. At the top, the text "nobiaself service" is displayed in a red and grey font. Below this, a red horizontal bar contains the word "Login" in white. The main content area is a light grey box with a white border, containing the following elements:

- A label "Login ID" followed by a white input field.
- A label "Password" followed by a white input field.
- An orange "Enter" button.
- A link: "Need to reset your password? [Click Here](#) or contact HR Shared Services".

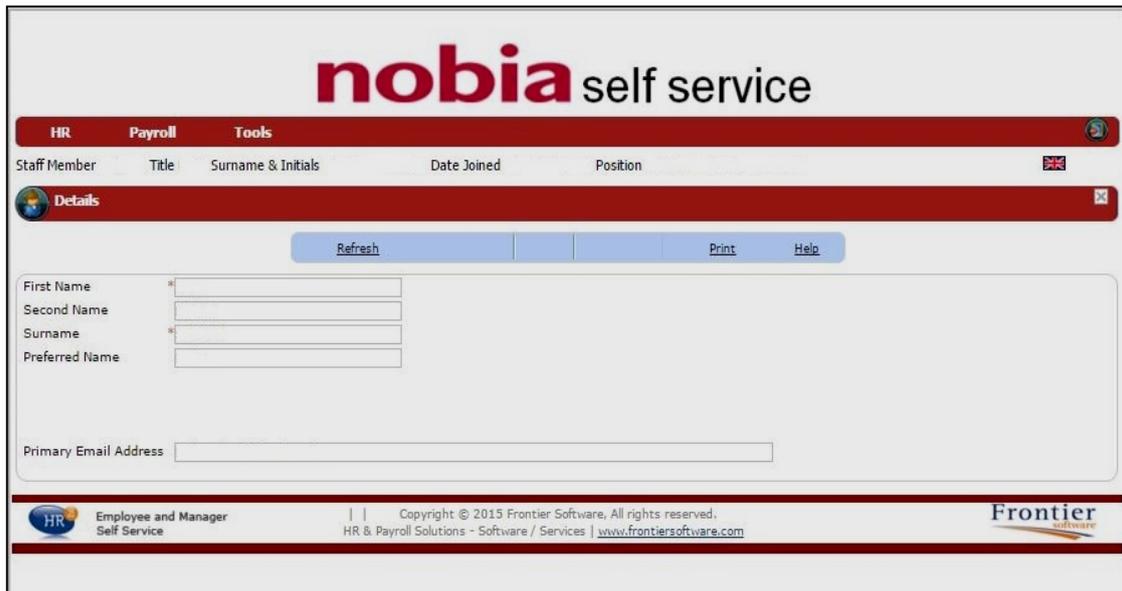
The footer of the page is a dark red bar with white text. On the left is the "HR Employee and Manager Self Service" logo. In the center is the copyright notice: "Copyright © 2015 Frontier Software, All rights reserved. HR & Payroll Solutions - Software / Services | [www.frontiersoftware.com](http://www.frontiersoftware.com)". On the right is the "Frontier software" logo.

Your login details are sent to you in an email entitled “Nobia Self Service – Online Payslip Access \*\*\*IMPORTANT\*\*\*”

Once you have logged in it is strongly advised that you change your password. Details of how to do this can be found on page 8.

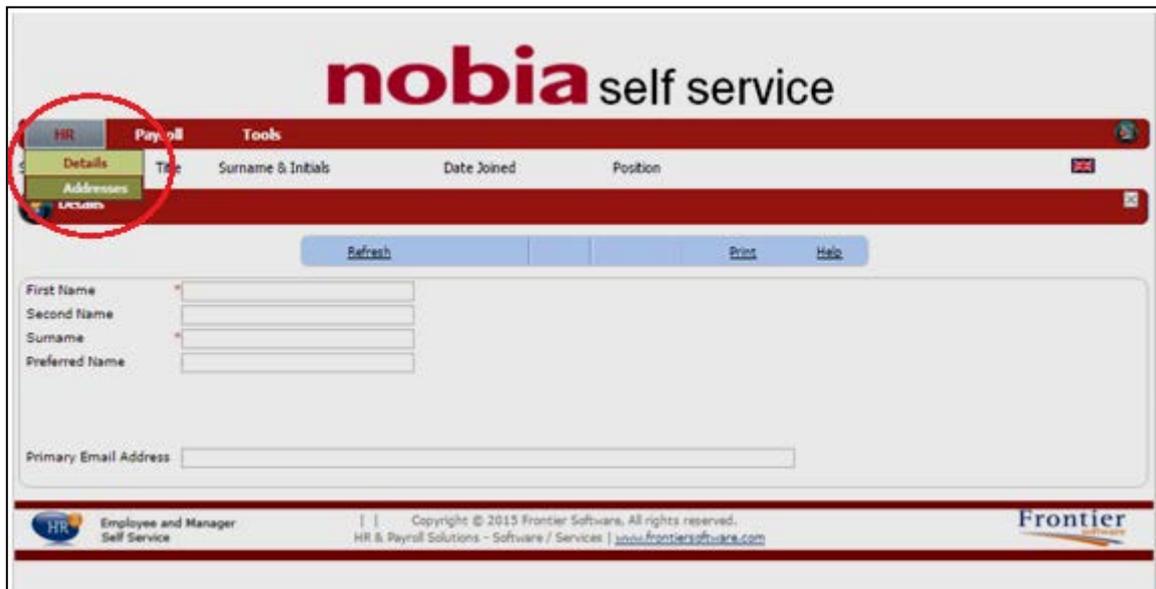
## Personal Details

Once logged in, the first screen will be the details screen. From here, you will be able to view your personal details.



The screenshot shows the 'nobia self service' portal. At the top, there is a navigation bar with 'HR', 'Payroll', and 'Tools' tabs. Below this is a header area with fields for 'Staff Member', 'Title', 'Surname & Initials', 'Date Joined', and 'Position'. A 'Details' tab is selected and highlighted in red. Below the header, there are buttons for 'Refresh', 'Print', and 'Help'. The main content area contains several input fields: 'First Name', 'Second Name', 'Surname', 'Preferred Name', and 'Primary Email Address'. At the bottom, there is a footer with the 'Employee and Manager Self Service' logo, copyright information for Frontier Software (© 2015), and the website URL 'www.frontiersoftware.com'.

To view the current contact details recorded on the system for yourself, your Emergency Contact and Next of Kin, click on the HR tab on the tool bar and select Addresses from the drop down menu.



This screenshot is similar to the previous one, but the 'HR' tab in the navigation bar is highlighted with a red circle. A dropdown menu is open under the 'HR' tab, showing three options: 'Details', 'Addresses', and 'Locations'. The 'Addresses' option is highlighted in green, indicating it has been selected. The rest of the page layout, including the header fields, input fields, and footer, remains the same as in the previous screenshot.

The first record you see should be your home address and contact details.

The screenshot shows the 'nobiaself service' interface. At the top, there are navigation tabs for 'HR', 'Payroll', and 'Tools'. Below this is a header with fields for 'Staff Member', 'Title', 'Surname & Initials', 'Date Joined', and 'Position'. The main section is titled 'Addresses' and contains a 'Refresh' button, 'Print', and 'Help' links. A dropdown menu for 'Address Type' is set to 'HOME ADDRESS' and is circled in red. Below this are input fields for 'Address Line 1', 'Address Line 2', 'Town', 'County', and 'Postcode'. There are also fields for 'Phone', 'Mobile number', and 'Email'. An 'Emergency Contact' section includes fields for 'First Name', 'Surname', and 'Relationship'. At the bottom, a table lists address records with columns for 'Address Type', 'Address Line 1', 'Address Line 2', 'County', and 'Phone'. The 'HOME ADDRESS' row is highlighted in yellow and circled in red. Below the table are navigation arrows and a page indicator 'Page 1 of 1 (3 items)'.

If there are any “In Emergency” or “Next of Kin” details recorded in the system for you, you can view these by clicking on the relevant line in the Address Type at the bottom of the screen. If there is only your home address showing, then we do not have any Emergency or Next of Kin details for you.

This screenshot is similar to the first one, but the 'Address Type' dropdown is set to 'IN EMERGENCY' and is circled in red. In the table at the bottom, the 'IN EMERGENCY' row is highlighted in yellow and circled in red. The rest of the interface, including the input fields and navigation elements, remains the same.

Please note that the detail screen and the address screens are view only and therefore you are unable to make amendments to these details. If the details held are incorrect or require up-dating, please complete a Change of Personal Circumstances form available from the Node. If you wish to amend your name in any way, please be aware that we will require proof of this change, for example a marriage certificate or Deed Poll certificate.

## Your Payslips

To view and/or print your payslip and access previous payslips click on the Payroll tab and select Pay History.

Once selected you will be taken to the screen below which provides a summary of the latest pay information. The Pay Date field indicates when the last pay day was and the Date Paid To field indicates the month referred to in the summary.

Payrun Number	Pay Date	Gross	Total NI Gross	Nett	Currency
923	26/02/2016				
911	29/01/2016				
898	23/12/2015				
882	27/11/2015				
863	30/10/2015				
841	25/09/2015				

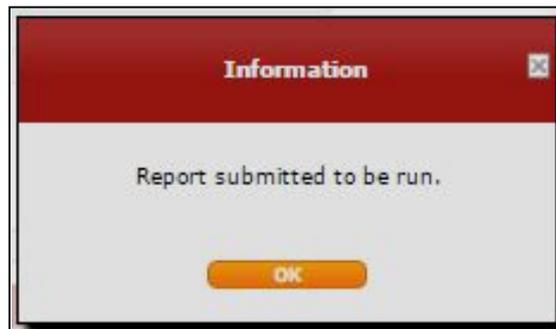
Please note that the Allowance Before Tax field in the summary is the total of any monies deducted from your salary prior to tax, that is any monies deducted due to salary sacrifice schemes such as pension and childcare.

To view and/or print this payslip click on the Payslip button

The screenshot shows the 'nobia self service' interface. At the top, there are navigation tabs for 'HR', 'Payroll', and 'Tools'. Below this is a header with fields for 'Staff Member', 'Title', 'Surname & Initials', 'Date Joined', and 'Position'. The main section is titled 'Pay History' and contains a 'Refresh' button, a 'Print' button, and a 'Help' button. There are input fields for 'Payrun Number' (with '923' entered) and 'Pay Date' (with '26/02/2016' entered). Below these are sections for 'Amount' and 'Hours' with various input fields. A 'Payslip' button is circled in red. At the bottom, there is a table with columns for 'Payrun Number', 'Pay Date', 'Gross', 'Total NI Gross', 'Nett', and 'Currency'. The table contains several rows of data.

Payrun Number	Pay Date	Gross	Total NI Gross	Nett	Currency
923	26/02/2016				
911	29/01/2016				
898	23/12/2015				
882	27/11/2015				
863	30/10/2015				

You may see the following pop up – click ok if this does appear.



Your payslip will appear as shown in the example below. Your salary and any allowances will be shown on the left. These allowances could be for Childcare vouchers and pension as shown below, but could also be for sick pay, maternity pay, paternity pay etc. Deductions for Tax and National Insurance will be shown on the right and your net pay will appear beneath this.

To print                      Salary and Allowances                      Deductions                      Net Pay

Magnet  
991 - Darlington Head Office

Pay and Allowances				Deductions	
Description	Hours/Units/%	Rate	Amount	Description	Amount
SALARIES				PAYE TAX DEDUCTIONS	
Childcare Voucher				National Insurance A	
SmartPensionEeesDed					
<b>Total Payments</b>				<b>Total Deductions</b>	
<b>Net Pay</b>					

Pay Details		This Pay	Year to Date
Employee Number		Gross Pay	
NI Number		Pension	
NI Table		AVC's	
Tax Code		Taxable Pay	
Pay Date / Tax Period		Tax	
Paid from / Paid to		NI	
Overtime Paid to		SSP	
Paid by		SMP	
Bank Name		Annual Salary	
Sort Code		P45 Pay	
Account Number		P45 Tax	
Employer Contributions: Pension			

In the boxes titled “Pay Details” and “This Pay” you will see information relating to your National Insurance, Tax Code, the Pay period, the name of the bank or building society the payment is being made to along with the sort code and last 4 digits of the account.

To print your payslip simply click on the printer icon in the top left hand corner of the screen.

To view a different pay slip select a different Pay Date from the lower half of the screen and then press the Payslip button.

## nobia self service

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HR   Payroll   Tools
Staff Member   Title   Surname & Initials   Date Joined   Position

---

**Pay History**

Refresh
Print
Help

Payrun Number: 911

Pay Date: 29/01/2016

Date Paid To: 31/01/2016

<b>Amount</b>	<b>Hours</b>
Base Amount	Base Hours
Overtime Amount	Overtime Hours
Allowance Before Tax	
Allowance After Tax	
Gross	
Deduction After Tax	
Staff Pension/Provident/Super	
Company Pension/Provident/Super	
Total NI Gross	
Taxable Benefit	
Nett	

Payslip

Currency:

Payrun Number	Pay Date	Gross	Total NI Gross	Nett	Currency
925	26/02/2016				
911	29/01/2016				
890	23/12/2015				
882	27/12/2015				
863	30/10/2015				
841	25/09/2015				

Please note that if you wish to change the bank or building society account your salary is paid into, you should complete the Change of Bank Details form that is available on the Node and return it to the Payroll Department. Please take into consideration that in order to change these details Payroll must be informed by the Wednesday of the week prior to payday.

## Tools

The final tab on the toolbar is the Tools tab.



By clicking on this you will be able to access the report output screen and change your password.

Report output – this is simply a list of all the payslips that you have clicked to view and allows you the option to select and view them again from this screen or delete the record from the report list.



**Change Password** – To change your password, select Change Password on the Tools tab and complete the pop up as necessary. You can change your password to anything you would like, however it must be at least 6 characters in length and be a combination of letters and numbers.

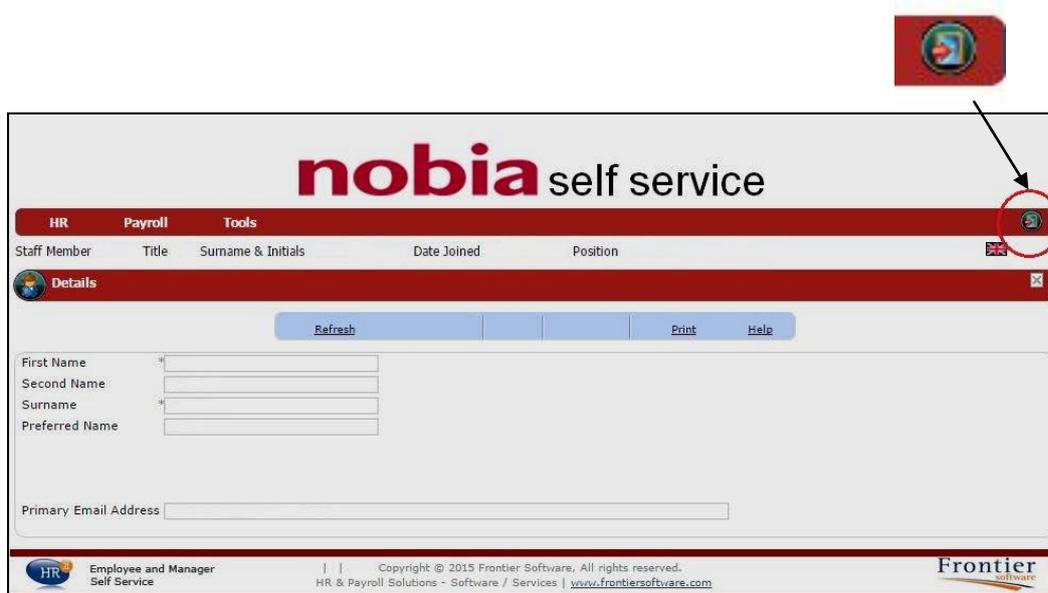


A dialog box titled "Change Password" with a red header and a close button in the top right corner. It contains three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom, there are two orange buttons: "Change Password" and "Cancel".

**Messages** – Any errors or warning messages regarding the portal will appear in here. If you experience any problems or issues whilst using the portal please contact a member of the HR Shared Services team on 01325 745907. We may then refer you to this section to enable us to gain a better understanding of any issues that may have arisen.

### **Logging Out**

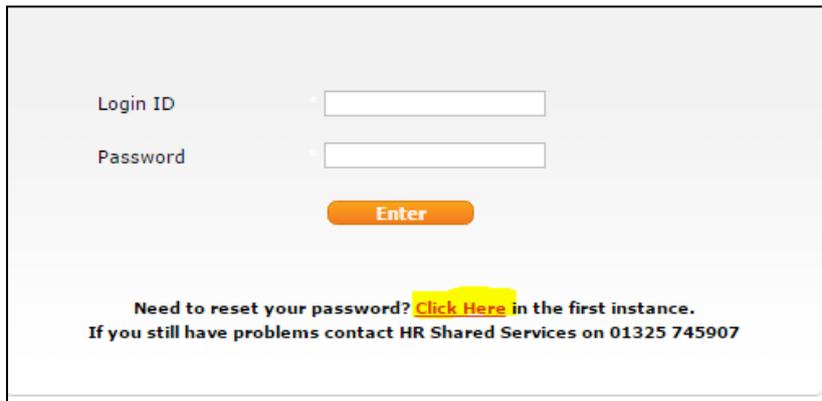
It is important that you log out of Nobia Self Service in the correct way after every use as your account holds personal details. To log out you must click on the Exit icon on the top right of the screen



The screenshot shows the "nobia self service" portal. At the top right, there is a red square icon with a white exit symbol, circled in red and pointed to by an arrow. Below the header, there are tabs for "HR", "Payroll", and "Tools". A table with columns "Staff Member", "Title", "Surname & Initials", "Date Joined", and "Position" is visible. Below the table is a "Details" section with a "Refresh" button and "Print" and "Help" links. The "Details" section contains input fields for "First Name", "Second Name", "Surname", "Preferred Name", and "Primary Email Address". At the bottom, there is a footer with "HR Employee and Manager Self Service", copyright information for Frontier Software (2015), and the website "www.frontiersoftware.com".

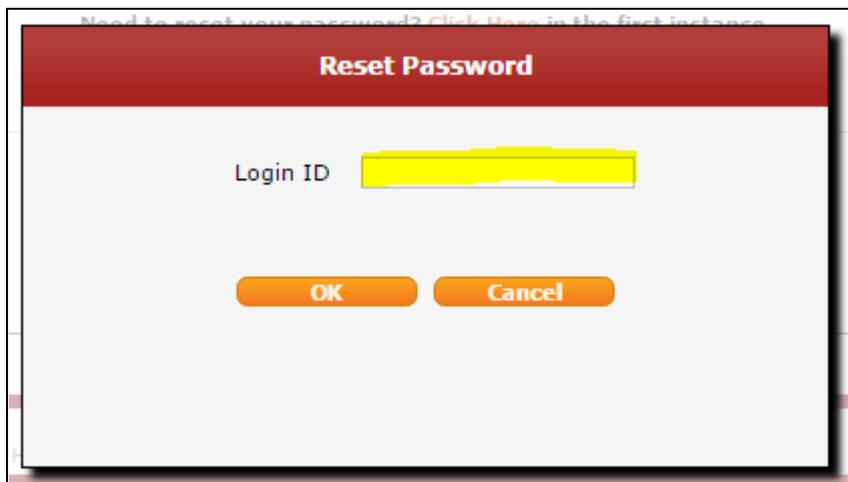
## Forgetting your password

If you forget your password you can self reset it by using the self reset tool on the home screen.



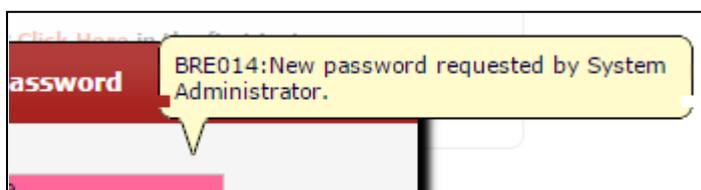
The screenshot shows a login form with two input fields: 'Login ID' and 'Password'. Below the fields is an orange 'Enter' button. At the bottom of the form, there is a message: 'Need to reset your password? [Click Here](#) in the first instance. If you still have problems contact HR Shared Services on 01325 745907'. The 'Click Here' link is highlighted in yellow.

Simply click where it says "Click Here" and you will be asked for your Login ID.



The screenshot shows a dialog box titled 'Reset Password' with a red header. Inside the dialog, there is a 'Login ID' label and a yellow input field. Below the input field are two orange buttons: 'OK' and 'Cancel'.

Once you have input your Login ID you should then click "OK" to proceed.



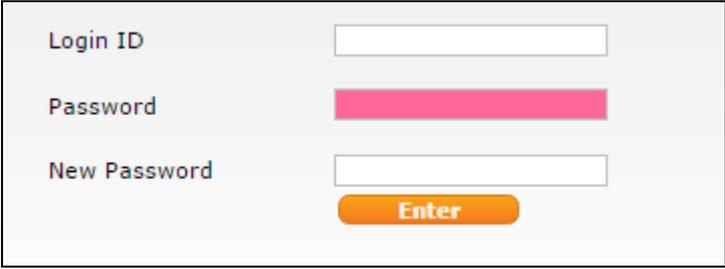
The screenshot shows a yellow information notice with a speech bubble pointing to the 'Login ID' field. The message reads: 'BRE014: New password requested by System Administrator.' The background shows a partial view of the 'Reset Password' dialog box.

It might not look like anything has happened but if you hover over the Login ID field with your mouse you will see an information notice confirming the password reset has been processed. Some browsers will confirm this by displaying a confirmation notice.

It is important at this stage to have some patience and resist the urge to click on the "OK" button repeatedly. If you do you will only succeed in sending yourself multiple emails which will have the effect of extending the time it will take to log you in again.

Once you receive your email simply return to the log in screen and use the fresh password to log in.

Upon logging in you will be required to change the password you received for one of your own choosing.



The image shows a login form with three input fields and one button. The first field is labeled "Login ID" and is empty. The second field is labeled "Password" and is filled with a solid pink color. The third field is labeled "New Password" and is empty. Below the "New Password" field is an orange button with the word "Enter" written on it.

The web page will ask you to re input your username and freshly emailed password again and complete a third field with your chosen password. This password must be at least 6 characters long.

When you complete the fields and click "Enter" you will be granted access to Nobia Self Service.

## **Frequently Asked Questions**

### **What do I do if I have forgotten my password?**

You can request a password re-set by using the link on the login screen. You will be asked for your Login ID and an email will be sent to you with a new password. Once you have logged in using the re-set password you should change your password following the instructions outlined above.

### **Can I access Nobia Self Service on my mobile/tablet?**

Yes, you should be able to access Nobia Self Service on a hand-held device as you would through logging in using a computer or laptop using a web browser such as Google Chrome or Safari. Please remember that you will need to ensure your browser allows popup windows. You will be able to view, however depending on your device and individual set up, you may not be able to print copies.

### **When will I be able to access my payslips each month?**

As soon as Payroll has been calculated and sent for payment, you should be able to log into your Nobia Self Service account and access your payslip for that month. As a general rule, you will be able to view it the Thursday prior to pay day.

### **Will I be able to view my P60 using Nobia Self Service?**

Yes, it is our intention to publish P60 on the self service portal.

### **What happens if I leave the Company?**

Should you leave the Company you will continue to be able to access Nobia Self Service.