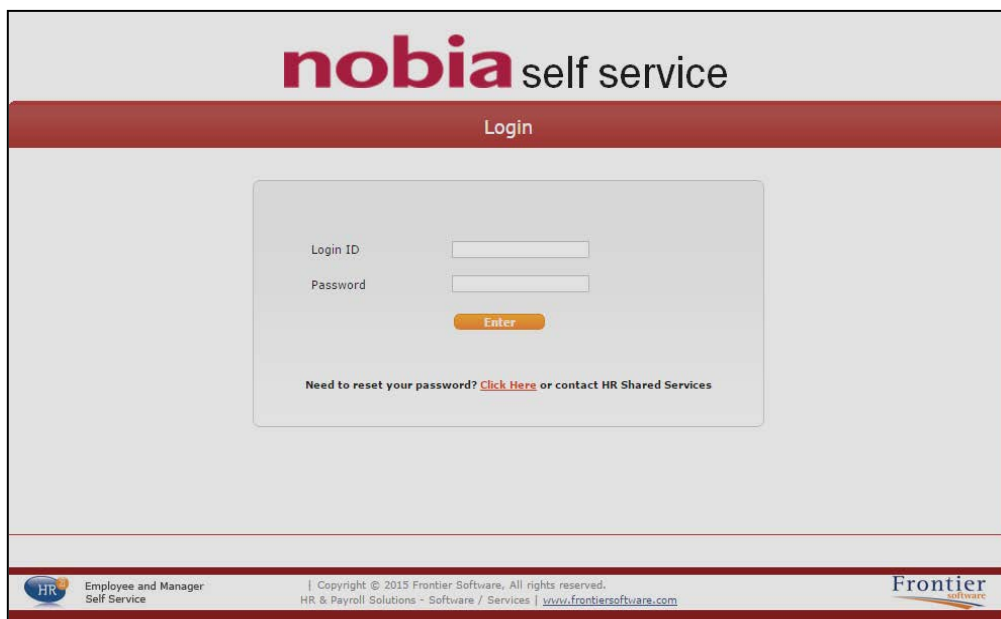


## **Nobia Self Service – accessing your online payslip**

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.



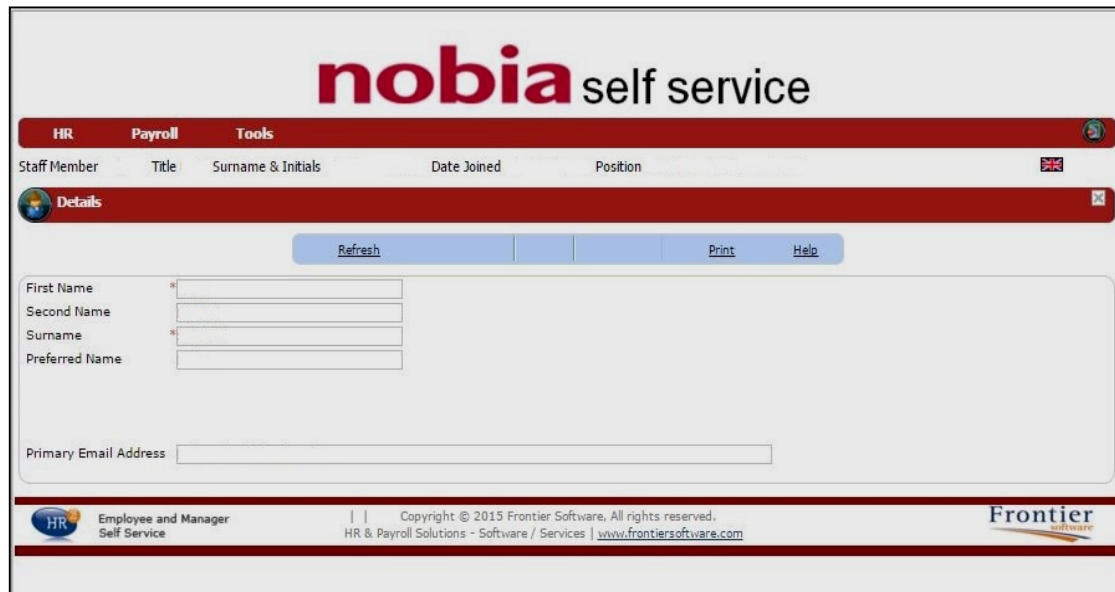
The image shows the login screen for the Nobia Self Service portal. At the top, the text "nobiaself service" is displayed in a red and black font. Below this, a red horizontal bar contains the word "Login" in white. The main content area is light gray and contains a white rectangular box with the following elements: a "Login ID" label next to a text input field, a "Password" label next to a text input field, and an orange "Enter" button below the password field. Below the input fields, there is a link that says "Need to reset your password? [Click Here](#) or contact HR Shared Services". At the bottom of the screen, there is a red horizontal bar containing three items: on the left, an "HR" logo and the text "Employee and Manager Self Service"; in the center, copyright information "Copyright © 2015 Frontier Software, All rights reserved. HR & Payroll Solutions - Software / Services | [www.frontiersoftware.com](http://www.frontiersoftware.com)"; and on the right, 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.

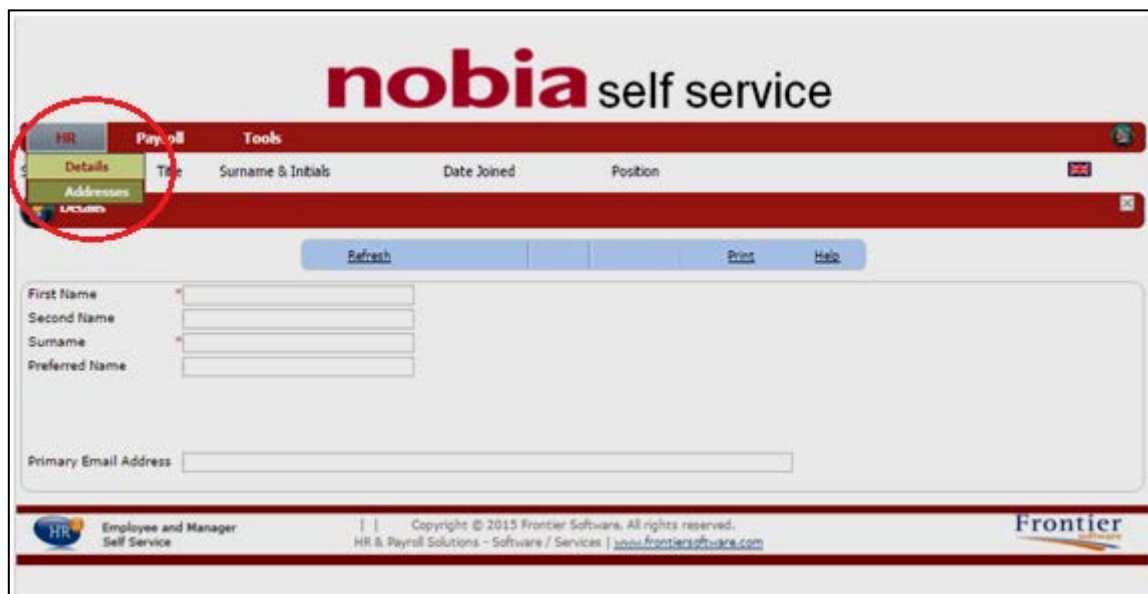
## Personal Details

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 red 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 a 'Refresh' button is visible. The main content area contains form fields for 'First Name', 'Second Name', 'Surname', 'Preferred Name', and 'Primary Email Address'. The footer includes the 'Frontier Software' logo and copyright information for 2015.

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 shows the same 'nobia self service' portal, but with the 'HR' tab selected in the navigation bar. A red circle highlights the 'Addresses' option in the dropdown menu under the 'HR' tab. The rest of the page layout, including the header fields and the form area, 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 tabs for 'HR', 'Payroll', and 'Tools'. Below these, a header bar contains 'Staff Member', 'Title', 'Surname & Initials', 'Date Joined', and 'Position'. The main section is titled 'Addresses' and includes a 'Refresh' button, a 'Print' button, and a 'Help' button. The 'Address Type' dropdown is set to 'HOME ADDRESS' and is circled in red. Below this, there are input fields for 'Address Line 1', 'Address Line 2', 'Town', 'County', 'Postcode', 'Phone', 'Mobile number', and 'Email'. An 'Emergency Contact' section follows with fields for 'First Name', 'Surname', and 'Relationship'. At the bottom, a table lists the address records:

Address Type	Address Line 1	Address Line 2	County	Phone
HOME ADDRESS				
IN EMERGENCY				
NEXT OF KIN ADDRESS				

The 'HOME ADDRESS' row is highlighted in yellow and circled in red. Navigation buttons and 'Page 1 of 1 (3 items)' are at the bottom.

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 shows the same 'nobiaself service' interface, but the 'Address Type' dropdown is now set to 'IN EMERGENCY' and is circled in red. The input fields for address details are present but empty. The table at the bottom now shows the 'IN EMERGENCY' row highlighted in yellow and circled in red:

Address Type	Address Line 1	Address Line 2	County	Phone
HOME ADDRESS				
IN EMERGENCY				
NEXT OF KIN ADDRESS				

The 'IN EMERGENCY' row is highlighted in yellow and circled in red. The rest of the interface 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.

**nobia self service**

HR Payroll Tools

Staff Member **Pay History** Surname & Initials Date Joined Position

Details

Refresh Print Help

First Name  
Second Name  
Surname  
Preferred Name  
Primary Email Address

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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.

**nobia self service**

HR Payroll Tools

Staff Member Title Surname & Initials Date Joined Position

Pay History

Refresh Print Help

Payrun Number 923 Pay Date 26/02/2016 Date Paid To 29/02/2016

**Amount**

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

**Hours**

Base Hours  
Overtime Hours

Payslip

Currency

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				

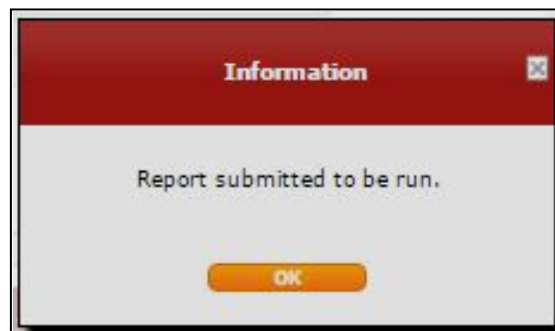
Please note that the Allowance Before Tax field in the summary is the total of any monies deducted from your salary prior to tax, that is any monies deducted due to salary sacrifice schemes such as pension and childcare.

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

The screenshot shows the 'nobiaself service' interface. At the top, there are tabs for 'HR', 'Payroll', and 'Tools'. Below these, a header bar contains fields for 'Staff Member', 'Title', 'Surname & Initials', 'Date Joined', and 'Position'. The main section is titled 'Pay History' and includes a 'Refresh' button and a 'Print' button. Below this, there are input fields for 'Payrun Number' (923), 'Pay Date' (26/02/2016), and 'Date Paid To' (29/02/2016). The interface is divided into two columns: 'Amount' and 'Hours'. The 'Amount' column lists various pay components with input fields: Base Amount, Overtime Amount, Allowance Before Tax, Allowance After Tax, Gross, Deduction After Tax, Staff Pension/Provident/Super, Company Pension/Provident/Super, Total NI Gross, Taxable Benefit, and Nett. The 'Hours' column lists: Base Hours and Overtime Hours. A red circle highlights the 'Payslip' button located between the two columns. At the bottom, there is a 'Currency' field and a table with columns: Payrun Number, Pay Date, Gross, Total NI Gross, Nett, and Currency. The table contains five 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

**nobia**

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**

HR Payroll Tools

Staff Member Title Surname & Initials Date Joined Position

**Pay History**

Payrun Number: 911

Pay Date: 29/01/2016  
Date Paid To: 31/01/2016

Amount: Base Amount, Overtime Amount, Allowance Before Tax, Allowance After Tax, Gross

Deduction After Tax

Staff Pension/Provident/Super  
Company Pension/Provident/Super  
Total NI Gross  
Taxable Benefit  
Nett

Hours: Base Hours, Overtime Hours

Payable

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				
845	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 screenshot of a 'Change Password' dialog box. It has a red header bar with the title 'Change Password'. Below the header, there are 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

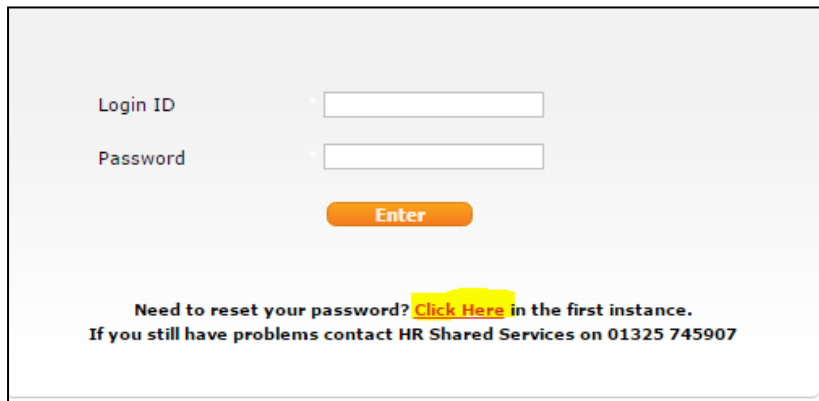
It is important that you log out of Nobia Self Service in the correct way after every use as your account holds personal details. To log out you must click on the Exit icon on the top right of the screen

A screenshot of the 'nobiaself service' portal. The header is red with the text 'nobiaself service'. Below the header is a navigation bar with tabs: 'HR', 'Payroll', and 'Tools'. The 'Tools' tab is selected. Below the navigation bar is a table with columns: 'Staff Member', 'Title', 'Surname & Initials', 'Date Joined', and 'Position'. Below the table is a red bar with the text 'Details'. Below the red bar are buttons: 'Refresh', 'Print', and 'Help'. Below the buttons are input fields for 'First Name', 'Second Name', 'Surname', 'Preferred Name', and 'Primary Email Address'. In the top right corner, there is a red square icon with a white 'X' inside, which is circled in red. An arrow points from this icon to a larger version of the icon shown above the screenshot.



## Forgetting your password

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



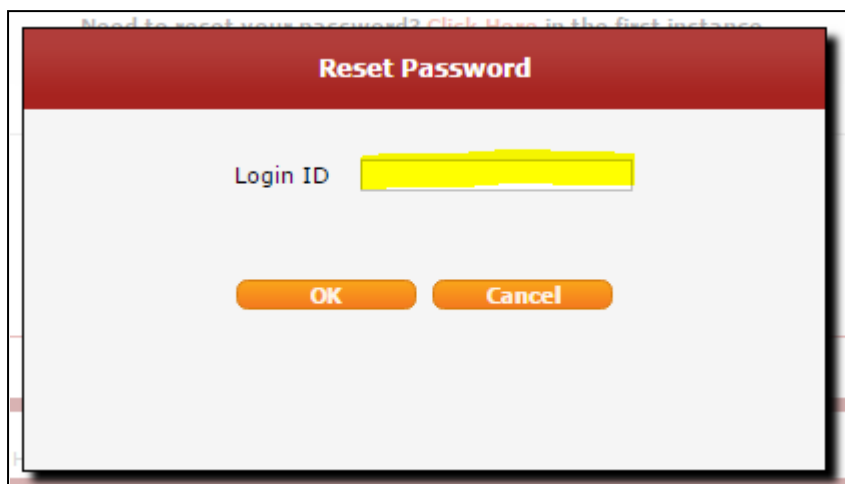
Login ID

Password

**Enter**

Need to reset your password? [Click Here](#) in the first instance.  
If you still have problems contact HR Shared Services on 01325 745907

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

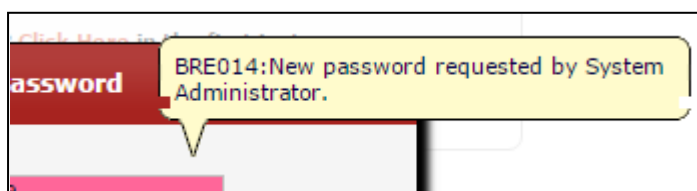


**Reset Password**

Login ID

**OK** **Cancel**

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



**password**


BRE014: New password requested by System Administrator.

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.



A login and password change form with a light gray background. It contains three input fields: 'Login ID' (white), 'Password' (pink), and 'New Password' (white). Below the 'New Password' field is an orange 'Enter' button.

Login ID	<input type="text"/>
Password	<input type="password"/>
New Password	<input type="text"/>
<input type="button" value="Enter"/>	

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.