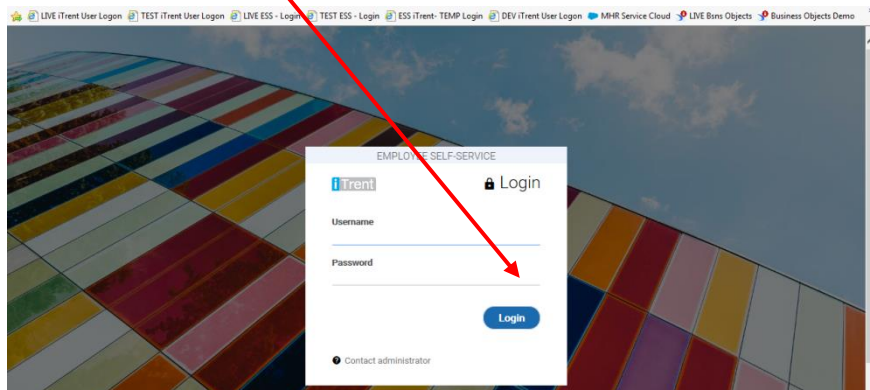


# Welcome to Employee Self Service

Welcome to our new Employee Self Service system from which you can now access your payslips on-line. The site also lets you see some of the personal details we hold for you on the Pay/HR System as well as giving you access to change some of these details. You can also see the most recent company news and access other useful sites such as the Employee Assistance Programme, My MacIntyre and BlackRock pensions. In the coming months we aim to update the site which will then let you request your holidays online. It is easy to use but below are a few tips to getting started. Please check your details are correct and change what you need to.

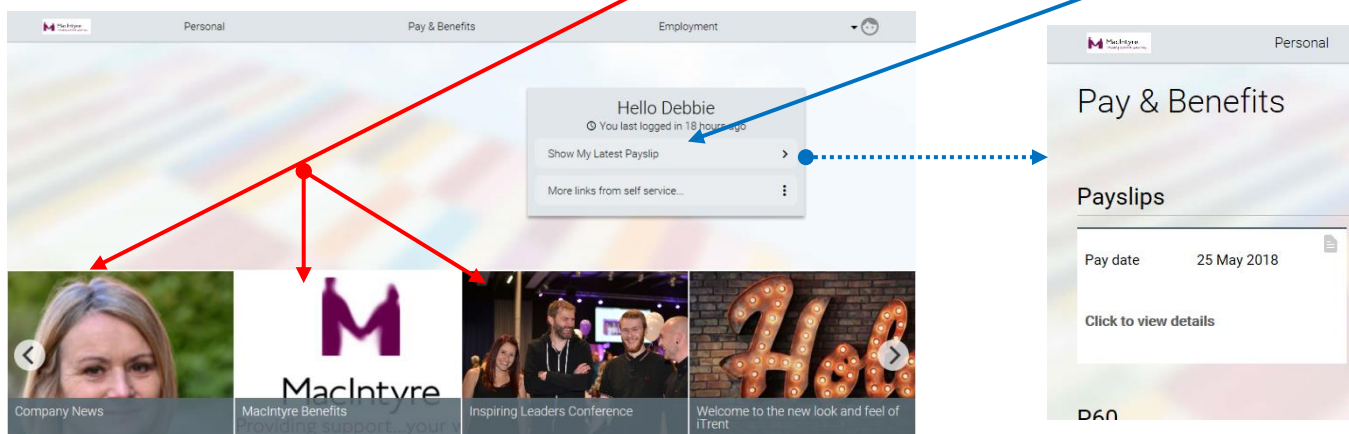
## Step 1: Log on via [https://ce0313li.webitrent.com/ce0313li\\_ess/ess/index.html#/login](https://ce0313li.webitrent.com/ce0313li_ess/ess/index.html#/login)

- Enter the same username (Name.Surname) and password you use for your MacIntyre email
- Click Login
- If you don't know your email log on details then please contact IT at [IT@macintyrecharity.org](mailto:IT@macintyrecharity.org) or 01908 230100



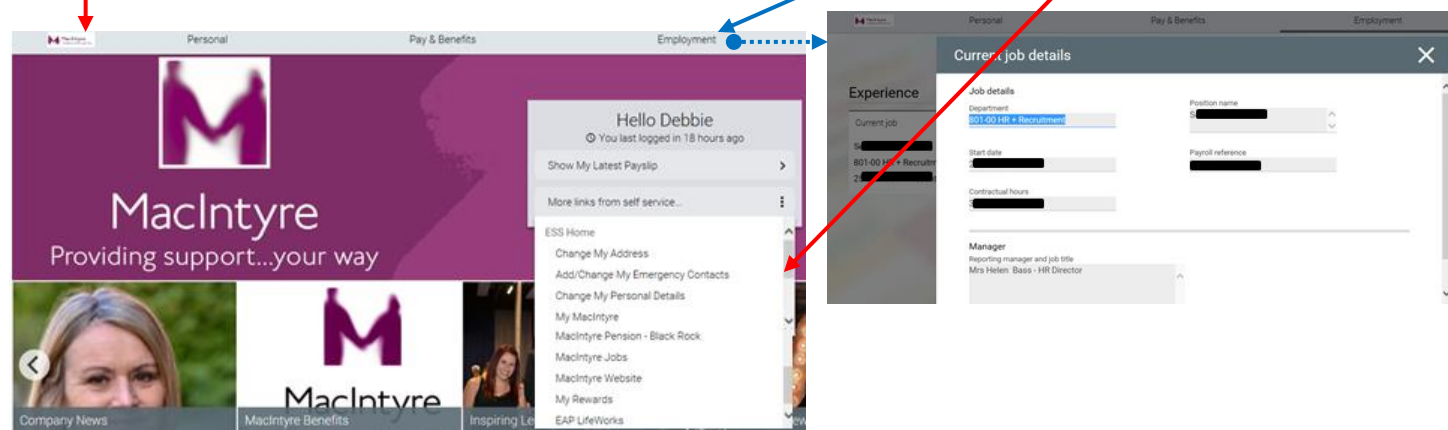
## Step 2: Click on the items you want to view or update

- Click "Show my latest payslip" in the grey menu to see your payslip and if you want download it
- Click on the photos to see news and benefits etc



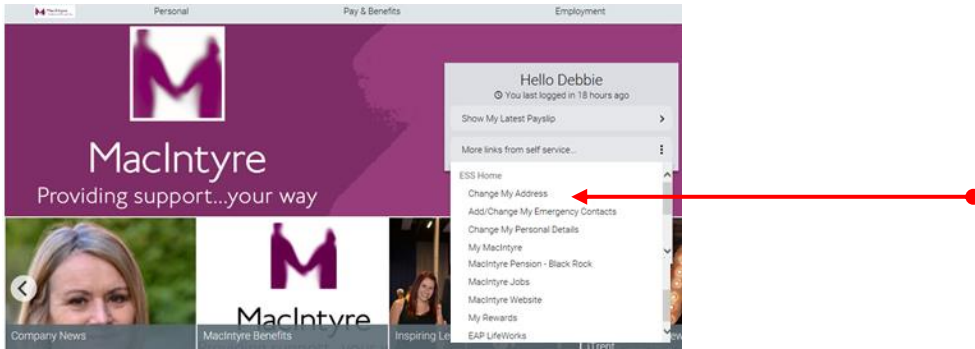
## Step 3: Scroll down the menu to view all the items and links to other sites

- Click on the MacIntyre icon to get back to the Home Page and menu
- Click on Employment in the grey bar to see your work details



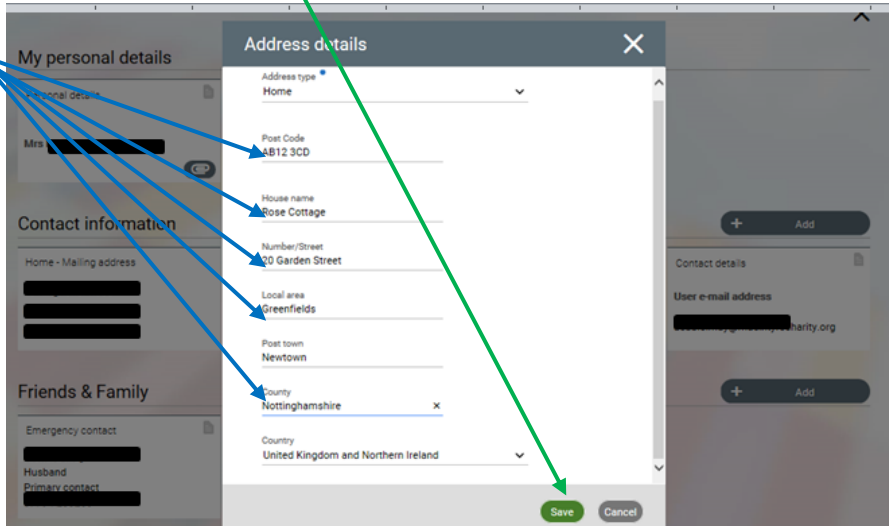
## Step 4: How to change your details

- Log on as in Step 1 and scroll down the menu on the right hand side
- Click on what you want to change



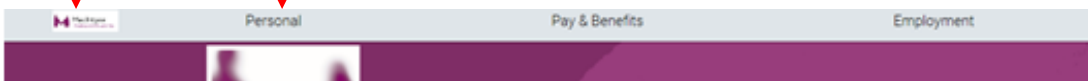
### Changing your address

- Exactly what you put on this screen will be the address that is then shown in the Pay/HR System
- You must therefore key all the lines of your new address (not just what has changed)
- Only leave something blank if you do not have that line in your address
- For example not everybody will have a House Name and if not leave this blank
- Remember to click save



### Changing personal details, bank details and contact information

- Go to the home page by clicking the MacIntyre icon
- Click "Personal" in the top grey bar



- Click on the card that you want to change
- Enter the new details and save

