



## How to...change your e-form preferences

### Purpose:

This guide will show you how to change your E-form preferences on the **Your HR** Employee Self-Service (ESS) system. The E-form preferences screen is used to set up the email address to receive email payslips and P60s to a specified email address.

You are advised to set your e-form preferences as soon as you have access to ESS to ensure you receive an email payslip (and P60 if relevant). **If you do not set these before you leave WCC employment, you will not receive your final payslip / P60.**

**Please also note that your access to ESS will be terminated using your leaving date so you will not be able to access your online payslips/P60 after this date. WCC do not provide paper copies of payslips or P60s.**

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### Logging in to Your HR:

To log into Your HR as a WCC employee, please refer to the **ESS 1 How to...Log in to Your HR Guide**. After login you will be presented with the **ESS Homepage**.

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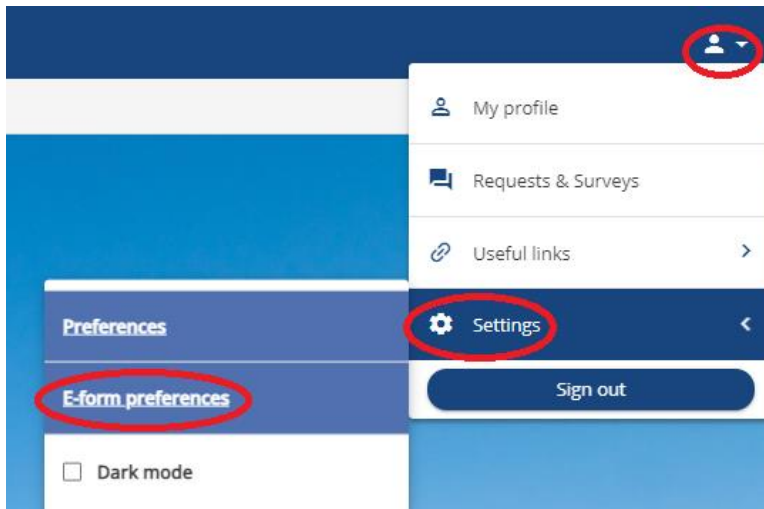
### What are e-form preferences?

E-form preferences allow you to specify an email address you want your payslips and P60s emailed to.

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### To setup or change your e-form preferences:

- From the ESS homepage, click on the **Utility menu** in the top right hand side of the screen and select **Settings > E-form preferences**:



- The red dot after a data field means it is a mandatory field and must be completed
- Tick the **Email payslip** option and enter your preferred email. Using shared email addresses is not advised
- Enter a **password**
- Tick the **Email P60** option and the **Use the same email and password for P60's** options. Click on **Save**. The completed screen should look like this:

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

- You will need your payslip password every time you receive an email payslip to be able to view it. If you change your payslip password, you will not be able to view previous payslips as these are linked to your old passwords

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*If you forget your password for your payslips, you can simply change it from the above screen. Alternatively, you can view your payslips from your ESS dashboard on the homepage; please refer to ESS15 for further details.*

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## **Notifications**

You will receive an email notification to confirm that you have been set up to receive our payslip and/or P60 by email.

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***For further information or support please refer to [Your HR](#) on the Intranet or please log a request through the [HR Service Desk](#).***

Creation Date	15/12/17
Author	LG
Review Date	30/1/18 20/05/21 AA 24/01/22 AA – new ESS