PeopleXD Payee User Guide

Apprentice and Learner Payments

Document Control

Change History

Version No.	Details of Change	Changed Sections	Prepared/ Approved by	Date
0.1	Initial Document drafted & finalised	All	ESBS	15/06/2023
0.2	Reviewed & updated	• Added in reference to 1 hour time limit for password reset • 2.6 previously referring to functionality now combined with how to view/print Pay Details • Update of some wording throughout and formatting • 2.8 Reminder added in relation to password resets	ESBS	31/03/2025

Contents

1. Introduction

1.1 The purpose of this manual

The purpose of this manual is to provide step-by-step instruction to Apprentices and Learners on how to access their Pay Details directly from the PeopleXD Portal.

Important: If an Apprentice or Learner does not register for the PeopleXD Portal, they will not be able to access their Pay Details.

Screenshots are used for illustrative purposes only & anonymised data is used in all cases.

1.2 This document will show you how to

- Register, log in and update your details on the PeopleXD Portal.
- View and print your Pay Details.

1.3 Point of contact

For any issues encountered when using the Portal that you feel are not covered by the content of this manual, please contact your local ETB who should be able to assist further.

1.4 Important to note before activating your PeopleXD account

- Your email address will be your username going forward and cannot be changed once your account is registered.
- Learners & Apprentices should access the Portal using a PC/Laptop in order to activate their PeopleXD account.
- You must access the Portal link that you receive by email via the web browser Google Chrome.
- The link that you receive to your email account to activate your PeopleXD account is valid for up to 40 days. The link will not work after the 40 days.

2. Registering & Logging into my new PeopleXD Portal Account

2.1 How do I register on the PeopleXD Portal using PC or laptop?

Step 1: Once your account is set up on PeopleXD by your ETB, you will receive an automatic email to set up your Portal Account.

Please note: Please check your spam or junk mail in case the link was directed there and mark as a safe sender for going forward.

Example text from the activation email sent to Apprentices & Learners:

Dear <<FORENAME>> <<SURNAME>>,

As an ETB Apprentice/Learner, you will be required to register for a 'PeopleXD' account. This facility will allow you to access your payslip or pay details accordingly.

If you have already set up your PeopleXD account please ignore this email

In order to register you will need the following information:

• The last four digits of your Payroll Bank Account Number (IBAN)

This bank account number must correspond with the bank account you provided to your ETB for set up on the payroll system.

Please note that your email address is your username. This is the email address you provided to your ETB at registration.

Please click on the link below, where you will be instructed to complete security questions, validate your email address and create a password.
If clicking the link does not work, please copy and paste the URL in to a new browser window instead.

Your Password must be a minimum of 14 characters and must contain each of the following:

1. A minimum of 1 Uppercase Character (e.g. A,B,C,D,E)
2. A minimum of 1 Lowercase Character (e.g. a,b,c,d,e)
3. A minimum of 1 Numeric Character (e.g. 1,2,3,4,5)
4. A minimum of 1 Special Character (e.g. $,%,!,&)

Once you have successfully registered your account you will receive an email with a link to PeopleXD Portal Account. This access link will only work when accessed via Google Chrome.

If you do not receive a verification email or if you have any queries please contact your ETB.

Note: This email address cannot accept replies.

Sincerely,

ESBS ETB Apprentice & Learner Payments

Important Note: It is vital that you access the link using the search engine Google Chrome and that a PC or Laptop is used to activate your PeopleXD account. This should prevent error messages from appearing when trying to activate the link**.**

This will direct you to the registration page where you will be presented with the following message:

> To activate your new PeopleXD portal account you are required to fully complete this activation form. First set a password and then confirm this password. In order to help password recovery process select some security questions and answers. You will need these if you forget your password and wish to initiate a password recovery process. All information provided is held securely using latest encryption methods.

Step 2: Confirm the last 4 digits of your Bank account number **IBAN** (details furnished to your ETB)

Last four characters of your IBAN

| * | * | * | * | ✓ obscure content |

Step 3: Enter and Confirm your Password.

▲ **Your Password**

New Password

●●●●●●●●●●●●

Confirm Password

●●●●●●●●●●●●

Please Note the Password Requirement as specified in registration Email
Must be a minimum of 14 Characters and must include:
1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character

Step 4: Complete the Security Questions for Recovery Assistance.

Security questions for recovery assistance

Question One

select question One ▾

Answer One

answer to question One

Question Two

select question Two ▾

Answer Two

answer to question Two

Question Three

select question Three ▾

Answer Three

answer to question Three

Step 5: Click on Check box for Terms of Service and Select 'Activate Account'.

Terms of Service: By signing up, you agree to our Terms of Service.

Activate Account

Step 6: You will be brought to your account landing page.

☰ Employee Dashboard ▾   🔍 Search Dashboards or Widgets

G

Employee Dashboard

▭ Pay

My Pay Details   VIEW ALL

NOTHING TO SEE HERE
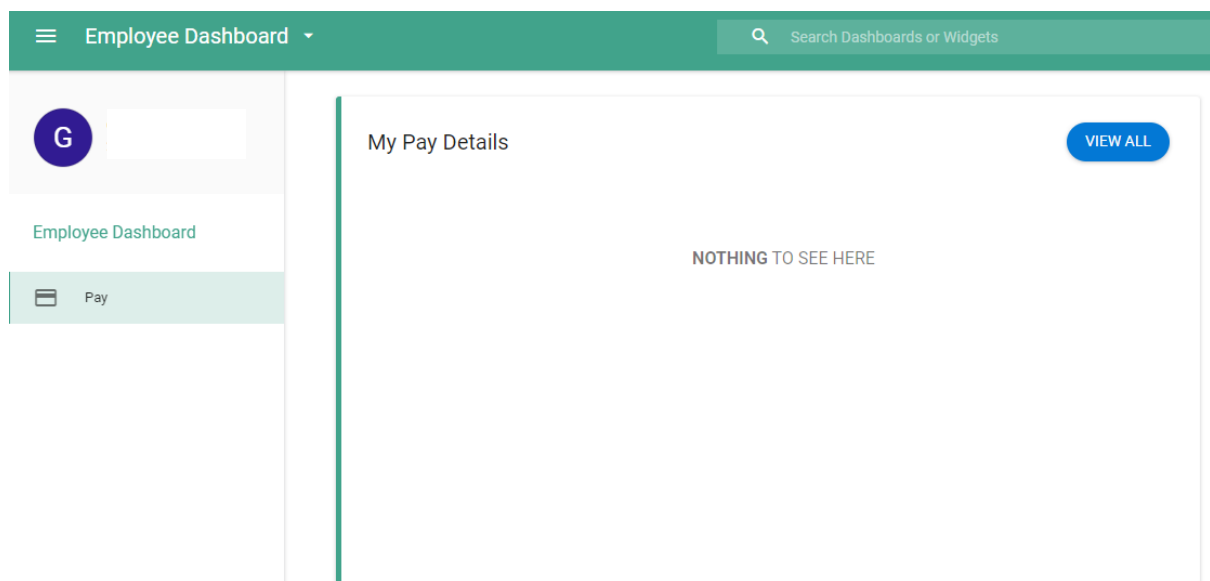
You will also receive the following email -

Dear <<FORENAME>> <<SURNAME>>

You have successfully completed your PeopleXD Portal account activation.

To access your account please click on the link below and enter your details.

https://my.corehr.com/pls/coreportal_esbsappp

You may wish to bookmark this link or add it to your Favourites for future ease of access

Sincerely,

ESBS ETB Apprentice Payroll & Learner Payments

2.2 How do I register on the PeopleXD Portal using mobile phone?

The mobile application is available on the APP store for Apprentices and Learners and is named **Access PeopleXD** as displayed below.
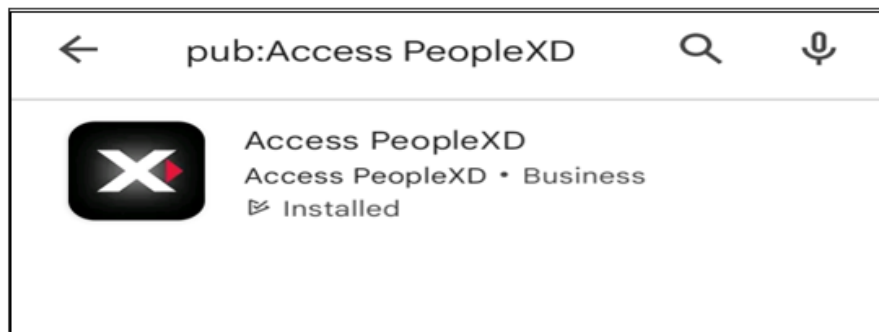
Step 1: A payee can open their self-registration invitation on their mobile device which will launch the self-registration via the mobile app

- The app will automatically launch when accessed if it has already been downloaded to your device.
- The *Access Code* is pre-populated.
- The self-registration screen will appear.

- If the payee doesn't already have the mobile app installed, when they click the link to register, they will be directed to the relevant store to download it. Once downloaded and launched, the *Access Code* is pre-populated and the self-registration screens appear.

Step 2: Assign the application preferences and click 'Next'

Step 3: Enter Company ID – the details to be entered here are as follows:

'esbsappp' under 'Company Email or Company ID' and click 'Next'

Step 5: Confirm the last 4 digits of your Bank account number **(IBAN)** and complete Security Questions for Recovery Assistance to 'complete registration'. Click the green arrow shown below:

Step 6: Enter user name (email address) and password created within Step 5 above and click 'Log In'

Almost there!

Confirm your username and password

Username

Password

LOG IN

Step 7: You will be brought to your account landing page
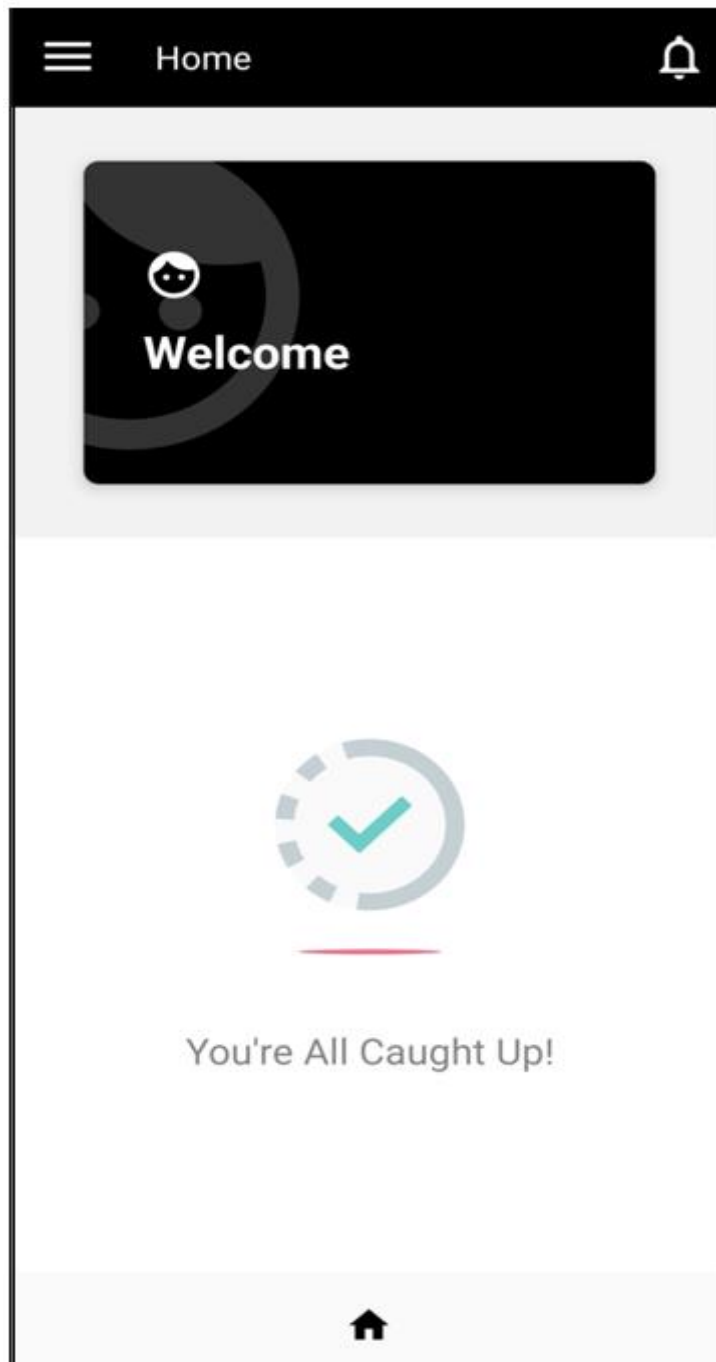
Step 8: Click on the elipsis on the left hand side. This provides the option of viewing Pay Details and by clicking the plus sign at bottom of the screen, it will allow the option of printing or downloading Pay Details as required.
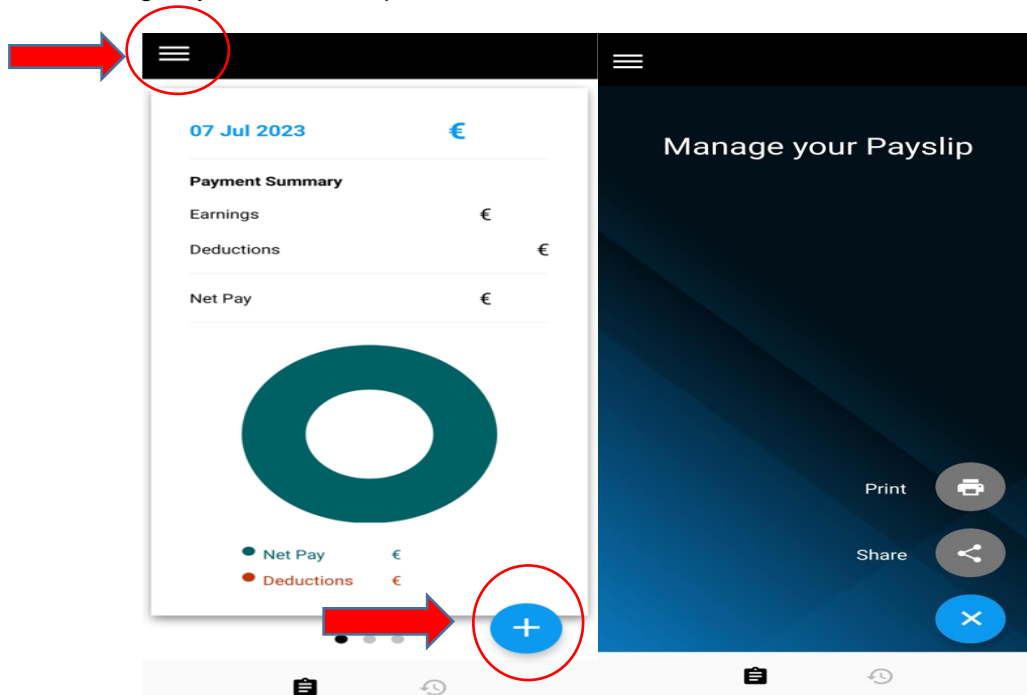
2.3 How do I log into the PeopleXD Portal to view my Pay Details?
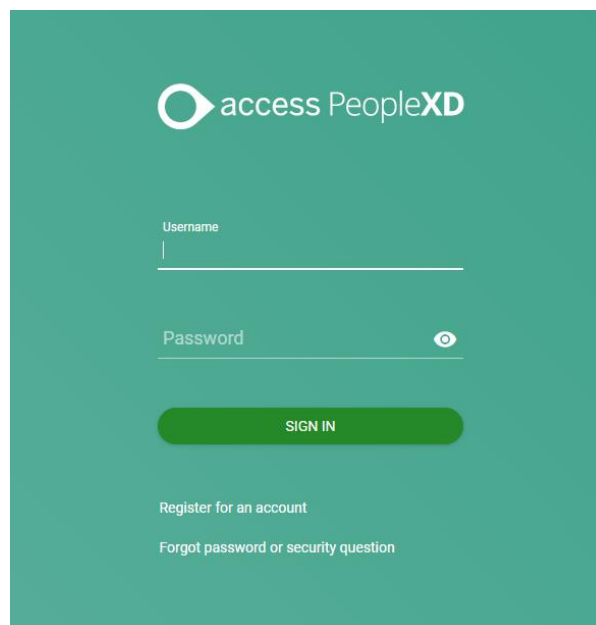
Please note: You must be registered at this point and be on the log-in page.

At all times, access to your account can be made by using this link below enter your details.

https://my.corehr.com/pls/coreportal_esbsappp/

You may wish to bookmark this link or add it to your 'Favourites' for future ease of access.

Step 1: Enter Username & Password in the required fields and click 'Sign In'.

Step 2: Once logged in, you should see the standard screen as below (Employee Dashboard).
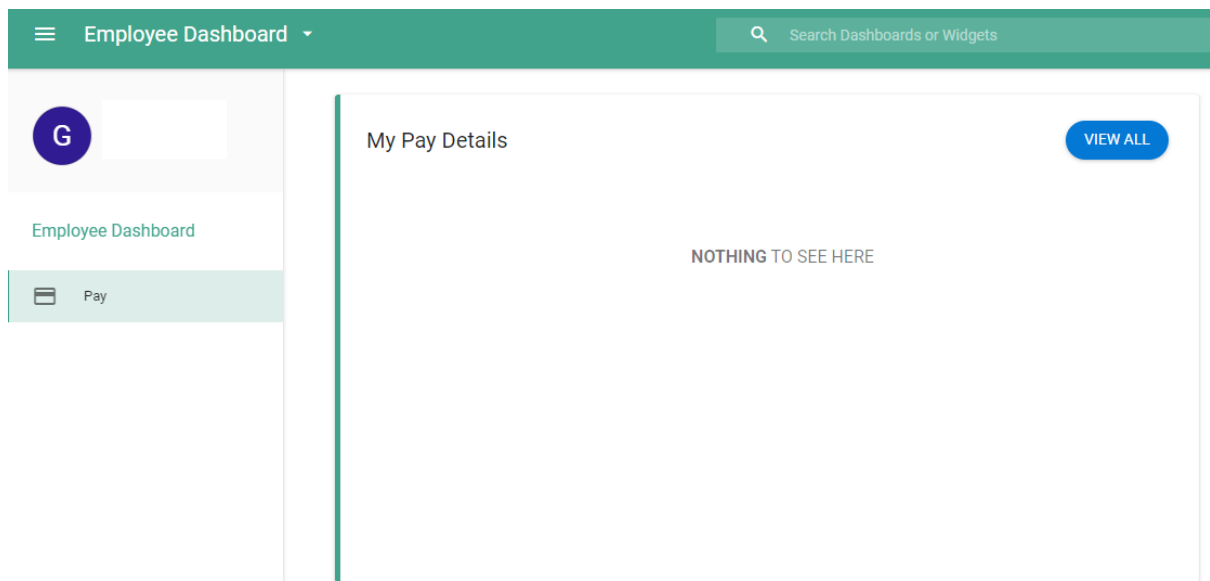
2.4 I forgot my password how do I log in?
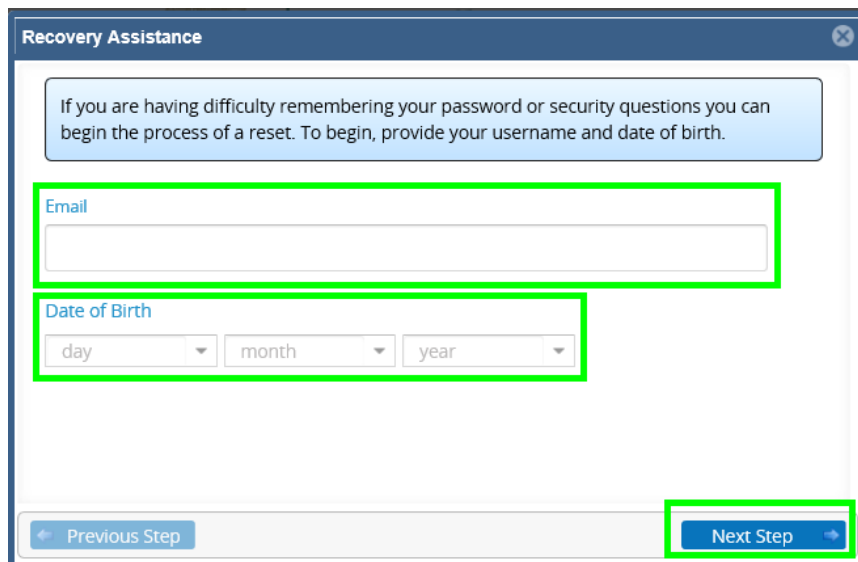
Please note: You have two options when resetting your password – it can be reset by sending an email or by answering your security questions – both methods are stepped out below.

Step 1: Select the 'Forgot password or security question' option below the username log in box.

Step 2: Enter your email address and Date of Birth as requested – click 'Next Step':

Step 3: Select 'password reset' – click 'Next Step':
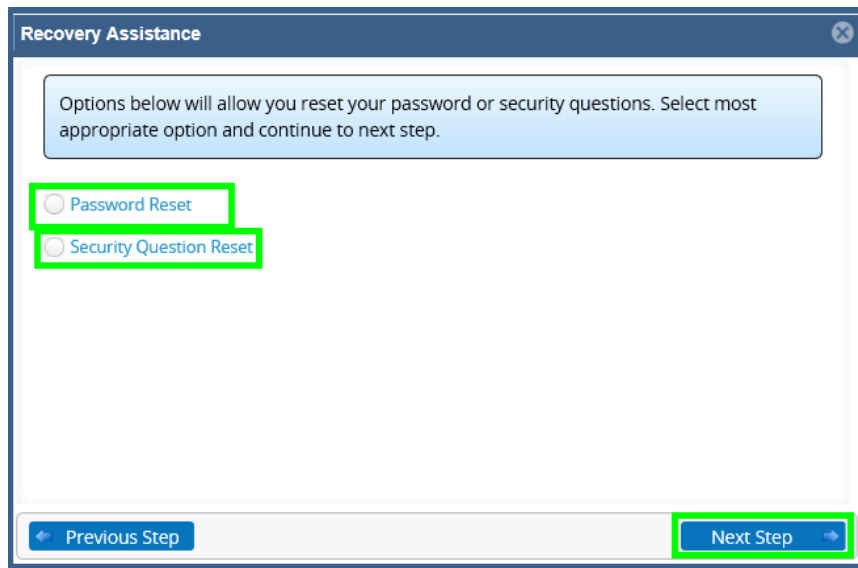
Two password reset options are available as shown in the screen that follows:

Option 1: Reset password by sending an email

Option 2: Reset password by answering security questions
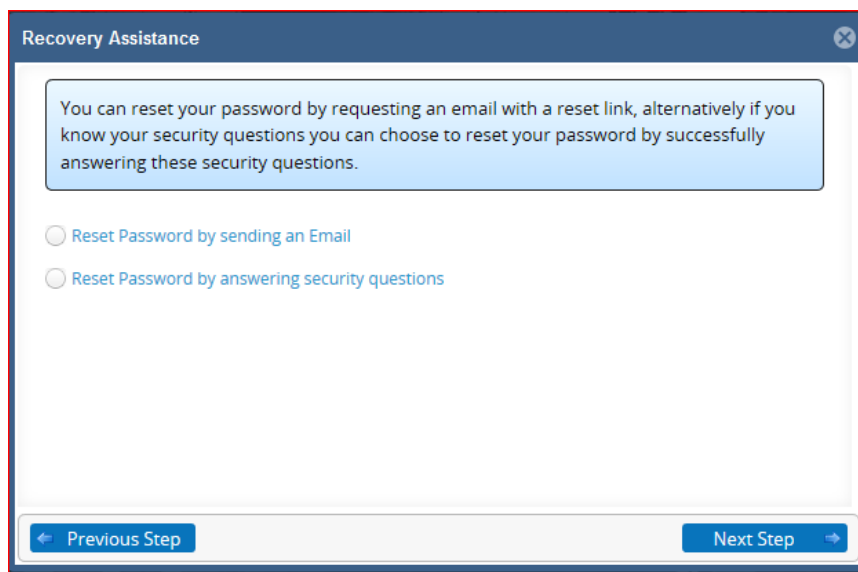
Option 1: When resetting your password via sending an email:

- o **Step 1:** Select the 'Reset password by sending an Email' option – click 'Next Step' – you will receive an email with a link. **It is important to note that this link is only valid for one hour from when the password reset is requested** – click this link and follow the next steps.

- o **Step 2:** Once you have clicked into the link - you will be required to insert your Date of Birth and answer one of your security questions. Then enter your new password & confirm your new password – click 'Set Password'.
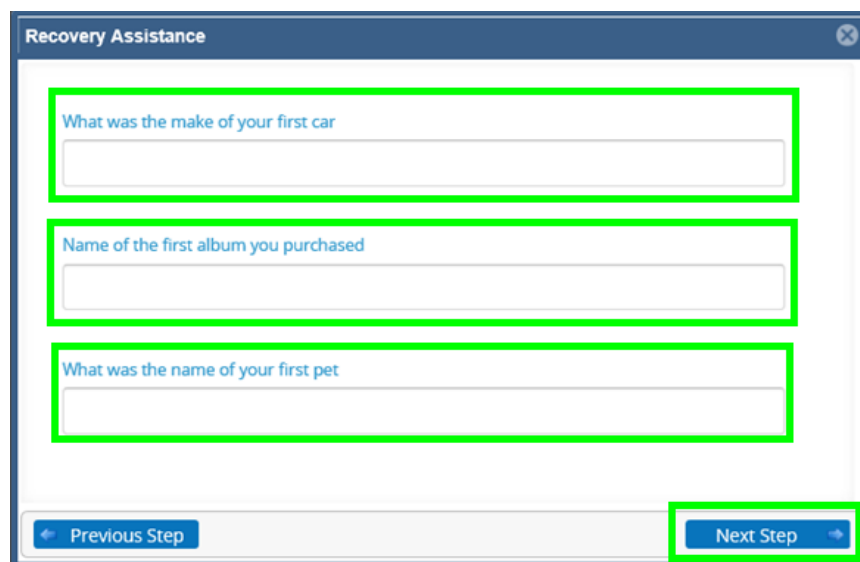
Option 2: When resetting your password by answering security questions:

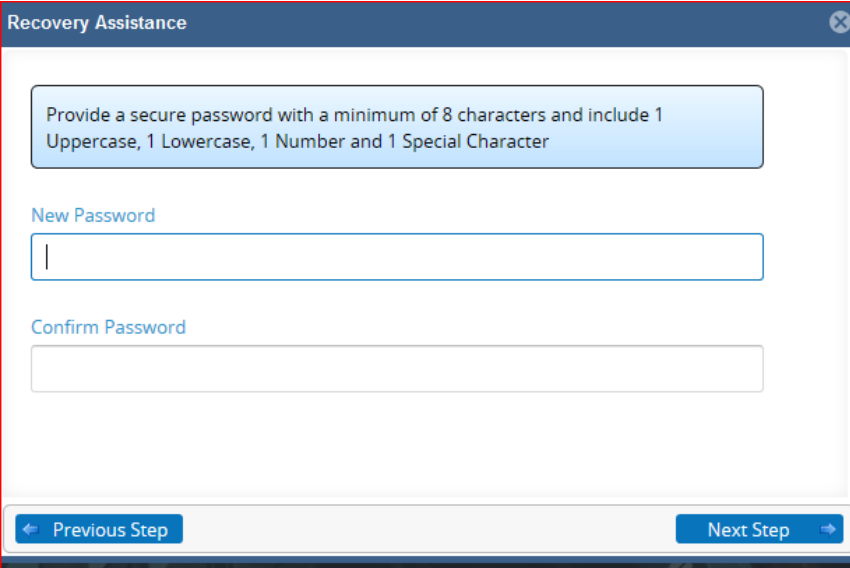- o **Step 1:** Select the 'Reset Password by answering security questions' option & click 'Next Step'.

- o **Step 2:** Answer your 3 security questions (as set out when you first registered for the system) – click 'Next Step'.
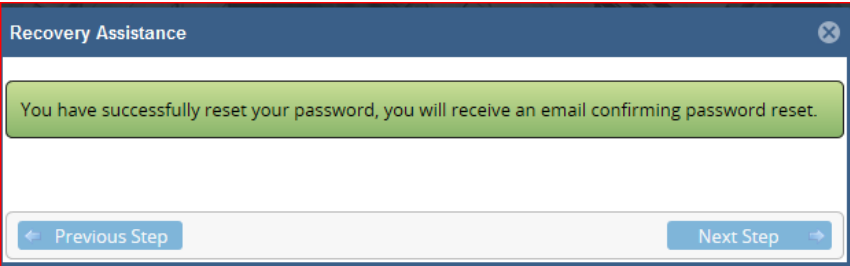
Step 3: Enter your new password and confirm your new password – click 'Next Step'.
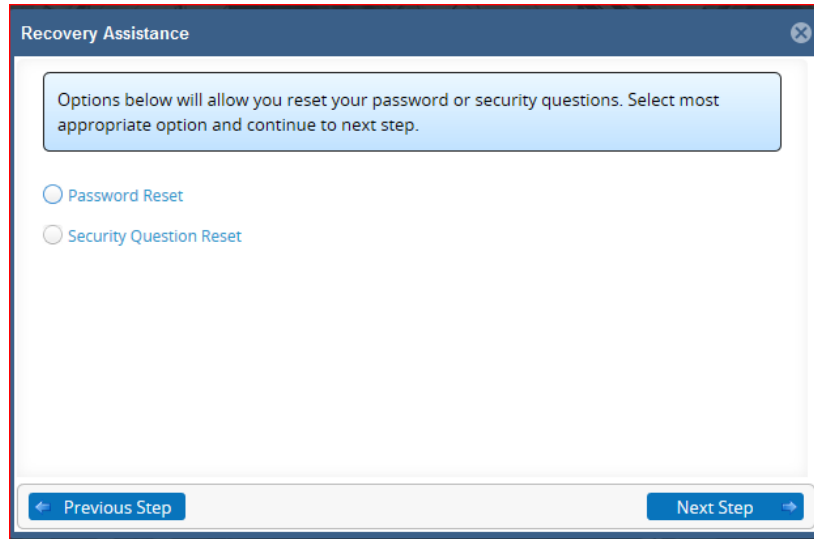
2.5 How do I change the 'security questions' on my account?

This is a security step that can help you regain access to the portal if you are locked out or have forgotten your password.

Please note: To reset your security questions you will need your password and the last 4 digits of your Bank account number (IBAN). Always keep your security questions safe for future reference

Step 1: Select "Security Question Reset" & click "Next Step".

Step 2: Enter your Password and the last 4 digits of your Bank account number (IBAN) into the relevant fields – click "Next Step".
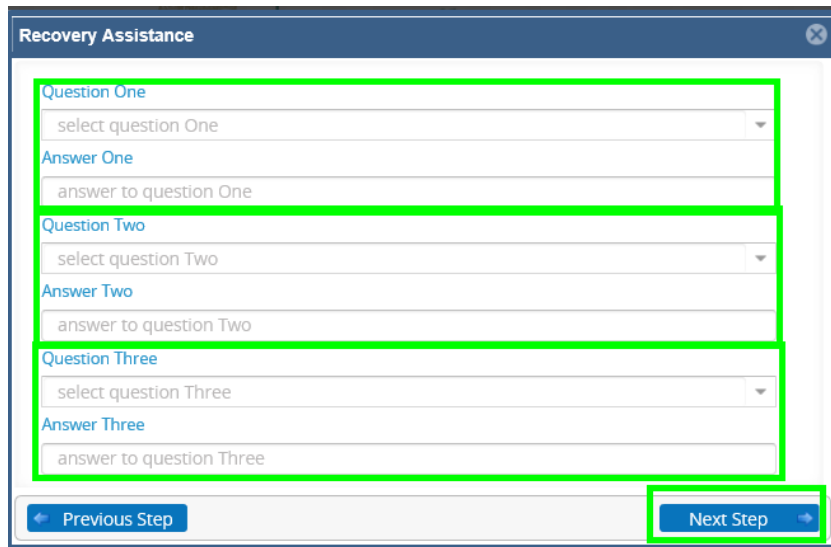
Step 3: Enter your New Security Questions and Answers into the relevant field – click 'Next Step' – Your Security Questions will then be updated.

Please note: If the above steps do not work for you – please contact your ETB for further guidance.

2.6 How do I view and print my Pay Details?

Please note: You must have logged-in successfully and navigated to your dashboard.

Step 1: Check to ensure the "Pay" widget / tab is visible on the left-hand-side of the screen & the following associated tiles are visible:

- o **My Pay Details**

This section offers a 'How-To' view your Pay Details guide. There is an option to print on the bottom of each of the relevant pop-up screens.
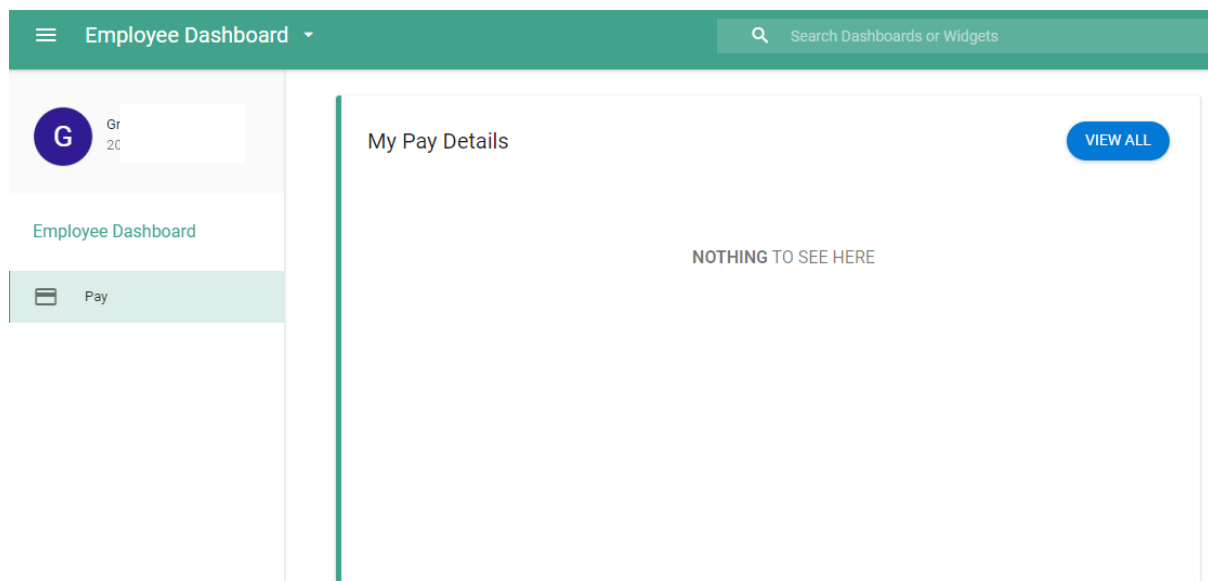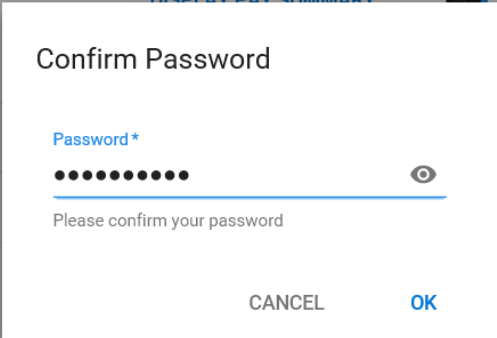
Step 2: You will need your login password to view your Pay Details - navigate to the "Pay" tab on the left-hand-side of your screen as shown below -
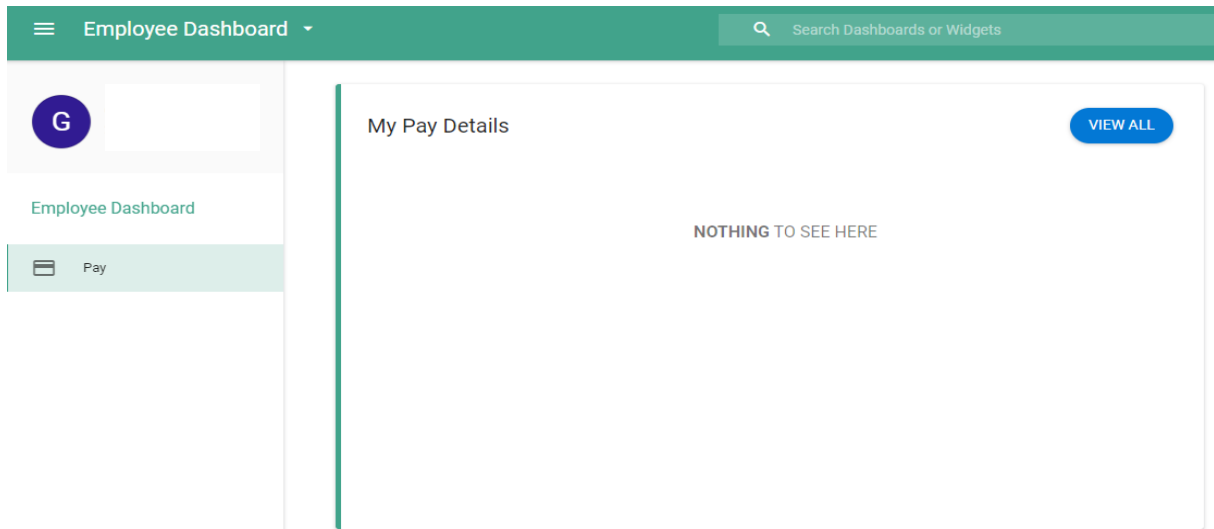
Step 3: To view and print your Pay Details – click 'Display Pay Summary' in your "My Pay Details" section as shown below:
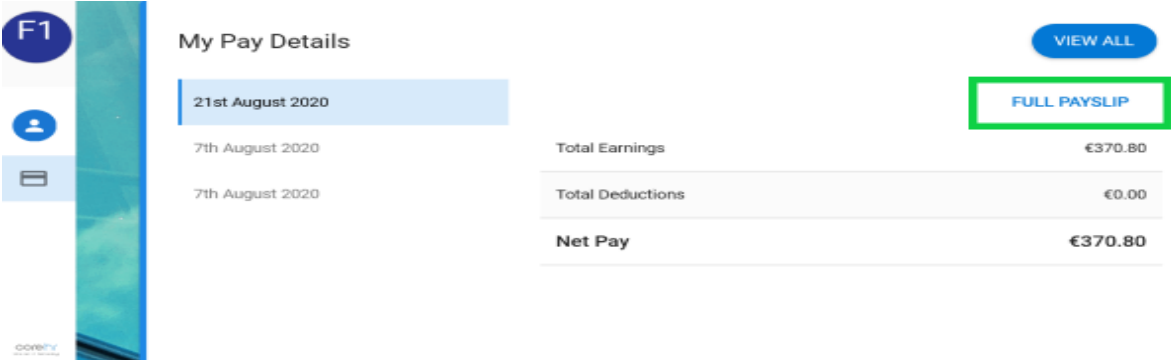
Step 4: You will be prompted to enter your login password – enter your password and click "Confirm".

Step 5: Once you have confirmed your password, you will return to the following screen. To view your Pay Details – select 'FULL PAYSLIP' as displayed below:

Step 6: When your Pay Details pops up (as shown below) – select 'Download PDF' on the bottom-right-hand-side of your screen to print your Pay Details if required:

Firstname Lastname	Personnel No:	Pay Details
Address1	PPS Number:	Date: :
Address2	Pay Group:	Pay Period:
Kilkenny		
Ireland		
Cost Centre:		

DOWNLOAD PDF

- o Select 'Open' and once opened select 'File' and 'Print'.

What do you want to do with My Payslip 21-AUG-20.pdf (170 KB)?
From: uatmy.corehr.com   Open   Save   ⌃   Cancel   ✕

2.7 What information can be found on my Pay Details?

For explanation purposes, your Pay Details are split into 5 sections outlined in the screenshot below.

Firstname	Lastname			Personnel No:			
Address1				PPS Number:			
Address2				Pay Group:		**1**	
				Pay Details Date: .			
Ireland				Pay Period:			
Cost Centre:							

Gross Earnings

Description	Hours	Rate	Value
BASIC HOURS	33.25	6.11	203.00
ADULT DEPENDENT	33.25	0.00	134.70
FUEL ALLOWANCE	5	0.00	24.50
TRAVEL ALLOWANCE	5	0.00	4.60
MEALS	5	0.00	4.00

2

Total Pay:	370.80
Gross Pay for PAYE:	0.00

Details

Pay Grade:	Learners	Point:	1
Rate Current:	203.00		
Annual Tax Credit:	0.00	Annual Cut Off:	0.00
PRSI Class:	J9	PRSI Weeks:	1
This Period Tax Credit:	0.00	Tax Basis:	Emergency
This Period Cut Off:	679.00		

3

Deductions

Description	This Period	Year to Date
Total Deductions	0.00	0.00

4

Cumulatives (Year-to-date)

Gross Earnings:	0.00	Pre Tax Deductions:	0.00
Taxable Pay:	0.00	LPT:	0.00
Cut Off:	679.00		
Tax Credit:	0.00	Tax:	0.00
USC:	0.00	PRSI Weeks-to-date:	3
Employee PRSI:	0.00		
Employer PRSI:	32.15		

5

- o **Section 1 –** This section displays your personal details including 'Personnel Number' / 'Pay Group'.
- o **Section 2 –** This section details your Basic Pay & Allowances for the pay period.
- o **Section 3 –** This section shows your tax details. **Please note: Learner payments are not subject to Revenue taxation and therefore this section is not applicable to Learners.**

Details			
Pay Grade:	Learners	Point:	1
Rate Current:	203.00		
Annual Tax Credit:	0.00	Annual Cut Off:	0.00
PRSI Class:	J9	PRSI Weeks:	1
This Period Tax Credit:	0.00	Tax Basis:	Emergency
This Period Cut Off:	679.00		

> **Please note: 'Tax Basis: Emergency' is a system default setting and should be ignored.**

- o **Section 4 –** This section details your specific deductions for the period and outlines your Net Pay figure at the bottom (once all deductions have been calculated).
- o **Section 5 –** This section relates to 'Year-To-Date' cumulative figures such as your gross earnings, tax deductions. **Please note: Learner payments are not subject to Revenue taxation and therefore this section is not applicable for Learners.**

Cumulatives (Year-to-date)			
Gross Earnings:	0.00	Pre Tax Deductions:	0.00
Taxable Pay:	0.00	LPT:	0.00
Cut Off:	679.00		
Tax Credit:	0.00	Tax:	0.00
USC:	0.00	PRSI Weeks-to-date:	3
Employee PRSI:	0.00		
Employer PRSI:	32.15		

Message from your Employer

2.8 Reminder...

- **The 40-day time limit to activate your account initially.**

- **The 1-hour time limit to reset your password when you first request it.**

- **The requirement for a minimum of 14 characters in your password and must include - 1 uppercase character, 1 lowercase character, 1 number and 1 special character e.g.?*@#).**

- **Keep the answers to your security questions safe for future reference.**

- **Check your junk/spam folder.**

- **Once you keep this important information in mind and follow the steps outlined in this manual, you should be able to access your Pay Details with ease.**