

## Accessing the PSSC Portal

Once you have registered for the PSSC Portal, you can view your payslips, submit/approve expenses, overtime and allowances.

**Step 1:** Go to the PSSC Website [www.pssc.gov.ie](http://www.pssc.gov.ie)

**Step 2:** Select the option 'View Employee Online Payslips'

The screenshot displays the PSSC Portal website in a browser window. The browser's address bar shows 'pssc.gov.ie'. The website header includes the PSSC logo (Payroll Shared Service Centre) and a search bar. A navigation menu contains links for 'Home', 'About PSSC', 'Contact Us', 'Information for HR / Finance Staff', and 'Scríobh / Geall'. The main content area features several blue buttons: 'View Employee Online Payslips' (circled in red), 'View Retiree Online Payslips', 'Submit/Approve Expenses', and 'Submit/Approve Overtime / Allowances'. Below these buttons is a 'STAFF ALERTS' section with links for 'Christmas and New Year deadlines', 'Shorter Working Year Calculations', and 'Change from mileage to kilometres'. A 'What help do you need?' section offers links for 'Password / Registration Guide', 'Expenses Guide', 'Overtime / Allowances Guide', 'Useful Links', and 'FAQs'. The 'Contact us at PSSC' section includes a phone icon with the number '0761 002 702' (Call us for assistance), an email icon with 'Ask PSSC' (Send us your general queries), and a location pin icon for 'PSSC HELPODESK'. The footer contains copyright information: '© 2015 Payroll Shared Service Centre PSSC. All rights reserved. Privacy Policy / Legal Notice / T. 0761 002 702'. The Windows taskbar at the bottom shows various application icons and the system clock displaying '15:42' on '11/11/2014'.

**Step 3:** Select your Department from the list.

The screenshot shows a web browser window with the URL [pssc.gov.ie/online-employee-payslip/](http://pssc.gov.ie/online-employee-payslip/). The page features the PSSC logo (Public Service Staffs Centre) and a navigation menu with links for Home, About PSSC, Contact Us, Information for HR / Finance Staff, and Seirbhís / Gaelge. The main content area is titled 'Online Employee Payslips' and includes a sidebar with links to Customer Charter, Data Protection Policy, Shared Services, Civil Service Shared Services Telephone Call Recording and Retention Policy, Seirbhís / Gaelge, Legal Notice, and Customer Complaints Process. The main heading is 'Online Employee Payslips' followed by the instruction: 'To view your online payslip, please click on your home organisation'. A list of 25 organizations is provided, with 'Department of Justice & Equality' circled in red. The list includes: An Garda Síochána, Ombudsman Commission, Adoption Authority of Ireland, Chief State Solicitors Office, Child Detention Schools, Central Statistics Office, Commission for Public Service, Comptroller and Auditor General's Office, Comptroller and Auditor General's Office, Courts Service (Non-Judiciary), Courts Service (Judiciary), Department of Agriculture, Food and the Marine, Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs, Department of Children and Youth Affairs, Department of Communications, Climate Action and Environment, Department of Defence, Department of Education & Skills, Department of Finance, Department of Foreign Affairs and Trade, Department of Health, Department of Housing, Community and Local Government, Department of Justice & Equality, Department of Public Expenditure and Reform, Department of the Taoiseach, Department of Transport, Tourism and Skills, Director of Public Prosecutions, Garda Civilian, Irish Human Rights and Equality Commission, Law Reform Commission, Legal Aid Board, National Council for Special Education, National Disability Authority, National Library of Ireland, and National Museum of Ireland.

**Step 4:**



The image shows the login page for PSSSC (Seirbhís Chomhroinnte Phárolla / Payroll Shared Service Centre). The page features the PSSSC logo at the top, which includes the text "PSSSC" in large blue letters, "Seirbhís Chomhroinnte Phárolla" in smaller blue text, and "Payroll Shared Service Centre" in even smaller blue text. To the right of the text is a stylized logo consisting of several overlapping shapes in shades of blue and green, resembling a person or a group of people. Below the logo, there are two input fields: the first is empty and the second is labeled "Password". A red oval highlights both input fields. To the right of the input fields is a grey button labeled "Sign In". Below the input fields, there are two links: "Register for an account" and "Forgot password or security question".

Enter:

- Username = Email address
- Password
- Answer to your three security questions