



# PeopleXD Payee User Reference Guide Apprentice and Learner Payments

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# 1. Introduction

## **The purpose of this manual is to:**

The purpose of this manual is to enable Apprentices and Learners to access their pay details via the PeopleXD Portal. It is important to note if an Apprentice or Learner does not register for the PeopleXD Portal, they will not be able to access their pay details.

### **1.1**

**Please note:** Screenshots are used for illustrative purposes only & anonymised data is used in all cases.

## **This document will show you how to:**

### **1.2**

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

## **Point of contact:**

### **1.3**

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 you further.

### **1.4**

## **Important Notes to consider before activating your PeopleXD account:**

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

## 2. Registering & Logging into my new PeopleXD Portal Account

### How do I register to the new PeopleXD Portal?

**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.

**2.1** Please note: Should you have not received this email please check your spam or junk mail.

#### Text from Email:

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

**\*\*It is vital that the link received is accessed via the search engine Google Chrome and that a PC or Laptop is utilised to activate your PeopleXD account to mitigate against error messages appearing.\*\***

This will direct you to your 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 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

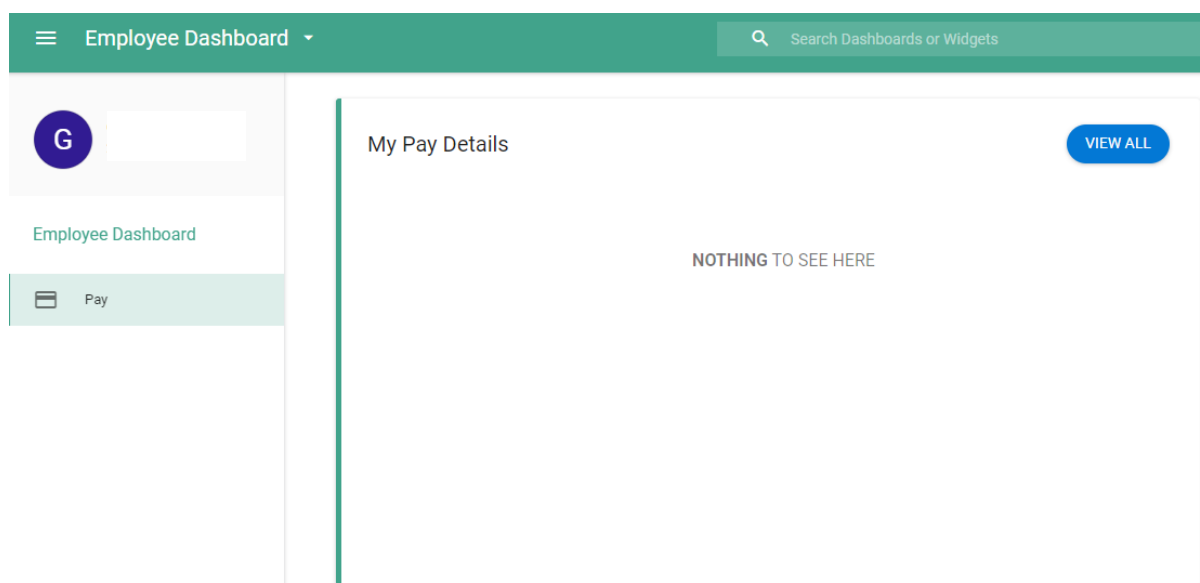
answer to question Three

**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.



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\\_esbsapp](https://my.corehr.com/pls/coreportal_esbsapp)

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

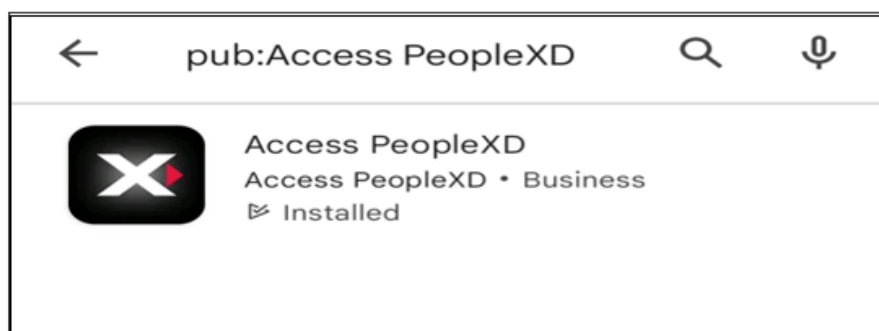
Sincerely,

ESBS ETB Apprentice Payroll & Learner Payments

## How do I register for the PeopleXD Portal using mobile phone?

The mobile application is available on the APP store for Apprentices and Learners and is named Access PeopleXD.

### 2.2



**Step 1:** A payee can open their self-registration invitation on their mobile device, this will launch self-registration via the mobile app

- **Please note** – If the payee already has the mobile app downloaded, when they click the link to register, the app will automatically launch.
- 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'

## Welcome, let's get started!

Before you can login you will need to set your application preferences. You can change these at any time from your side navigation.

### Local Caching

Allow PeopleXD to store non sensitive data on your device for best performance.

OPT OUT

OPT IN

### Google Analytics

Allow collection of anonymous usage information. This will help to improve your experience for future versions.

OPT OUT

OPT IN

### Google Crash Reporting

Allow collection of crash reports to help diagnose issues you may encounter.

OPT OUT

OPT IN

### Google Firebase and Privacy

PeopleXD makes use of Google Firebase for Notifications, Analytics and Crash Reporting.

The application does not collect, store or share Advertising Identifiers with Google or 3rd parties


Version 11.0.22

Build 10150

NEXT

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

'esbsapp' and click 'Next'



## Let's log in!

Company Email or Company ID

**esbsapp**

Enter your Company Email Address or your Company ID

### Company Email Address

If you have a company email address you can use this to log in.

Example: me@mycompany.com

### Company ID

You can also log in with your Company ID.

Your HR Administrator or a colleague can provide you with this.

Example: mycmp

NEXT

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

### Registration Form

Enter last 4 characters of your IBAN/Account number

4 / 4

Select question 1

Question 1 answer

6 / 60

Select question 2

Question 2 answer

3 / 60

Select question 3


Question 3 answer

6 / 60

Enter password

Confirm password

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

A login confirmation screen with a dark blue background. At the top, the text "Almost there!" is displayed in a light blue font. Below it, the instruction "Confirm your username and password" is shown in a smaller, light blue font. There are two input fields: "Username" and "Password", each with a light blue label and a white underline. At the bottom, a solid teal button contains the text "LOG IN" in white, uppercase letters.

Almost there!

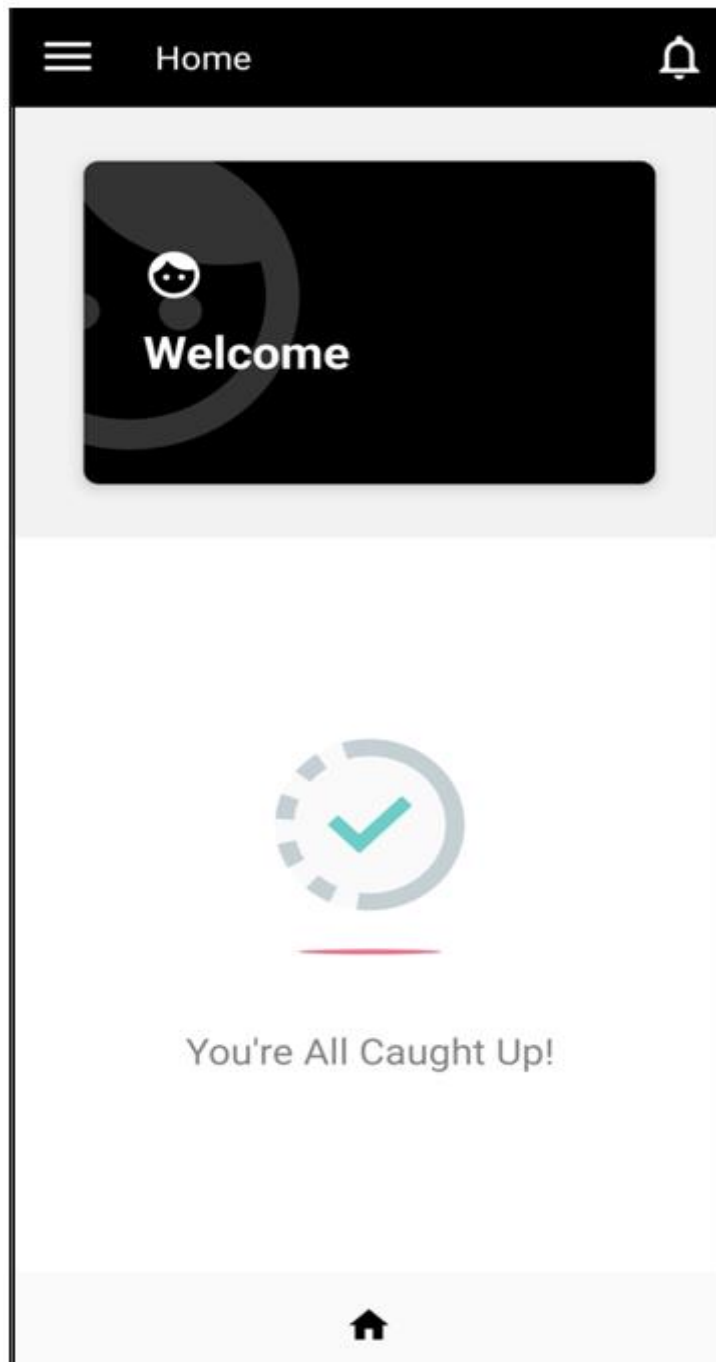
Confirm your username and password

Username

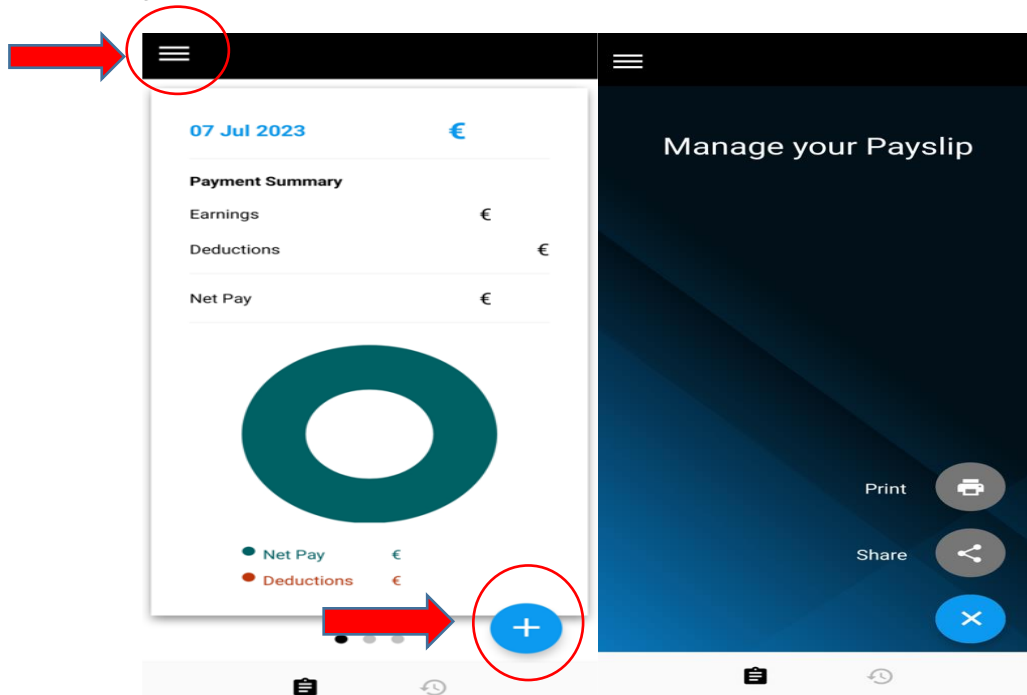
Password

LOG IN

**Step 7:** You will be brought to your account landing page



**Step 8:** Click on the elipsis on the right hand side, this provides the option of viewing pay slip details and by click the plus sign at bottom of the screen, it will allow the option of printing or downloading payslips if required.



## How do I log into the PeopleXD Portal?

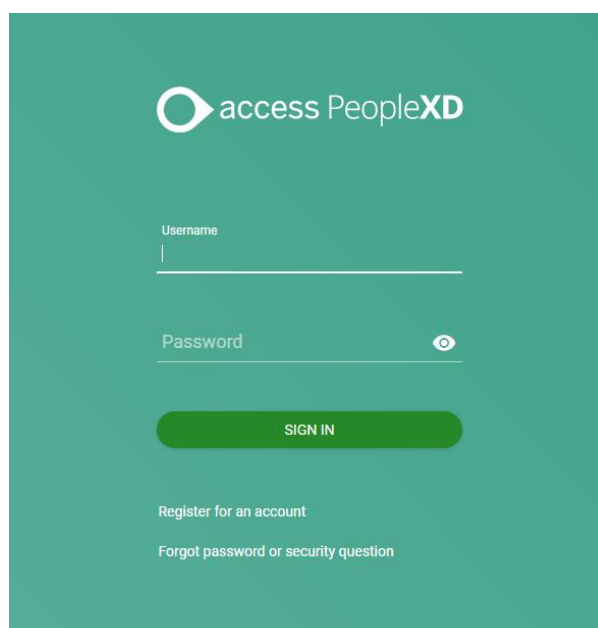
**Please note:** You must be registered at this point and be on the log-in page. To access your account please click on the link below and enter your details.

### 2.3

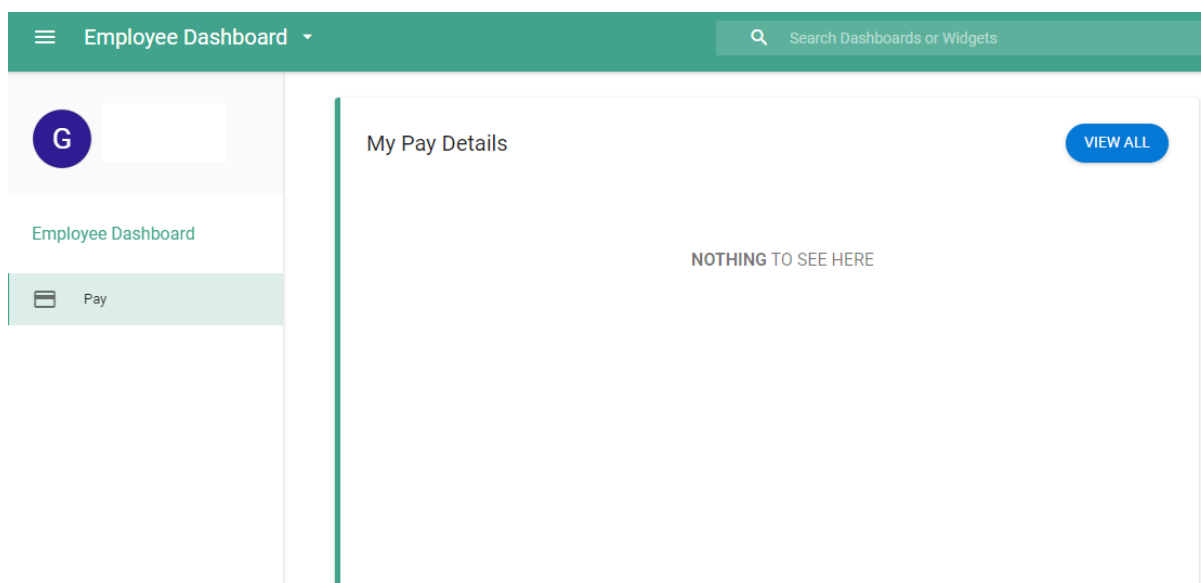
[https://my.corehr.com/pls/coreportal\\_esbsapp/](https://my.corehr.com/pls/coreportal_esbsapp/)

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'.

A screenshot of the PeopleXD login portal. The background is a solid teal color. At the top center, there is a white circular logo with a stylized 'P' inside, followed by the text 'access PeopleXD' in white. Below the logo, there are two white input fields. The first field is labeled 'Username' and has a small vertical line at the start. The second field is labeled 'Password' and has a small eye icon to its right. Below the password field is a dark green rounded rectangular button with the text 'SIGN IN' in white. At the bottom of the form, there are two links in white text: 'Register for an account' and 'Forgot password or security question'.

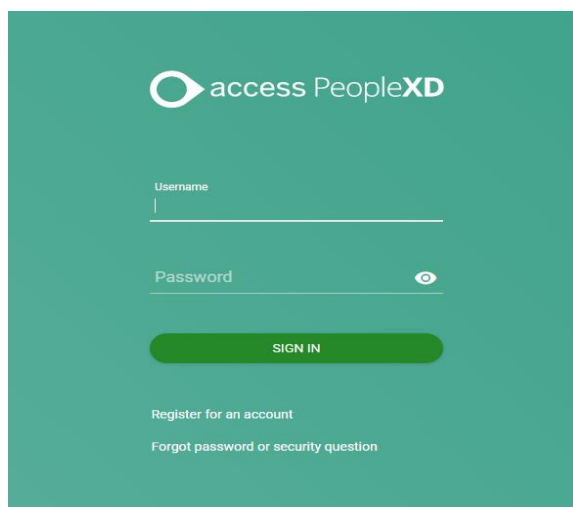
**Step 2:** Once logged in you should see the standard screen as below (Employee Dashboard).



## 2.4 I forgot my password how do I log in?

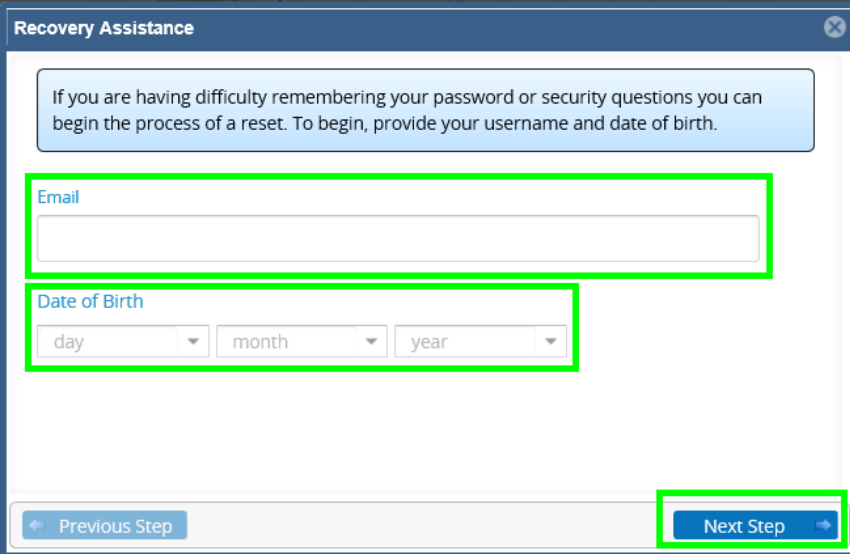
**Please note:** You have two options when resetting your password – it can be reset by sending an email or by answering your security questions – both methods are stepped out below.

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



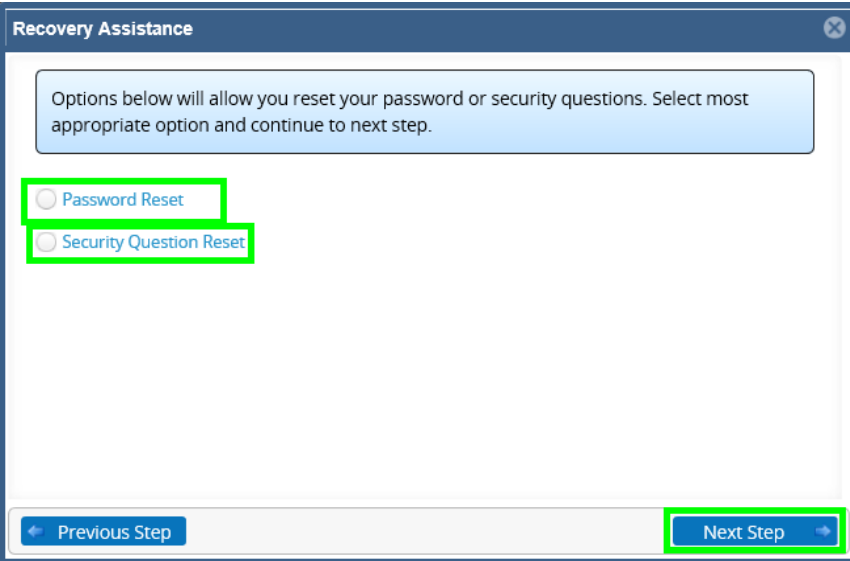


**Step 2:** Enter your email address and Date of Birth as requested – click 'Next Step':



The 'Recovery Assistance' dialog box has a blue header with a close button. A light blue instruction box at the top says: 'If you are having difficulty remembering your password or security questions you can begin the process of a reset. To begin, provide your username and date of birth.' Below this are two input fields: 'Email' (a text box) and 'Date of Birth' (three dropdown menus for day, month, and year). At the bottom are two buttons: 'Previous Step' on the left and 'Next Step' on the right, both with arrows.

**Step 3:** Select 'password reset' – click 'Next Step':



The 'Recovery Assistance' dialog box has a blue header with a close button. A light blue instruction box at the top says: 'Options below will allow you reset your password or security questions. Select most appropriate option and continue to next step.' Below this are two radio button options: 'Password Reset' and 'Security Question Reset'. At the bottom are two buttons: 'Previous Step' on the left and 'Next Step' on the right, both with arrows.

Two password reset options:

Option1: Reset password by sending an email

Option2: Reset password by answering security questions

Recovery Assistance

You can reset your password by requesting an email with a reset link, alternatively if you know your security questions you can choose to reset your password by successfully answering these security questions.

☐ Reset Password by sending an Email

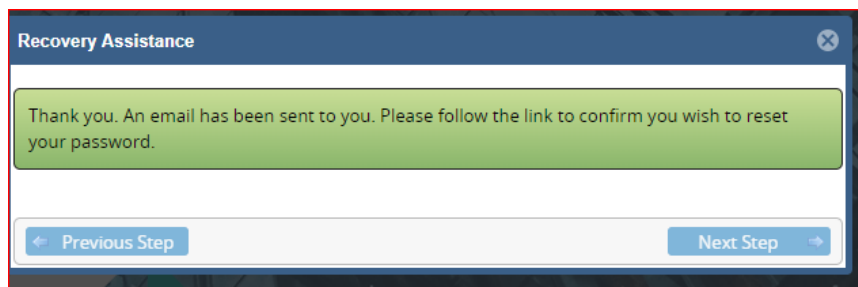
☐ Reset Password by answering security questions

Previous Step

Next Step

Option 1: When resetting your password via sending an email:

- **Step 1:** Select the 'Reset password by sending an Email' option – click 'Next Step' – you will receive an email with a link – click this link and follow the next steps.

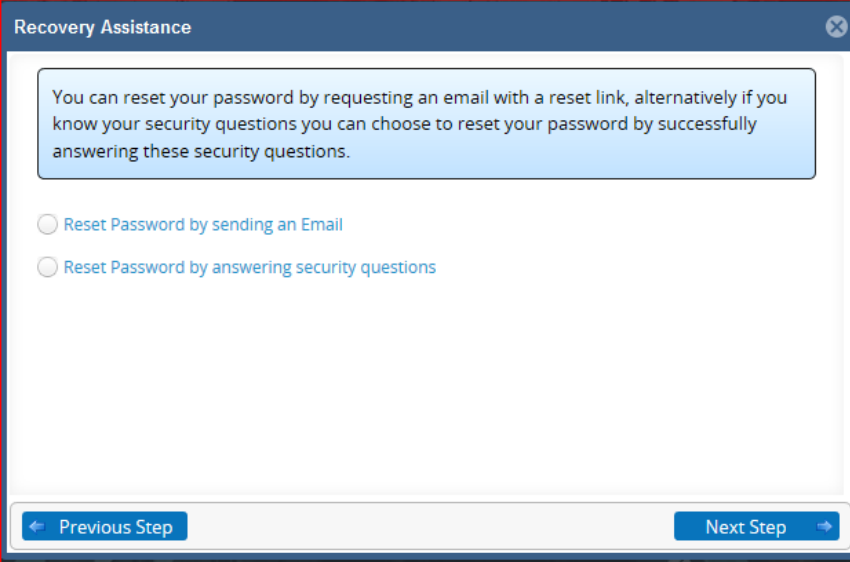


- **Step 2:** Once you have clicked into the link - you will be required to insert your Date of Birth and to answer one of your security questions. Then enter your new password & confirm your new password – click 'Set Password'.

A screenshot of the 'Set Password' form. The title is 'Set Password' with a 'Back to Login' link. Below the title is a blue box with the instruction: 'Enter your Date of Birth, answer your security question to confirm your identity and create a password you will remember and select 'set password' option below.' The form contains several fields: 'Date Of Birth' with three dropdown menus for 'day', 'month', and 'year'; a text field for 'What was the name of your first pet' with the placeholder text 'provide answer to selected security question'; a 'Password' field; and a 'Confirm Password' field. At the bottom is a 'Set Password' button with a key icon.

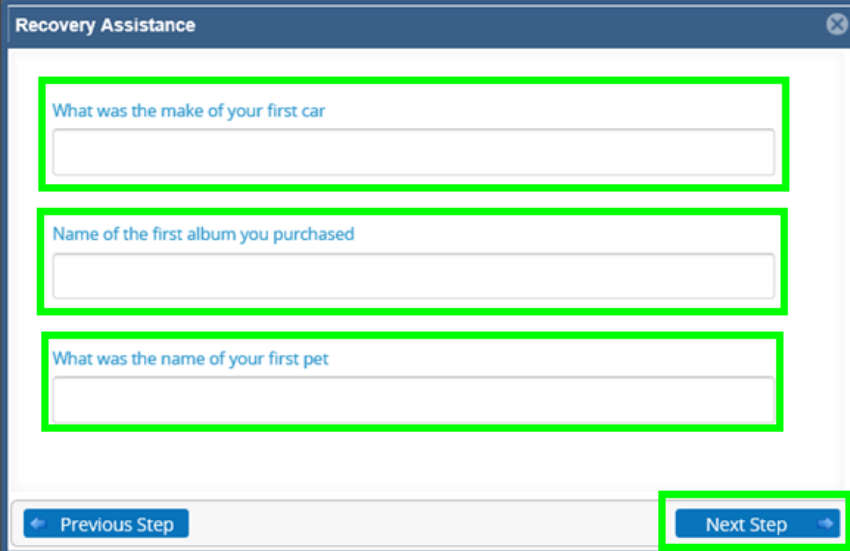
Option 2: When resetting your password by answering security questions:

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



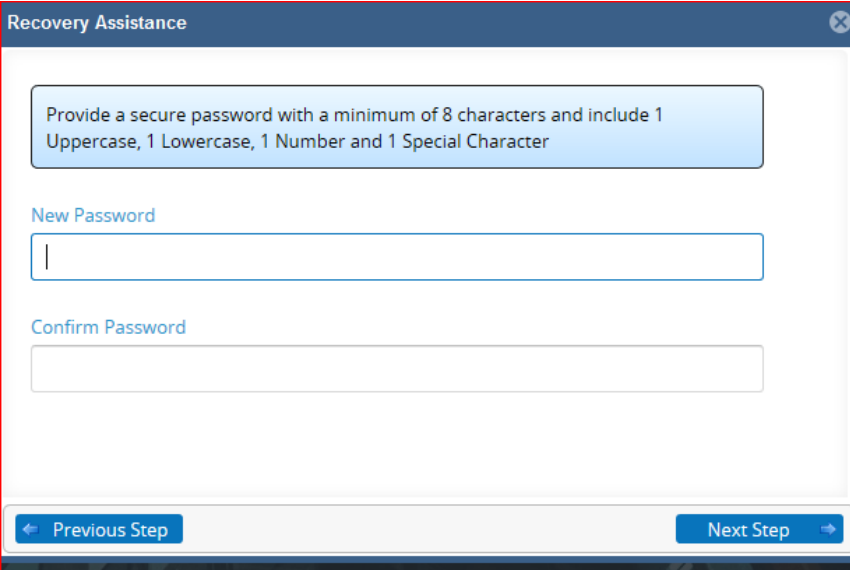
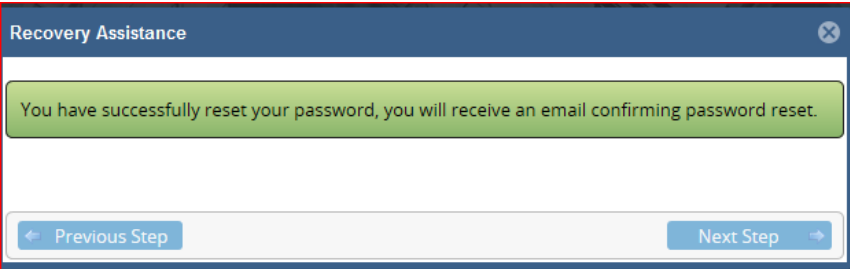
The image shows a 'Recovery Assistance' dialog box. At the top, a blue header bar contains the title 'Recovery Assistance' and a close button. Below the header, a light blue box contains the text: 'You can reset your password by requesting an email with a reset link, alternatively if you know your security questions you can choose to reset your password by successfully answering these security questions.' Below this text are two radio button options: 'Reset Password by sending an Email' and 'Reset Password by answering security questions'. At the bottom of the dialog, there are two buttons: 'Previous Step' on the left and 'Next Step' on the right.

- **Step 2:** Answer your 3 security questions (as set out when you first registered for the system) – click 'Next Step'.



The image shows the 'Recovery Assistance' dialog box at the second step. It features three text input fields, each with a green border, containing the following questions: 'What was the make of your first car', 'Name of the first album you purchased', and 'What was the name of your first pet'. At the bottom, the 'Previous Step' button is disabled (greyed out), and the 'Next Step' button is active (blue) and highlighted with a green border.

**Step 3:** Enter your new password and confirm your new password – click 'Next Step'.

A screenshot of a 'Recovery Assistance' dialog box. At the top, a blue header bar contains the title 'Recovery Assistance' and a close button (X). Below the header, a light blue box contains the instruction: 'Provide a secure password with a minimum of 8 characters and include 1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character'. Underneath, there are two text input fields. The first is labeled 'New Password' and the second is labeled 'Confirm Password'. At the bottom of the dialog, there are two buttons: 'Previous Step' with a left arrow and 'Next Step' with a right arrow.A screenshot of the 'Recovery Assistance' dialog box after a successful password reset. The header bar is the same. Below the header, a green box contains the message: 'You have successfully reset your password, you will receive an email confirming password reset.' At the bottom, the 'Previous Step' and 'Next Step' buttons are still present.

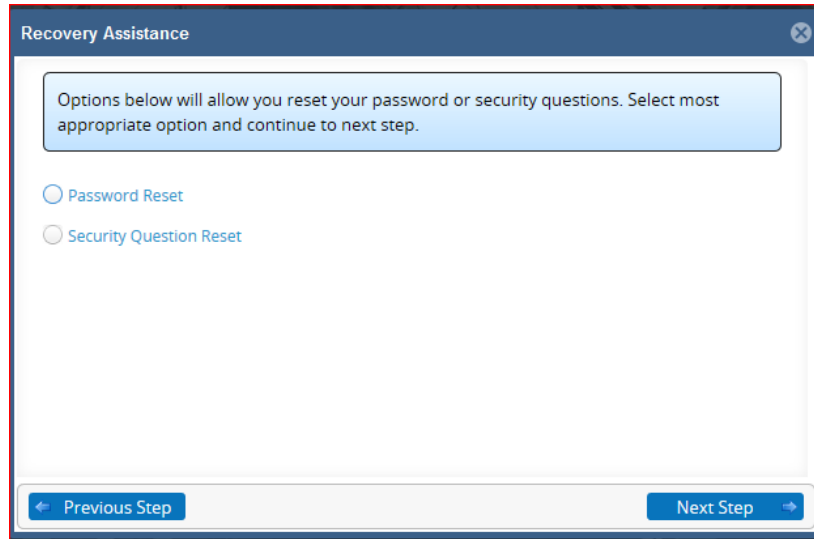
## 2.5

### 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.

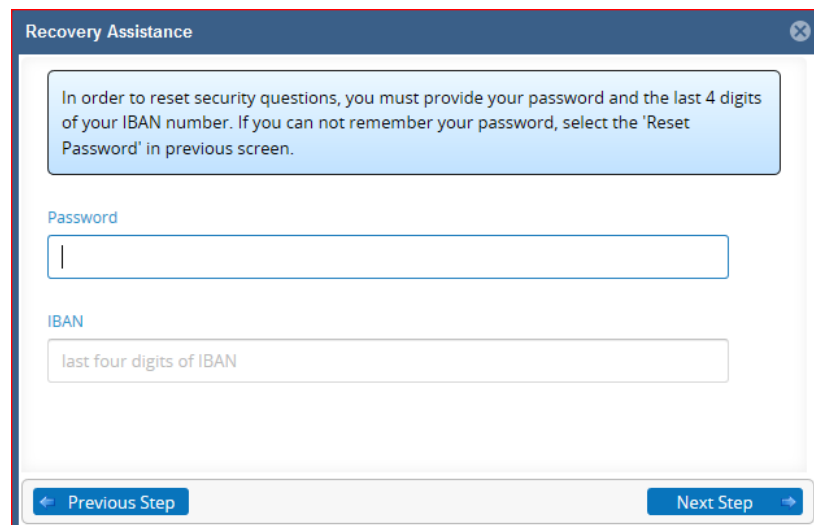
**Please note:** To reset your security questions you will need your password and the last 4 digits of your Bank account number (IBAN).

**Step 1:** Select “Security Question Reset” & click “Next Step”.



The image shows a 'Recovery Assistance' dialog box with a blue header and a close button in the top right corner. Inside the dialog, there is a light blue box containing the text: 'Options below will allow you reset your password or security questions. Select most appropriate option and continue to next step.' Below this, there are two radio button options: 'Password Reset' and 'Security Question Reset'. At the bottom of the dialog, there are two buttons: 'Previous Step' with a left arrow and 'Next Step' with a right arrow.

**Step 2:** Enter your Password and the last 4 digits of your Bank account number (IBAN) into the relevant fields – click “Next Step”.



The image shows the 'Recovery Assistance' dialog box, which is now in the 'Security Question Reset' step. It has the same blue header and close button. The light blue instruction box now reads: 'In order to reset security questions, you must provide your password and the last 4 digits of your IBAN number. If you can not remember your password, select the 'Reset Password' in previous screen.' Below this, there are two input fields: 'Password' and 'IBAN'. The 'IBAN' field has a placeholder text 'last four digits of IBAN'. At the bottom, the 'Previous Step' and 'Next Step' buttons are still present.

**Step 3:** Enter your New Security Questions and Answers into the relevant field – click 'Next Step'  
– Your Security Questions will then be updated.

The screenshot shows a window titled "Recovery Assistance" with a close button in the top right corner. The window contains three sets of security questions and answers, each enclosed in a green rectangular box. The first set is labeled "Question One" and "Answer One", the second "Question Two" and "Answer Two", and the third "Question Three" and "Answer Three". Each question is a dropdown menu with the text "select question [Number]" and each answer is a text input field with the placeholder "answer to question [Number]". At the bottom of the window, there are two buttons: "Previous Step" on the left and "Next Step" on the right. The "Next Step" button is highlighted with a green rectangular box.

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

## What functionality is available to me?

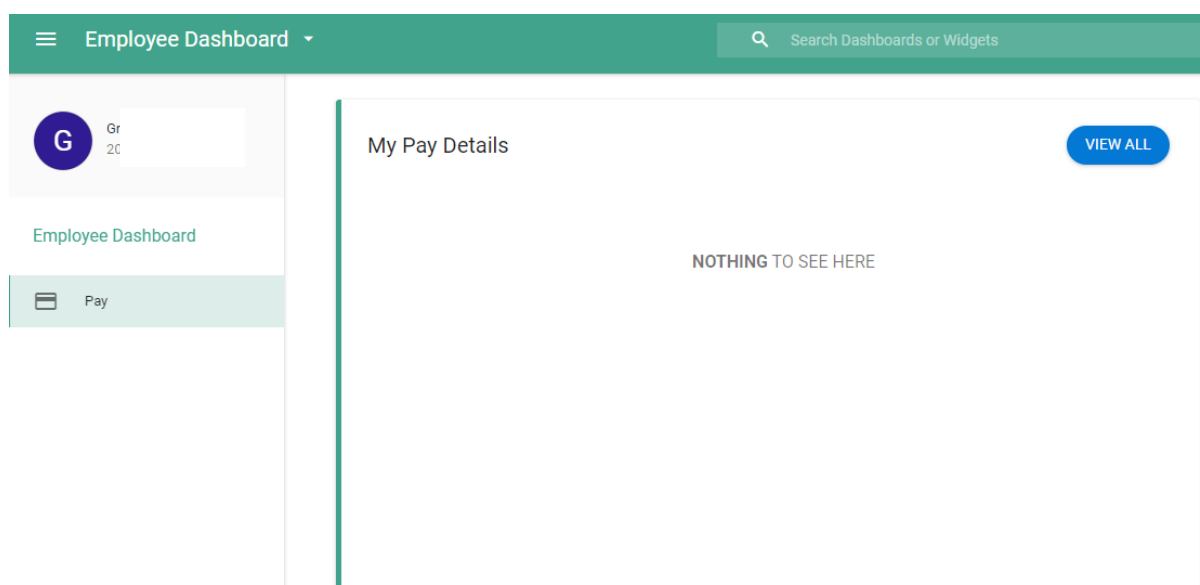
**Please note:** You must have logged-in successfully and navigated to your dashboard.

**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:

- **My Pay Details**

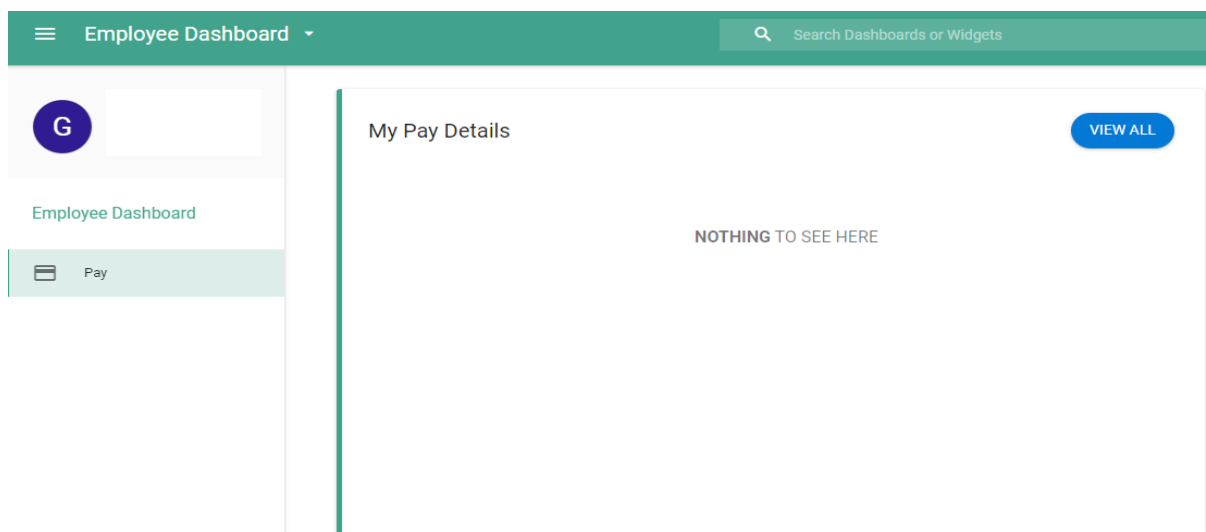
## How do I view and print my pay details?

**2.7 Please note –** 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.

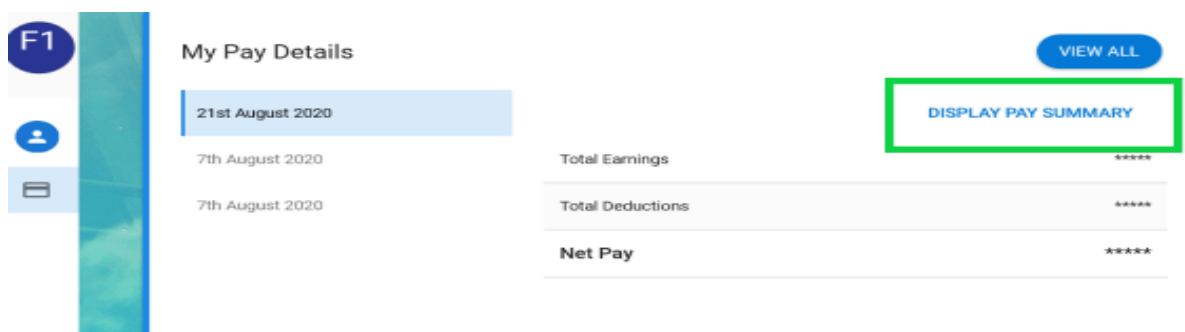




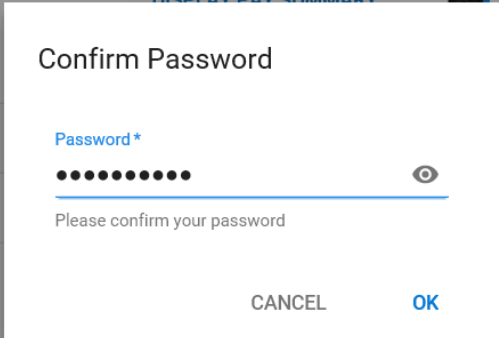
**Step 1:** In order to view your Pay details, you will need your login password – navigate to the “Pay” tab on the left-hand-side of your screen:



**Step 2:** To view and print your Pay details – click the ‘Display Pay Summary’ button in your “My Pay Details” section:

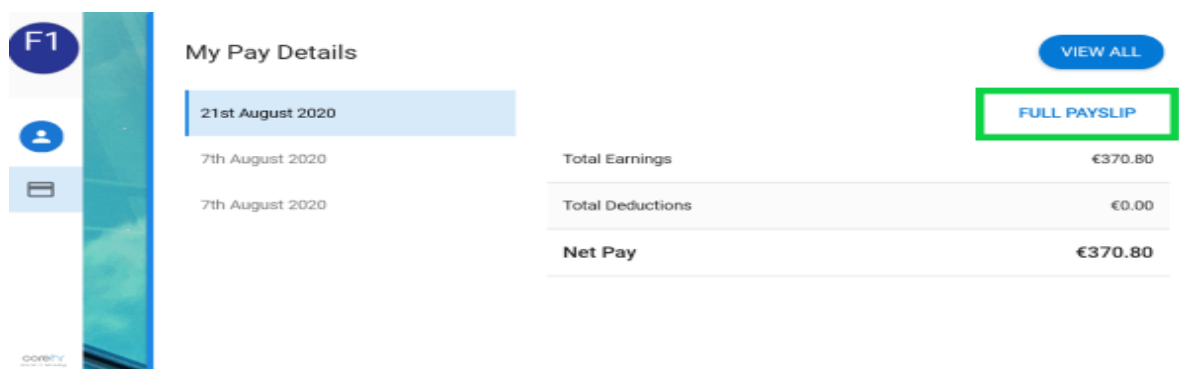


**Step 3:** Once selected you will be prompted to enter your login password – enter your password and click “Confirm”.



A modal dialog box titled "Confirm Password" is centered on the screen. It contains a password input field with a blue label "Password\*" and a series of black dots for the password. To the right of the input field is an eye icon. Below the input field is the text "Please confirm your password". At the bottom of the dialog are two buttons: "CANCEL" and "OK". The background is a blurred screenshot of the PeopleXD interface, showing a "Tax Detail" section with fields like PPS No., PRSI Class, Tax Credit, Cut Off, Tax Basis, Marginal Tax, and USC Status.

**Step 4:** Once you have confirmed your password, you will return to the following screen. To view your pay details – select the ‘FULL PAYSHEET’ button:




The "My Pay Details" screen is displayed. On the left is a sidebar with a blue header "F1" and three icons: a person, a calendar, and a document. The main content area has a title "My Pay Details" and a list of dates: "21st August 2020", "7th August 2020", and "7th August 2020". To the right is a table showing pay details. A blue button "VIEW ALL" is at the top right. A green box highlights a button labeled "FULL PAYSHEET".

My Pay Details	
Total Earnings	€370.80
Total Deductions	€0.00
<b>Net Pay</b>	<b>€370.80</b>

**Step 5:** When your pay details pops up (as seen below) – select the ‘Download PDF’ button on the bottom-right-hand-side of your screen in order to print your pay details:

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



[DOWNLOAD PDF](#)

- 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	×
------------------------------------------------------------------------------------------	------	------	---	--------	---

## What information can be found on my pay details?

This section outlines what information can be found on your pay details and where the information can be found. For explanation purposes your pay details are split into 5 sections outlined in the screenshot below (In order to view your pay details please refer to the previous process 'How do

**2.8** I view and print my pay details?').

Firstname	Lastname	Personnel No:	
Address1		PPS Number:	
Address2		Pay Group:	<b>1</b>
		Pay Details Date:	
Ireland		Pay Period:	
Cost Centre:			

Gross Earnings				Details			
Description	Hours	Rate	Value	Pay Grade:	Learners	Point:	
BASIC HOURS	33.25	6.11	203.00	Rate Current:	203.00		1
ADULT DEPENDENT	33.25	0.00	134.70	Annual Tax Credit:	0.00	Annual Cut Off:	0.00
FUEL ALLOWANCE	5	0.00	24.50	PRSI Class:	J9	PRSI Weeks:	1
TRAVEL ALLOWANCE	5	0.00	4.60	This Period Tax Credit:	0.00	Tax Basis:	Emergency
MEALS	5	0.00	4.00	This Period Cut Off:	679.00		

Total Pay:	370.80
Gross Pay for PAYE:	0.00

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

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

- **Section 4** – This section details all your specific deductions for the period and outlines your Net Pay figure at the bottom (once all deductions have been calculated).
- **Section 5** – This section relates to 'Year-To-Date' cumulative figures such as your gross earnings, tax deductions etc. **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