



SAAF
EDUCATION

Accessing Your Payslip via CLQSS

Self-Service

Self-Service is how employees can access their payslips, P60s and P45s securely. It allows employees to view and download these items, access is also available to employees for 6 months following their leave date with their school.

Employees who are not due any pay in any given month (for example invigilators) will still receive a payslip, it will show as a zero payslip and this is for the employee's records.

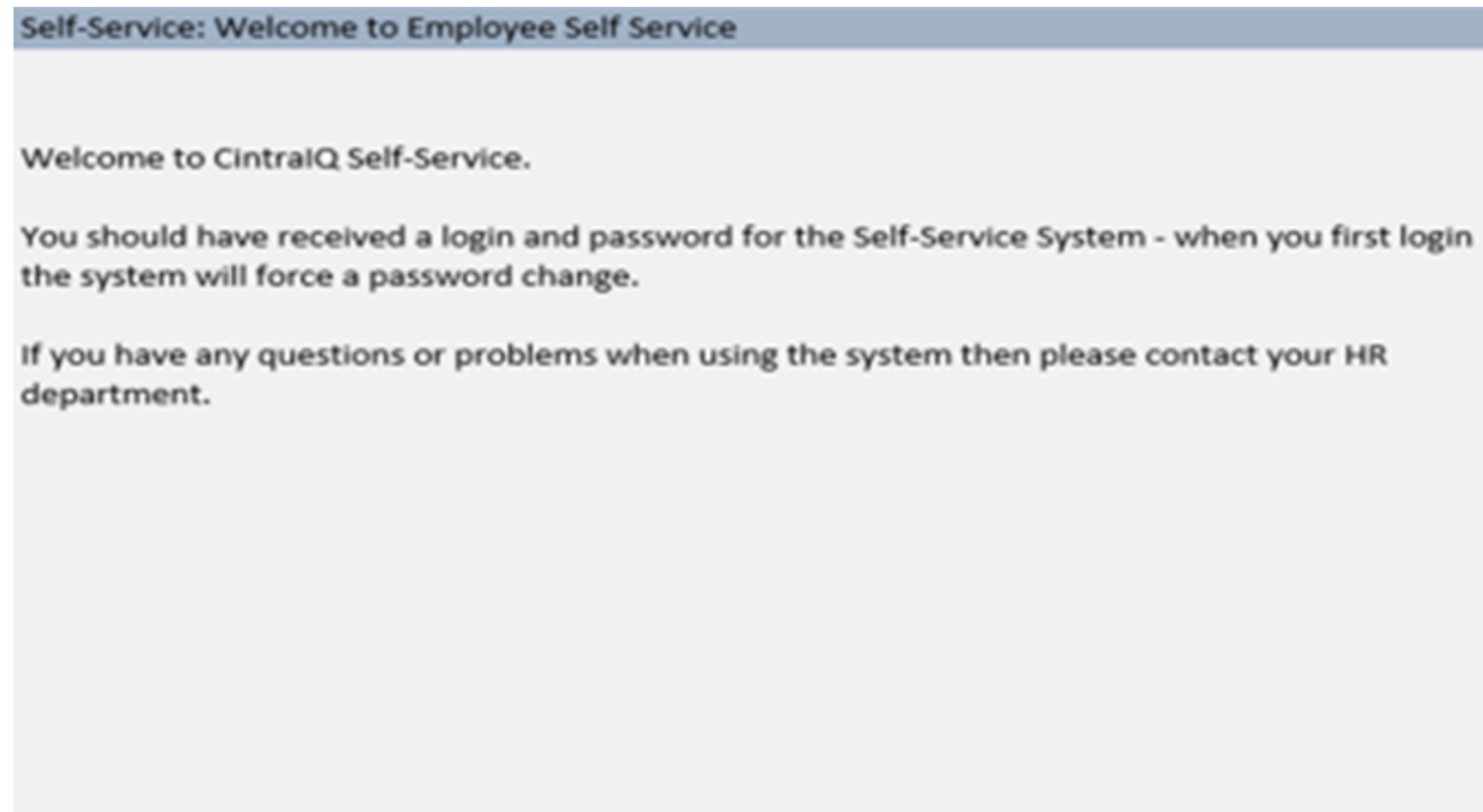


Process Guide

Setting up your account to
access your payslips

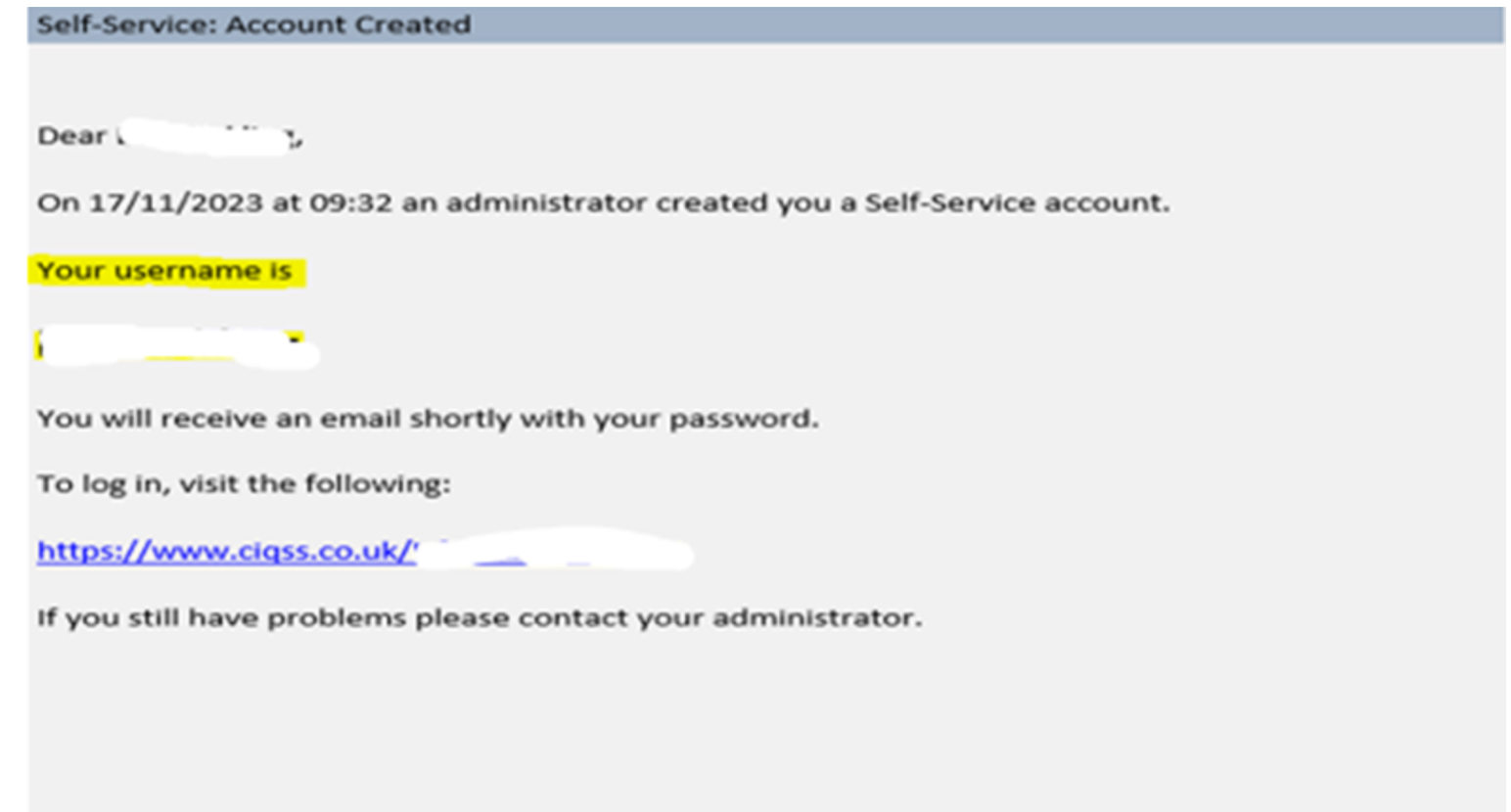
1

You will receive three emails. This email welcomes you to the new service.



2

This email provides your username when logging onto your personal payroll account.



3

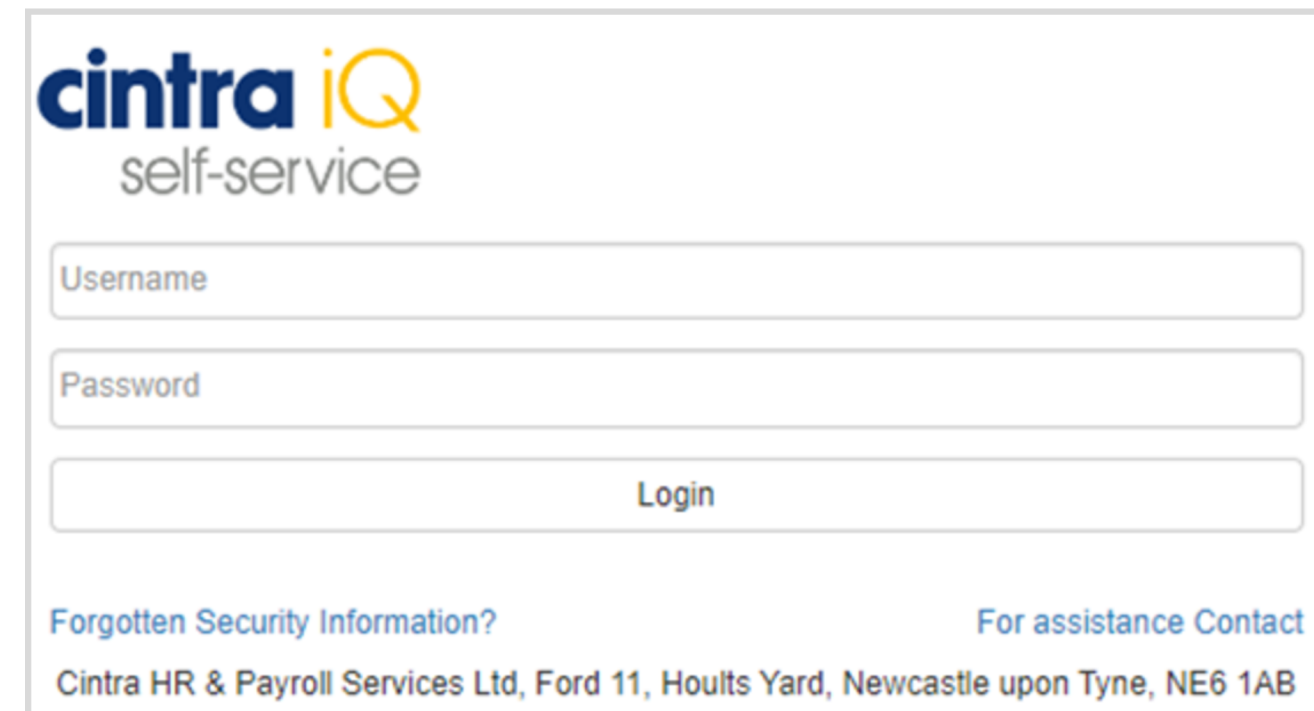
This email provides you with your temporary password, which you will be asked to change when you first log in.

From: donotreply@ciqss.co.uk
Date: 17 November 2023 at 09:32:24 GMT
To: [\[redacted\]](#)
Subject: Your new password

IvMRPKs1!=3y7ESQ

4

Click the link provided with your temporary password, and you'll be met with the following screen.



The screenshot shows the 'cintra iQ self-service' login interface. It features a header with the logo and text. Below the header are three input fields: 'Username', 'Password', and a 'Login' button. At the bottom, there are links for 'Forgotten Security Information?' and 'For assistance Contact', followed by the company address: 'Cintra HR & Payroll Services Ltd, Ford 11, Hoult's Yard, Newcastle upon Tyne, NE6 1AB'.

cintra iQ
self-service

Username

Password

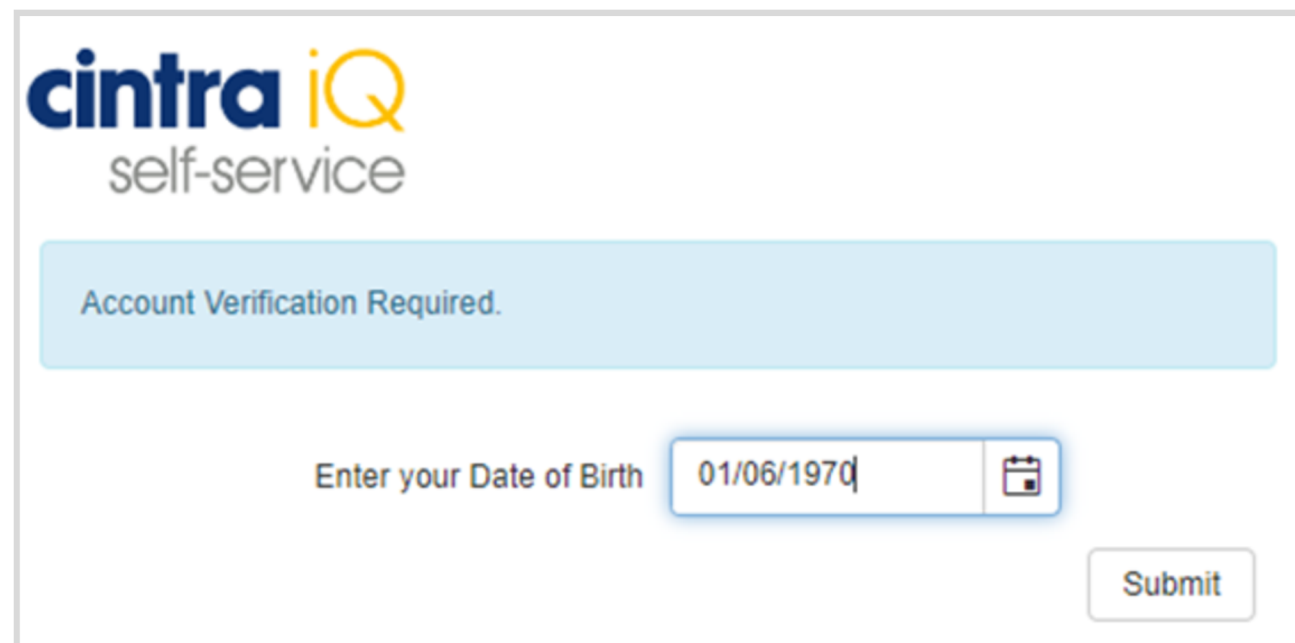
Login

[Forgotten Security Information?](#) [For assistance Contact](#)

Cintra HR & Payroll Services Ltd, Ford 11, Hoult's Yard, Newcastle upon Tyne, NE6 1AB

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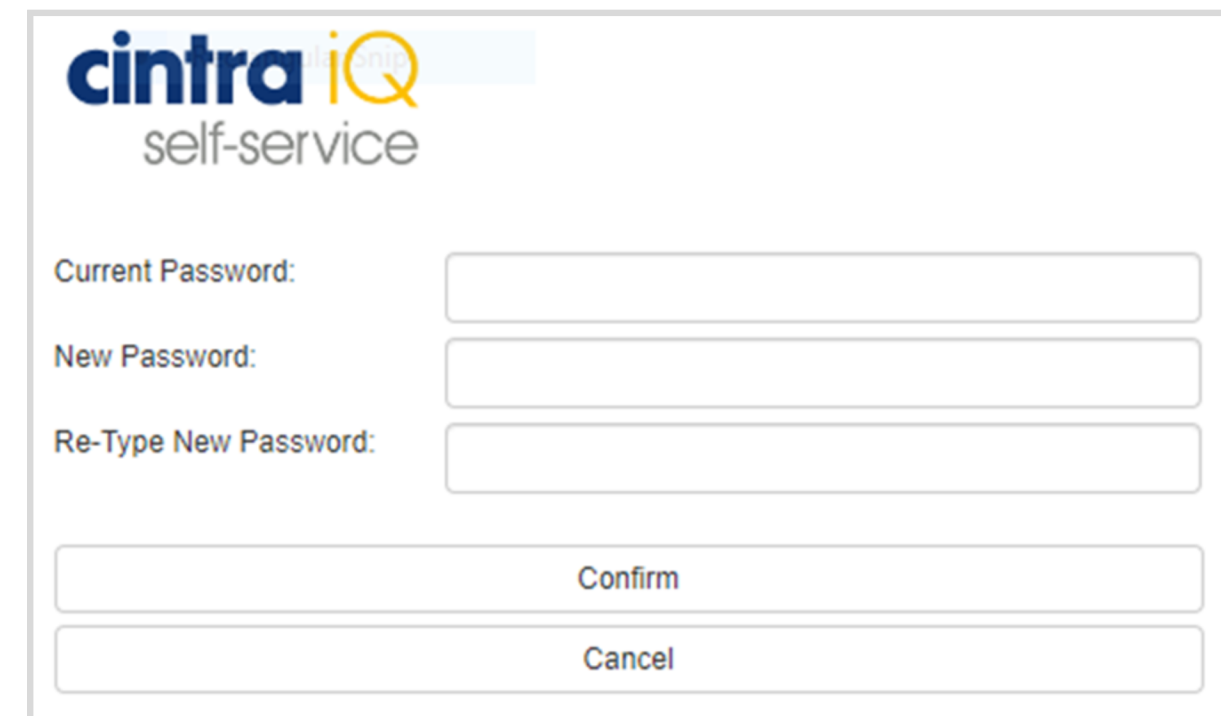
Type in your username and temporary password. You will then be prompted to confirm your date of birth.



The screenshot shows the 'cintra iQ self-service' interface. At the top left is the logo. Below it, a light blue banner reads 'Account Verification Required.' Below the banner, the text 'Enter your Date of Birth' is followed by a text input field containing '01/06/1970' and a calendar icon. A 'Submit' button is located at the bottom right.

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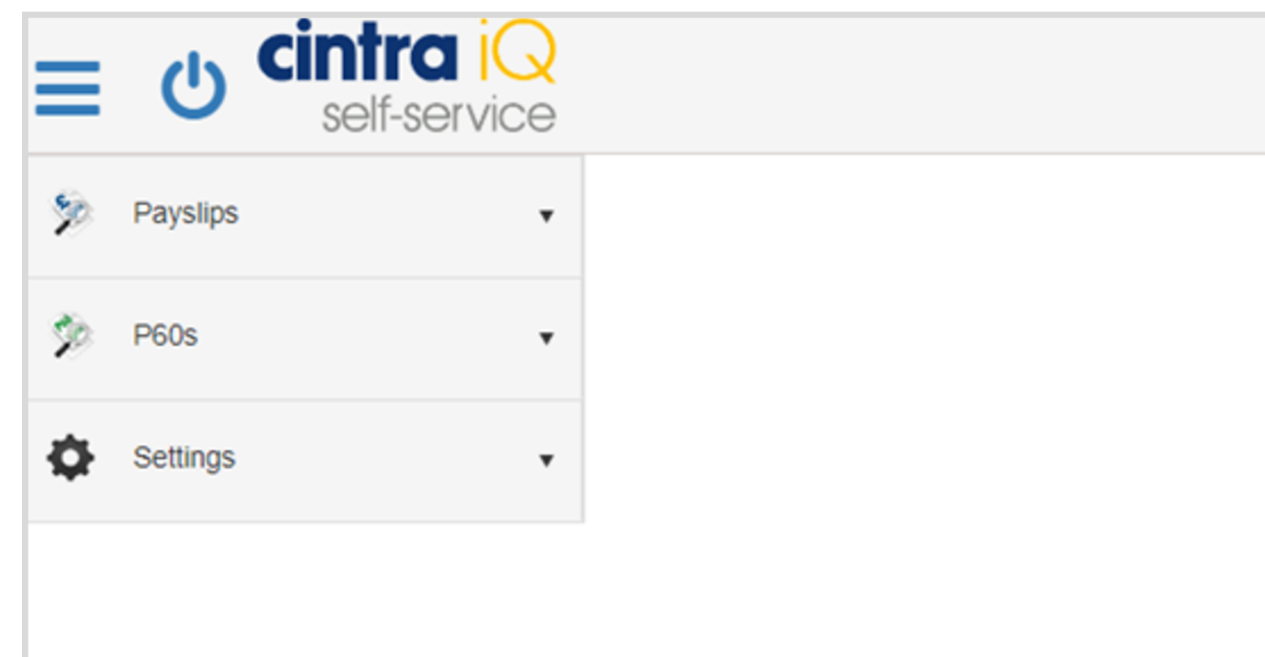
Reset your password. Copy and paste your temporary password, then enter a new one, which must contain one uppercase letter.



The screenshot shows the 'cintra iQ self-service' interface for password reset. It features three input fields labeled 'Current Password:', 'New Password:', and 'Re-Type New Password:'. Below these fields are two buttons: 'Confirm' and 'Cancel'.

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Once you have set up your new password, you will be sent to this screen, which enables you to see all your documentation.



Have Any Questions?

Contact our payroll team

0115 975 2400 | self-service@saafeducation.org