

Import Payslips

Premier Employee Self Service



Instructions on how to Import Payslips:

Step 1:

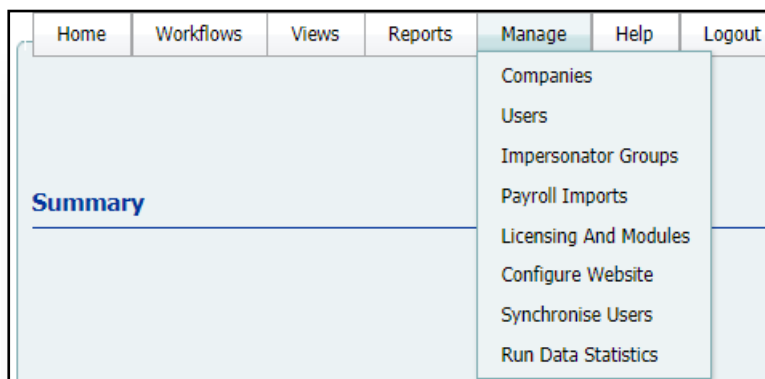
Navigate to Premier Employee Self Service Website

Step 2:

Login with username and password that has Administrator rights

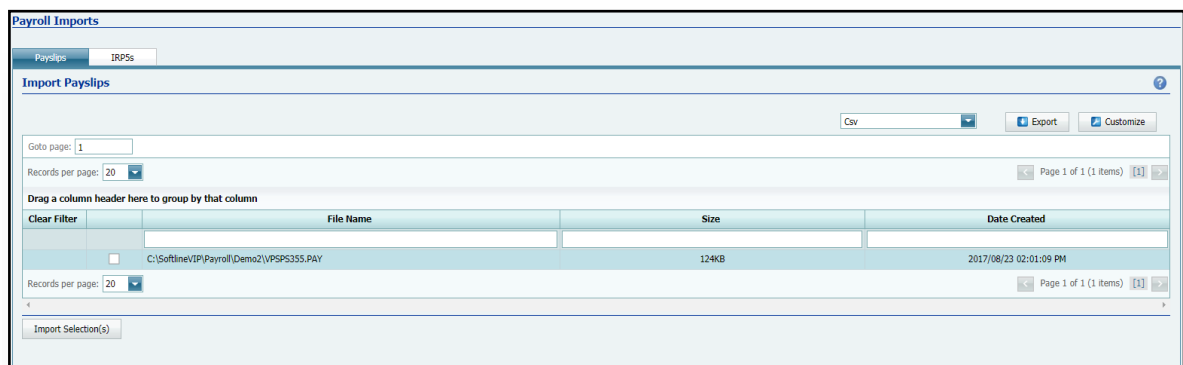
Step 3:

Navigate to Manage tab and select Payroll Imports



Step 4:

Select the Tick box next to the import file and click on Import Selection(s) button



The Payslip must already be printed in Premier Payroll to generate the ESS Import file.