How to login to HR & Payroll Self Service for the first time
from a HSE device - PC or Laptop

SUMMARY

1. Log in here **https://myhseselfservice.hse.ie**
    This brings you to the login screen.
2. If you have forgotten your password or wish to change your passworrd - please select **Password Reset** option
3. Enter your Login ID (This is your SAP personnel number (8 digits eg 30123456) prefaced by the letter "E" for Employee and "M" for Managers. In certain regions you will find it printed on your payslip.) and mobile number in the format 353 87*******. Click **Reset**
4. Enter the Login ID temporary password sent by text message to your mobile device. Click **Log On**
5. Enter the "old password". This is the temporary password sent to your mobile number. Enter a new password and confirm this. The password must be at least 8 characters long with a requirement for one uppercase letter, one number and a special character e.g. $&!. Click **Change**
6. Your password is now changed. and you will be logged on to HR & Payroll Self Service

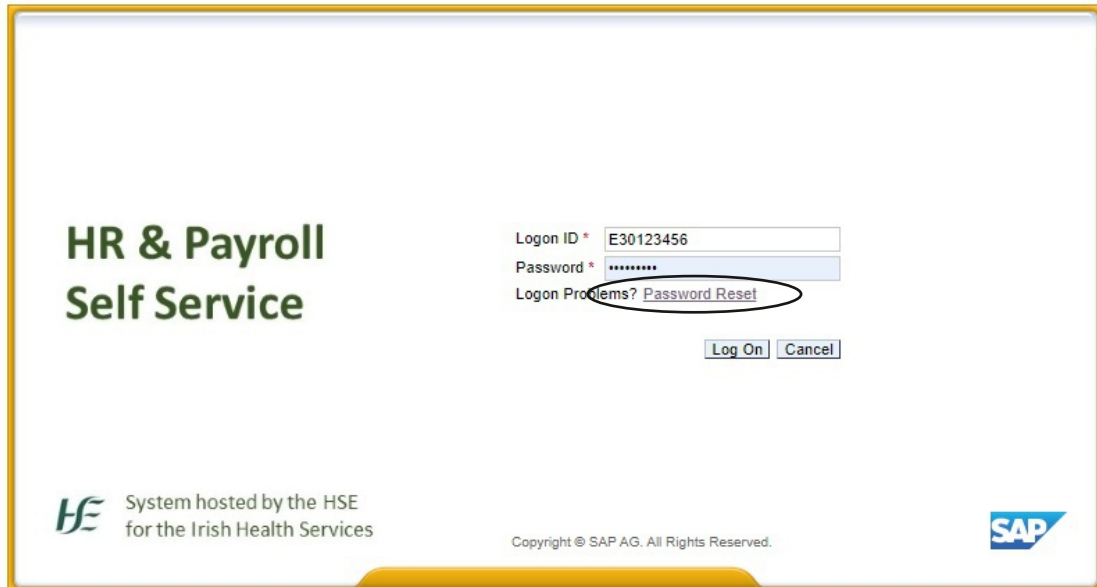# How to login to HR & Payroll Self Service for the first time
from a HSE device - PC or Laptop

1. Open your preferred internet broswer and enter the URL: **https://myhseselfservice.hse.ie**

    https://myhseselfservice.hse.ie

2. Initial logon screen appears. Select the **Password Reset** option (circled below)

3. Enter your Login ID and Mobile number in the format 353 87 *******. Click **Reset**.

- **Logon ID**
  Enter one of the following: Employee letter "E" plus your personnel number
  Manager letter "M" plus your personnel number

- **Mobile No.**
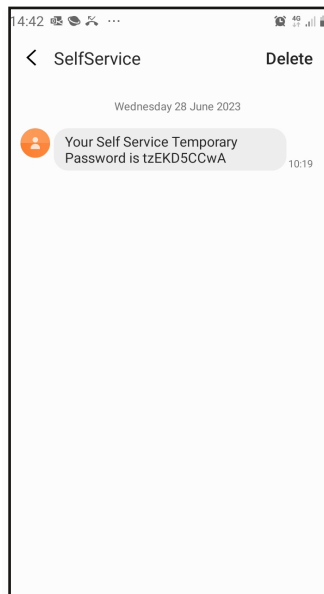 Enter the mobile number assigned to your Logon ID.

  Email
  If you don't have a mobile number and wish to use email instead, Select Click here. This is the email address used to set up your account
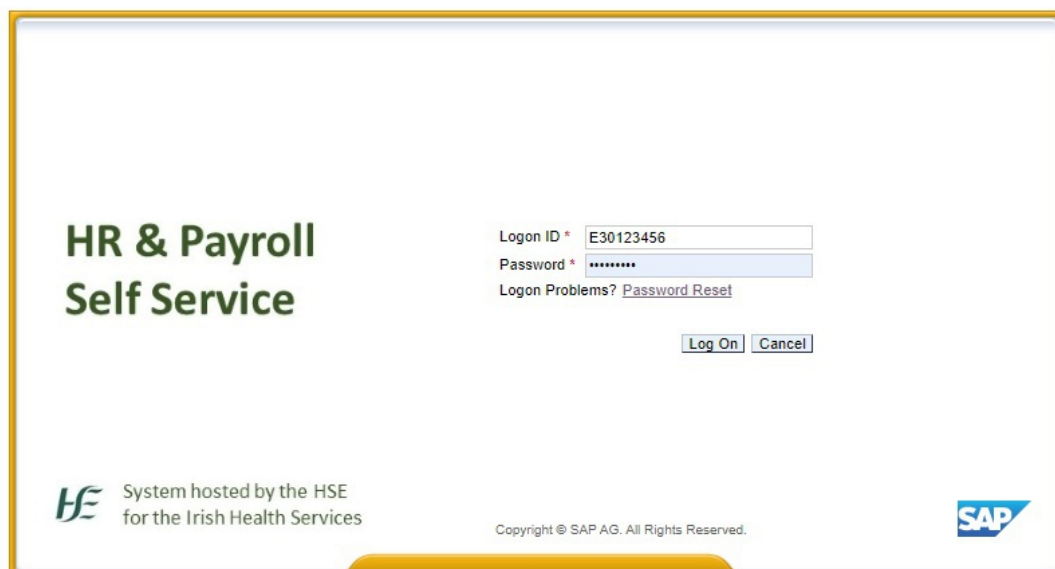
This is the message you see to confirm the temporary password was sent to the mobile number.
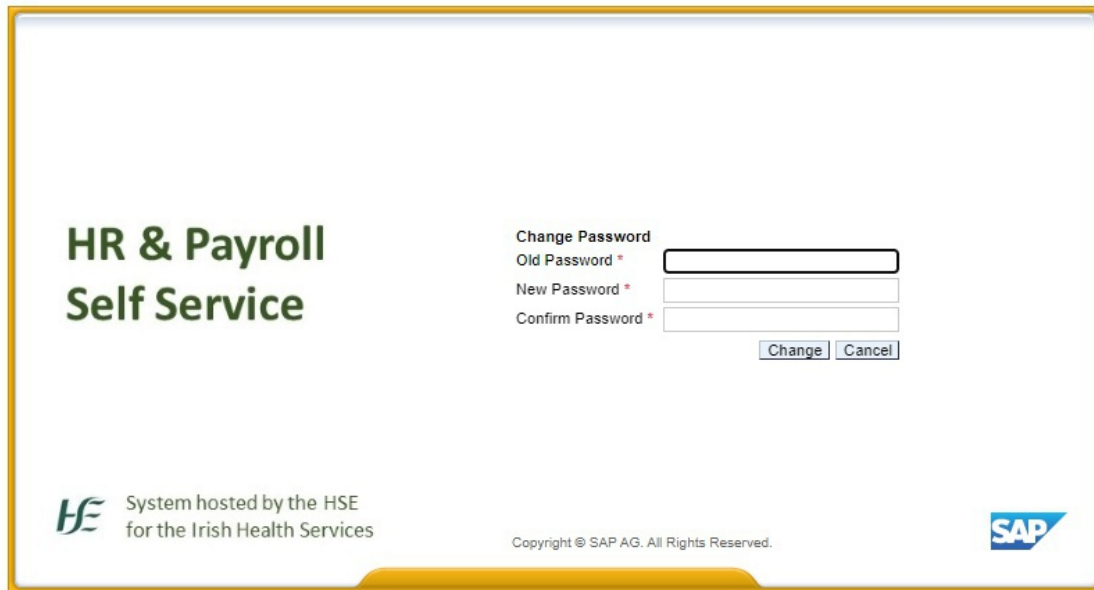
Password Reset

ⓘ The password was sent to Phone number :353876672128

Close

HR & Payroll Self Service

System hosted by the HSE for the Irish Health Services

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This is the text message you receive on your mobile phone.

14:42

< SelfService   Delete

Wednesday 28 June 2023

Your Self Service Temporary Password is tzEKD5CCwA   10:19

4. Return to the logon screen and enter (or copy & paste) your Logon ID and temporary password received in the text message.

HR & Payroll Self Service

Logon ID * E30123456
Password * ••••••••
Logon Problems? Password Reset

Log On   Cancel

System hosted by the HSE for the Irish Health Services
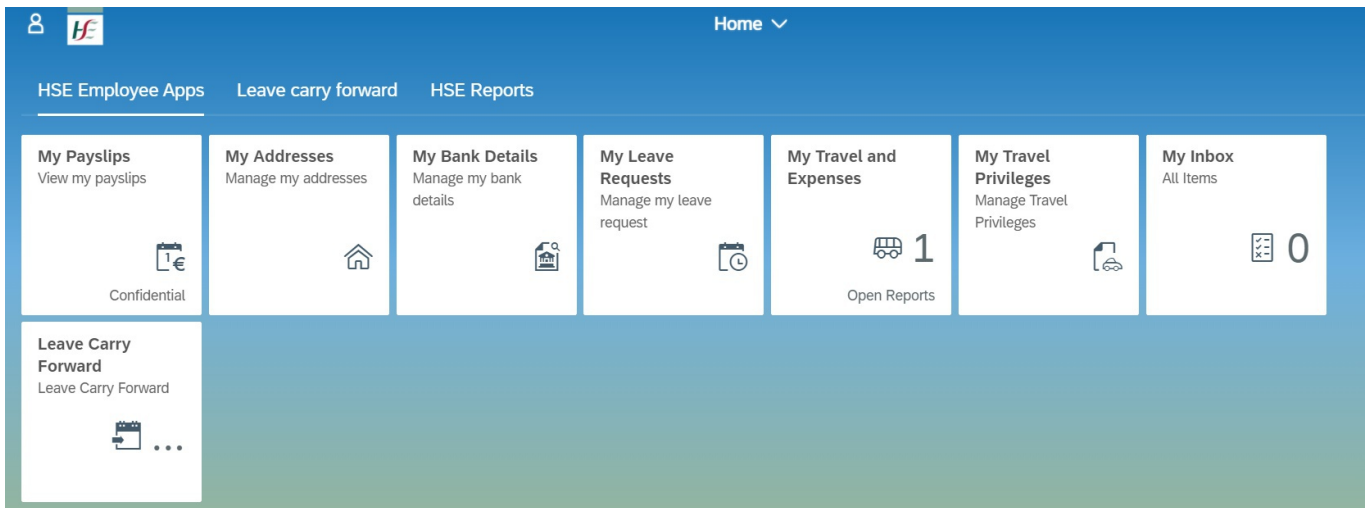
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SAP

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