

Please review the supporting information below to assist you in logging on for the first time or for help logging in if you have forgotten your password.

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Links

Internal

You will be able to access the payslips on the internal link below for when you are at work

<https://personnel.dgft.nhs.uk/Employee/LogOn?ReturnUrl=%2f>

or by navigating the hub by accessing the following pages:

The Hub → Departments → Payroll → Payslips

External

You will be able to access the payslips on the external link below for when you wish to access your payslips from your phone or personal device

<https://personnel.dgft.nhs.uk/Employee/LogOn?ReturnUrl=%2f>

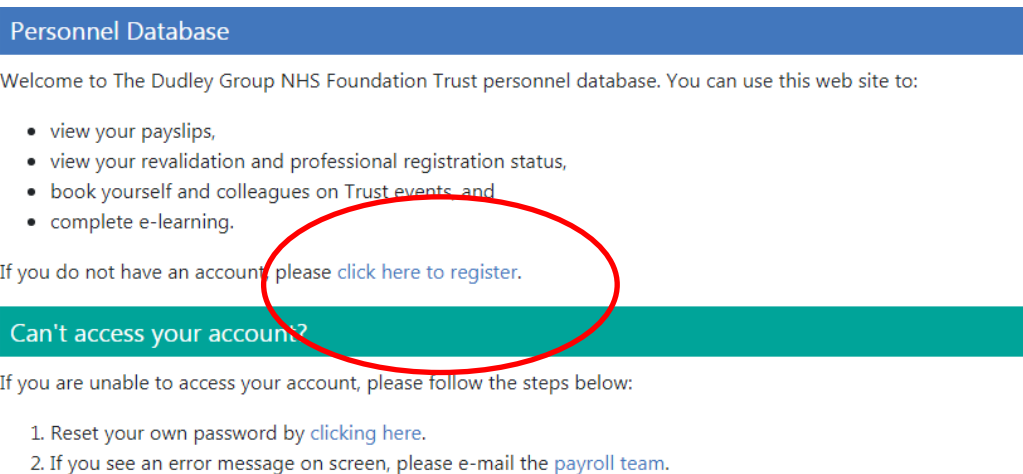
or by navigating the external Dudley Group of Hospitals website:

<http://www.dgft.nhs.uk/> → Working with us → Staff Links → Payslips

Registering/Logging in for the first time

If you are new to the trust your payslips will be available after you have been paid for the first time.

You will need to register on the hub first:



The screenshot shows a blue header bar with the text "Personnel Database". Below it, a welcome message states: "Welcome to The Dudley Group NHS Foundation Trust personnel database. You can use this web site to:" followed by a bulleted list: "• view your payslips, • view your revalidation and professional registration status, • book yourself and colleagues on Trust events, and • complete e-learning." Below the list, it says "If you do not have an account, please [click here to register](#)." This link is circled in red. Below this is a teal header bar with the text "Can't access your account?". Underneath, it says "If you are unable to access your account, please follow the steps below:" followed by a numbered list: "1. Reset your own password by [clicking here](#). 2. If you see an error message on screen, please e-mail the [payroll team](#)."

You will need the following information:

Payroll/Assignment number (you can get this from your manager or the recruitment team)

National Insurance number

Date of Birth

If you are having difficulty registering for the first time please email dgft.payrollmanager@nhs.net or call ext 4826 to cross-check the information we hold for you on our system.

Password Format

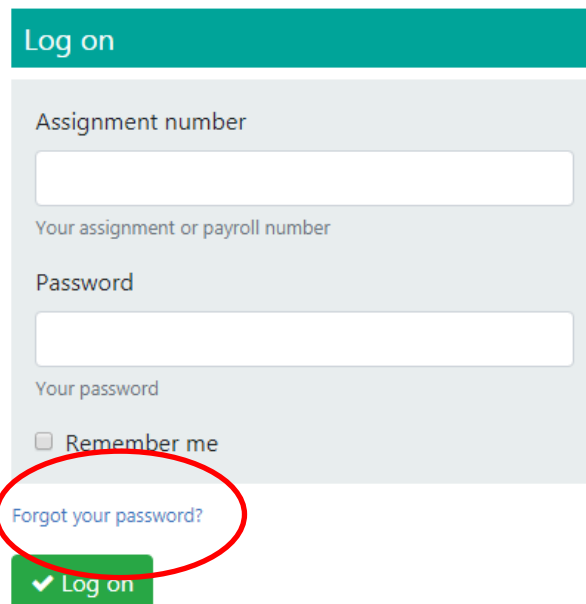
You will be asked to set a secure password which adheres to the following format:

- *At least 8 characters long*
- *At least 1 upper case character*
- *At least 1 lower case character*
- *At least 1 number*
- *At least 1 special (non-alphanumeric) character*

Forgotten Password/Password Reset

If you have forgotten your password you will need to reset your password in order to regain access to your payslips.

N.B. Unfortunately, we do not have the facility to reset passwords and, for data protection purposes, we are unable to print and email/post payslips.



The image shows a login form with a teal header labeled "Log on". Below the header, there are two input fields: "Assignment number" and "Password". Below the "Password" field, there is a checkbox labeled "Remember me". At the bottom of the form, there is a green button labeled "Log on" with a checkmark icon. A red circle highlights the text "Forgot your password?" which is a link located below the "Remember me" checkbox.

Please select the forgotten password link as above.

You will be asked for your assignment number (payroll number) and registered email address (this is normally your nhs.net work email address, but if you have set up a secondary email address you can also use this).

If you are trying to access your payslips externally and would like a secondary email address to be set up for please email dgft.payrollmanager@nhs.net with the personal email address you would like to be updated. This will allow you to access your payslips externally helpful if you are on period of leave, such as maternity leave.

Password Reset - Error Message

Forgot password

Please enter your details below. A link to reset your password will be sent to your email address.

The following errors occurred:

- The assignment number and/or email address field is incorrect.

Assignment number

If you have received an error message as above then the email address we hold for you on our system may not be correct. Please try both your work and secondary email address to reset your password.

If you think the email address we hold for you may not be correct please notify us by emailing dgft.payrollmanager@nhs.net providing your assignment number and both your work and personal email address which can then be updated to your account enabling you to reset your password.

If you are receiving this information as a result of emailing dgft.payrollmanager@nhs.net we would have already cross-checked your work email address with the email address you hold in the global address book. If any corrections were to be made you would have been notified.

Regaining access

Once you have logged in check that your email addresses and personal details are correct.