New payslip delivery

We are introducing a new, secure way to deliver payslips by email for employees who receive postal payslips.

This change means they will be able to view their payslip **quickly, securely, and at any time**, without waiting for paper copies.

What's changing?

Paper payslips will be replaced with **encrypted electronic payslips** sent directly to their personal email address from April 2026.

What this means:

- **Instant access** – view their payslip online, anytime and anywhere.

- **Secure & confidential** – information remains fully protected.

How to submit a personal email address

We are using a secure platform called **My Derbyshire (Granicus)** to collect and verify personal email addresses.

Employees should follow these steps:

1. **Sign up or log in** to My Derbyshire (Granicus).

2. **Enter your personal email address** and create a password.

3. **Verify your email** by clicking the link sent to your inbox.

4. **Update your user profile** by completing your:

   - **Basic Details** – First Name and Last Name

   - **Address Details** – Street and Postcode
     (All other fields are optional.)

5. **Complete the form** with your National Insurance (NI) number and employee number. You can find your employee number at the top of your payslip, beneath your name and address.

6. **If the form doesn't appear immediately**, click the link again — My Derbyshire (Granicus) will keep you signed in and take you straight to the form.

This ensures your email address is correct and securely linked to your NI number for safe payslip delivery.

Accessing the form:

Access the form via the My Derbyshire portal or scan the QR code.

How to find your NI number

- Check your P60
- Or use this link Find your National Insurance number - GOV.UK

Tips for a smooth experience

- Use an email address you can access easily.

- Please submit only once selecting one personal email address

- Make sure your email provider supports encrypted emails (check your settings).

- Download your provider's email app (e.g., Gmail or Outlook) onto your phone.

- If using a one-time passcode, allow time for it to arrive.

- Open attachments using your default browser.

- If it doesn't work first time, try again or use a different browser/app

Key dates

- **Submit your personal email by:** 31 March 2026

- **First emailed payslip arrives:** April 2026