



Sage 300 People Web SS Payslips with Multi-factor Authentication

STEP 1

WebSS Activation Email

Each user will receive an activation email from noreplyESS@adp.com

□ り ひ ↑ ↓ ▼	Activate User Account for Sage 300 People -	Message (HTML)	(7) = - <u>-</u> ,	×
File Message Help Q Tell me what you want to do				
$\widehat{\blacksquare} \lnot \boxdot \textcircled{1}_{v} \backsim \And \checkmark \textcircled{1}_{W} \texttt{Share to Teams}$	👪 All Apps 🛛 💭 Mark Unread 🚦 🗸	▶ · 🗟 · 🔓 / 🖓 Find 🔍 2	Zoom 🛛 📅 🕹 Report Phish 🛛 🚥	~
Activate User Account for Sage 300 People				
Theron, Nadine (ESI) on behalf of noreplyESS@adp.com To Theron, Nadine (ESI)	n		Reply	•• 9:52
Attention: Mrs E User				
Welcome to Sage 300 People. A User Account has been created for your details in the system. Click on the link to access Web Self-Service: http://www.com/access.com/access/intervices/inter	u to use the Sage 300 People application. Pleas bs://measelfservice.adp.com/JSE_ZA	se DO NOT share this e-mail with othe	er users as it contains a unique reference to your	
The User Account details are as follows: User Name: User@JSE.co.za Temporary Password: pdcd1fa8-2ad4-4c95-b2cf-32aA95E7F63B	1A			
Before you can access the Sage 300 People application, your account these 10 easy steps below:	must be activated by providing a new password	d you will remember. To activate your a	account, open the People application and follow	
 Enter your User Name User@JSE.co.za Enter the temporary password: pdcd1fa8-2ad4-4c95-b2cf-32 Click the Logon button The Change Password screen will be displayed In the Old Password field, enter the password provided in Step 2 Enter your new password in the New Password field Confirm your password by re-entering it in the Confirm Password Click the Change button A message will appear to inform you that your password has succ Click the OK button 	h A95E7F63E1A field essfully been reset			
The Sage 300 People application will now open.				-
4				•

From the email, copy the URL into one of the following preferred browsers:

- Google Chrome
- Microsoft Edge
- Firefox

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Note: Internet Explorer is no longer supported by Microsoft and will therefore not work.

Welcome to Sage 300 People. A User Account has been created for you to use the Sage 300 People application. Please **DO NOT** share this e-mail with other users as it contains a unique reference to your details in the system. Click on the link to access Web Self-Service: <u>https://measelfservice.adp.com/JSE_ZA</u>

https://measelfservice.adp.com/JSE_ZA

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Copy the username and temporary password from the email to the WebSS portal:

- 1. Enter your User Name User@JSE.co.za
- 2. Enter the temporary password: pdcd1fa8-2ad4-4c95-b2cf-32aA95E7F63E1A

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Click on Sign In

On the next screen, enter the temporary password in the "Old Password" field and enter a new password in the "New Password" and "Confirm Password" field:





User must c	hange password	
Old Password		

Password Policy		
Show Policy rules		
New Password		
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The new password has the following minimum requirements:

A minimum of eight characters, containing at least one of each of the following:

- Small letters (non-capital letters),
- Capital letters,
- Numeric characters, and
- Keyboard special characters (for example, ! # \$ % ^ & * _ + = -).

Click on Change Password





STEP 2

Microsoft Authentication Process

When the following screen appears, open the Microsoft Authenticator App on your Smartphone:









Select Verified IDs



Select Scan QR code







Scan the QR Code as on the screen.

E.g.



Once the QR code is successfully scanned on the Authenticator App, a temporary pin will appear:

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Enter the pin in the "One-time pin" field on the WebSS portal:



Click on Enable MFA

Note: The time the "One-time pin" will be valid for is specified on the Authenticator mobile app. Once the time lapses, a new pin is generated.





Once MFA has been enabled, portal will be routed back to the logon screen where the username and chosen password can be entered:



Click on **Sign In**

On the following screen, enter the "One-time pin" as on the Authenticator App on your Smartphone:









Click on Submit

STEP 3

Print Payslips and Tax Certificates

On the Home screen, payslips can be accessed by clicking on one of the following options:





Select a payslip to see the detail thereof:

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H	ome Leave -	My Details 👻	Payslips Tax Certificates			
	Payslips					
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•	Mrs N Theron Purple Animations	31 May 2023 001	Main Payrun Normal	± 6	Paysip Emp. Code1234 Date Engaged 2023/0.4/01 Pay Period 2023/0.4/01 Emp. Name Mrs N Theron Job Tate Co. Name Purple Ar Known As Natine Job Grade Pateron D Co. Address A Move I	31 1imations House Office Pa
	Mrs N Theron Purple Animations	30 Apr 2023 001	Main Payrun Normal	* 8	ID Number Rate Per Hour 54/17 Mo. Emp. Address Hours Per Period 173.36 Sandhours Termination Date 2000 PAYE Ref. No. 796/010 Account No. 6958/74598 UIF Rep. No. 999999	ovie House Stre Johannesburg 818 /9
			More ~		Income Tax No. Branch No. 632005 Payment Type ACB	
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Button	Description
*	Click on the Download button to download the selected payslip in PDF format.
+	Click on the Print button to print the payslip to the selected printer.
$\mathbf{\Sigma}$	Click on the E-Mail button to select one or more email addresses as well as an email subject, to email the selected payslip in PDF format to the recipients.
More ~	Only the most recent 6 payslips will be listed, but you will be able to select history payslips under the "More" option.





The same process is applicable for the Tax certificates:

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Home Leave - My Details -	Payslips Documents -	Tax Certificates]				
Mrs N Theron	My Payslips Latest payslip 31 May 2023	My T Latest None	ax Certificates	My Submitter Leave 0	d Items Claims 0	Upcoming Birthdays Nadine 01 Theron	Edit Layout
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Tax Certificates					
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Miss M Mouse Purple Animations	2019/2020 Statutory Tables	01 Mar 2019 29 Feb 2020	*	₽	Hierarchy JHB - Johannesburg TAX Certificate Transaction Yaar 2021 Assessment Year 2021 Reconciliation Period 202102 Certificate Number 73607068182021025AGE0001000001 Type of Certificate IRP5 Employee Information
	More ~				Sumame / Trading Mouse Employee Code 001 Date Of Birth 198509/22 First Names Minnie Nature of Person A 1denthy Number 198509/22 Initials M Passport Number 123456 Buiness Tei Number 0124201234 Income Tax Ket No. Passport Number 2.24F Home Tei Number
					EMPLOYEE RESIDENTIAL ADDRESS Pay Periods Complex No & Name Assessment Year Periods 365 0000 Streat No & Name No of Periods Worked 365 0000 Streat No & Name No of Periods Worked 365 0000 Suburb / District Employed From 2020/3010 City / Your Johannesburg Employed To 2021/0228
					Postal Code 2018 Country ZA EMPLOYEE POSTAL ADDRES 5 Unit No / Complex Stiret Hr & Number P O Box 103 Stiret Hr & Name Post Office Pretoria
					Suburb / District Postal Code 2018 Citly / Town Pretoria Country ZA
					BANK ACCOUNT DETAILS BANK ACCOUNT TYPE Account Holder Miss M Mouse 1 Account Number 12365 Acc Holder Relationship 0 Bank Name ABS Acc Holder Relationship 0