

My Reports – Employer User Guide

Overview

<https://myreports.moorepay.com> is a secure website that allows users to view and save their payroll output as a .PDF file.

This document gives you some simple guidelines about accessing your payroll output.

The website offers two PDF viewing facilities as listed below.

ReportView *Where you can view your latest output*

- This is where your latest payroll output is provided within 2 hours of your payroll running
 - Greater speed of return
 - Less reliance on postal/courier services
 - Reduced paper waste
 - Every time your payroll runs
 - Available to view/download until it is overwritten by the next payroll run

Webarchive *Where you can find your archived payroll output from previous tax periods*

- This is where your payroll is archived 7 days after the payroll has processed. These files are then held for a maximum of 7 years.
 - Greater contingency for storing output
 - Reprint payroll documents yourself from previous runs

Getting started

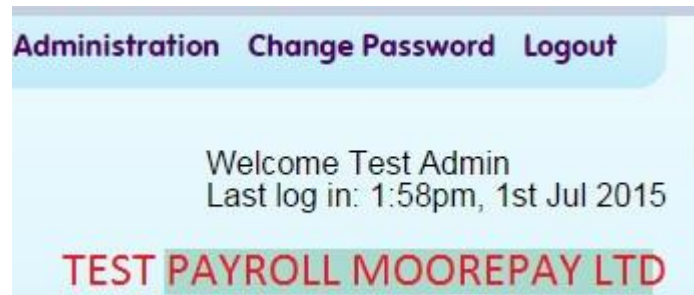
Access via Moorepayhr or go to the website direct at <https://myreports.moorepay.com/login.php>

Log-in with your Client ID, Username and password. Please note your username is your email address, if you have forgotten your password then please click the “forgotten password” link. Please contact your support team if you are unsure of your Client ID number.

Once you have logged in you will see menu options to the left and right.

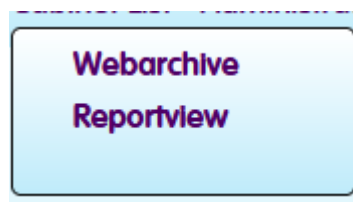


We recommend changing the password the first time you log in. This must be at least 8 characters and contain a mix of numeric and alphas. Click on the “Change Password” button in the top right hand corner and login again with the new details



Once the password has been updated you will then need to click on “Cabinets” to return to the main screen.

The cabinet list on the top of the screen allows you to perform the following functions.



Webarchive

Selecting Webarchive will take you to the following screen:

A screenshot of the 'MyReports' Webarchive interface. The top navigation bar includes 'Cabinet List', 'Search', 'Administration', 'Change Password', and 'Logout'. The main header area displays 'MyReports' on the left, and on the right, it says 'Welcome Test Admin', 'Last log in: 1:58pm, 1st Jul 2015', and 'TEST PAYROLL MOOREPAY LTD (Webarchive)'. Below this is a search form with the following fields: 'Document Type' (a dropdown menu currently showing 'Web Archive'), 'Results per page' (a dropdown menu currently showing '10'), 'Payroll' (a dropdown menu), 'Tax Year' (a dropdown menu), 'Period' (a dropdown menu), and 'Run Type' (a dropdown menu). At the bottom of the form are two buttons: 'Clear' and 'Search'.

Simply work down the options sequentially to load any payroll that is archived on your account. You will then have an option of either opening or saving the file. Please note that when using this service for the first time there may not be any files to view as the website only starts archiving payroll data after the service has been switched on.

If you do not have this option enabled, you can switch this facility on by contacting your payroll team and requesting access to WebArchive.

ReportView

Selecting “Reportview” will take you to the ReportView screen where you can view the payrolls within your group. Clicking on a payroll reference will load the output from the last payroll run. This is updated automatically within 2 hours after your payroll processing. Please note that your first output PDF will only appear following the first run after switching on the ReportView facility.

Every new run will overwrite the previous files so please be sure to save a copy of these reports if you do not subscribe to our WebArchive service.

The screenshot shows the 'MyReports' web interface. At the top, there is a navigation bar with links: 'Cabinet List', 'Search', 'Administration', 'Change Password', and 'Logout'. Below this, the 'MyReports' logo is on the left, and on the right, it says 'Welcome Test Admin' and 'Last log in: 1:58pm, 1st Jul 2015'. The main heading is 'TEST PAYROLL MOOREPAY LTD (Reportview)'. The central area contains a search form with a warning message: 'Warning - if you have already printed and given the employee their P45 you must not give them another one.' To the right of the warning is a 'Results per page' dropdown set to '10'. Below the warning is a 'Document Type' dropdown set to 'All Documents' and a 'Payroll' dropdown. At the bottom of the form are 'Clear' and 'Search' buttons.

Frequently Asked Questions

- *I cannot access the website*

This is normally due to entering the web address incorrectly. 'My Reports' is a secure website and therefore you must enter https:// before entering the www. Please note that the full address is <https://myreports.moorepay.com/login.php>. We would recommend saving this to your “favourites” list within your webbrowser. If the address is correct, please call Moorepay for further guidance.

- *I have lost or forgotten my password*

Simply click the forgotten password link, enter your email address in the username field and your password will be emailed to you.

- *I cannot open the PDF file*

The payroll output is saved in .pdf format and therefore needs to be opened in Adobe Acrobat. Some PC's will not let you open a file directly it must be saved to desktop first. Most web browsers will open this automatically in a new window. Please note however that if you have already opened a PDF and minimised the window then this will not open another window if you try to reopen the file.