

# Verkkopalkka quick guide

- Your employer has introduced **Verkkopalkkapalvelu**, and you too have a possibility to receive your payslip via Verkkopalkkapalvelu.
- Verkkopalkkapalvelu or an electronic payslip provides your own payroll details for viewing if you have **personal online bank user identifiers**.
- The payslips will be retained in the service for **7 years**. If you wish to retain your payslips longer, you can save or print them for yourself.
- If you receive the message: **“No payslips”**, make first sure that you are logged in to the online bank with your personal identifiers.
- From the Help page, you can return to the payslips by selecting the **SD Worx Verkkopalkka** link at the top left corner.



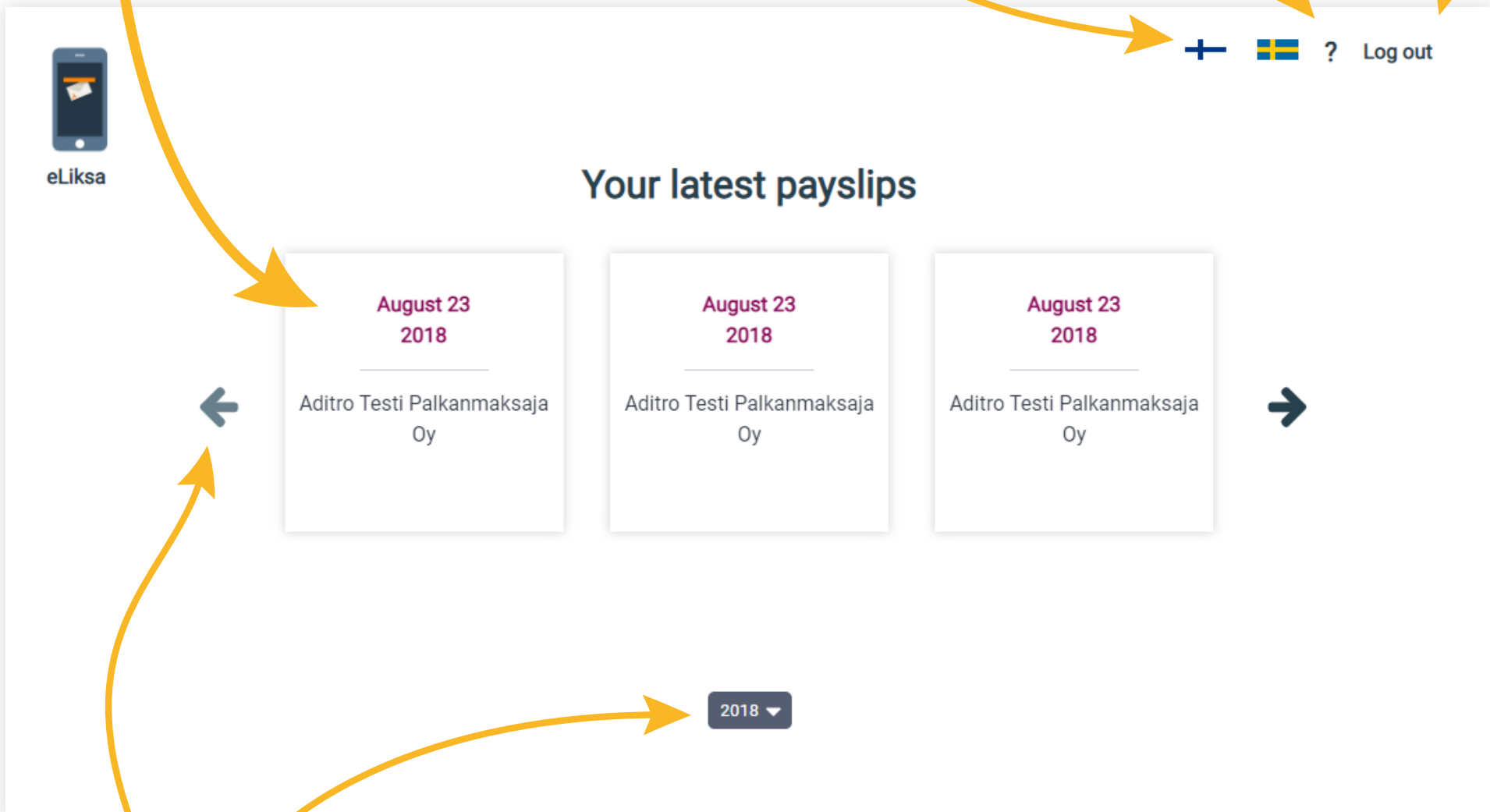
## Using the Verkkopalkka home page...

When you log in to Verkkopalkka, the home page shows your latest payslips. Click a slip to open it.

To log out of Verkkopalkka, press the “Log out” button at the top right corner of the home page.

To change the service language, click the flags at the top right corner of the home page. This changes the language of the service functions. You cannot change the language of the payslip in the service. If you wish to change the language of the payslip, please contact your employer.

To access more detailed Verkkopalkka instructions, click the question mark icon.



To browse your payslips, use the left/right arrows. If you have payslips from previous years, you can select the year from the drop-down list below the payslips.

## ...and payslip

In Verkkopalkkapalvelu, you can also send a message to your salary office if your employer has permitted it. In the Payslip view, select “Contact your salary office”.

To print your payslip, select “Print” at the top of the payslip. The payslip opens in a separate browser window, after which you can print the payslip or save it on your machine. To save the payslip in PDF format, press “Save as PDF”.

To close the payslip, click the cross at the top right corner.

