

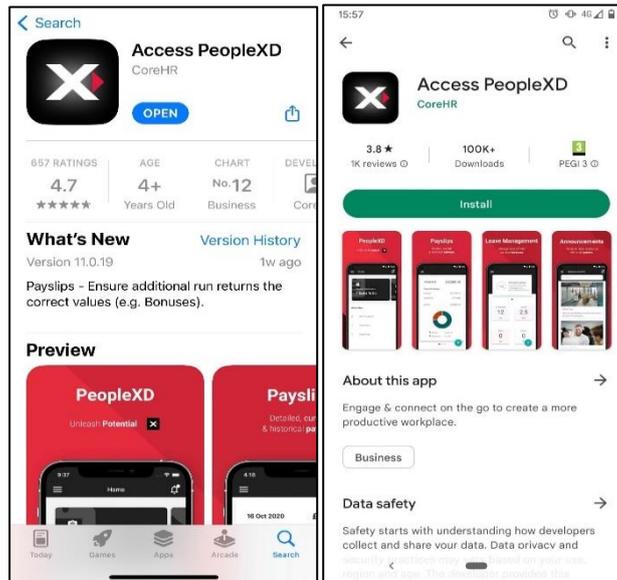
Core Portal Mobile App (PeopleXD) – Quick User Guide

From 23rd February 2023, printed payslips will no longer be available. The PeopleXD App is one option for employees to view their payslips electronically.

Download

iPhone – Open the App Store and type ‘Access PeopleXD’ into the search bar. Download and open.

Android – Open the Play Store and type ‘Access PeopleXD’ into the search bar. Install and open.



Logging in

The first time you open the app you will be prompted to ‘opt in’ or ‘opt out’ of the following options: Local Caching, Google Analytics, Google Crash Reporting, Google Firebase and Privacy. You may opt in or out as you wish, but the recommendation is to **opt in** to these options as that will give the best user experience. Click the **Next** button after making your choices.

You will be brought to a ‘Let’s log in!’ screen. Type **trp** into the Company Email/Company ID field, and then click next. This will then open a web browser which will prompt you to log into your TCD email account. Enter details as appropriate. If you do not have your company e-mail address/password, please contact the HR Service Centre (hr@tcd.ie or by phone on 01 896 3333) for more help.

Accessing payslips

Once you have logged in, you will be brought to the PeopleXD home page. In the top left corner, there are three bars. If you click these, a side menu will open. Clicking on ‘payslips’ will then allow you to view your payslips.

