



The Way in Which You Access Your Digital Payslip is Changing



www.kaeferltd.co.uk



KAEFER

The Way in Which You Access Your Digital Payslip is Changing

When is the change happening?

From **18th June 2025**, you will access your payslip in MyPeopleHub.

Please get yourself set up and access MyPeopleHub in advance, so you're ready on the day and can familiarise yourself with the new, user-friendly system at your own pace.





What do I need to do to access MyPeopleHub?

You'll need your email address to access MyPeopleHub, this will be the same one you currently use for the Sage Portal.

If you haven't accessed the Sage Portal before, have forgotten your registered email address, or would like to update it, you can do so by scanning the QR code below or using the link provided.



<https://tinyurl.com/2v2pw6jm>

Please update your details
no later than 31st May 2025.





What will you do with the information I submit?

Information on how your personal information is processed can be found here.



<https://tinyurl.com/459mdwtc>

REMEMBER: Your first MyPeopleHub payslip will be available to view from 18th June.



Accessing your Payslips in MyPeopleHub (FAQs)

What is MyPeopleHub?

MyPeopleHub is an online portal for our weekly paid colleagues.

It allows you to:

- View your digital payslips
- Update your personal information, such as your home address and emergency contact details

You can use MyPeopleHub on a smartphone, tablet, desktop, or laptop anytime, anywhere.

Why is the way we access payslips changing?

As our business continues to grow, we need smarter, faster, and more secure systems that can scale with us and support future needs. Moving to MyPeopleHub for payslip access is the first step in our broader digital journey, designed to enhance the support we provide to our people.

This change gives you greater flexibility and control, with secure, anytime access to your payslips and personal information all in the same place.

When is the change happening?

From **18th June 2025**, all weekly paid employees will need to use MyPeopleHub to access their payslips.

The current system, Sage Portal, will only hold historical payslips after this date. No new payslips will be uploaded to the Sage Portal from 18th June onwards.

What information do I need to log into MyPeopleHub?

You will need:

- Your email address (and a password of your choosing)

Why do I need an email address to access my digital payslip?

An email address is required to:

- Log into MyPeopleHub
- Reset your password if needed

When will my payslip be available each week?

Payslips will be available on **Wednesday** of each week and we will send you an email from 'MyPeopleHub@kaefer.com' to let you know it's ready to view.

Payday is **Thursday** each week so there is no change to your pay date.



What else can I see on MyPeopleHub?

As well as your payslips, you will also be able to check and update your personal details such as your home address and emergency contact details.

You can also access **The KAEFER Connection** to gain quick and easy access to company information, news and updates.



<https://kaeferltd.co.uk/internal-news/>

What should I do if I cannot log into MyPeopleHub?

If you need help, contact your site administrator who will be able to assist you.

Alternatively, you can email **MyPeopleHub@kaefer.com**.

Can I still receive a paper payslip?

No, all employees are transitioning to digital-only payslips.

Is my Digital Payslip secure?

Yes, your payslip is securely stored in MyPeopleHub. You will need to enter your email and password to access it.

The system follows data protection regulations to keep your personal information safe and secure.

Can I download or print my digital payslip?

Yes, you can download your payslip as a PDF and print from your mobile device.

What should I do if there is an error on my payslip?

If you notice any errors relating to your pay, please contact your site administrator as soon as possible.

Can I view my historical payslips?

Yes, you can continue to access your historical payslips in the Sage Portal as you do now. From 18th June 2025 onwards, all subsequent payslips will be available in MyPeopleHub.

What happens if I leave KAEFER? Will I still have access to my payslips?

If you leave KAEFER, your access to MyPeopleHub will be deactivated from your last working day.

It is recommended that you download any payslips you need before your final day.

Your final payslip and P45 will be sent to your home address.

Will my tax details change when I move to MyPeopleHub?

Your tax code will remain the same.

However, the KAEFER tax reference will change from 475/JE11593 to **671/W30**. This information will be needed if you complete a Self-Assessment form in the future, for any work carried out at KAEFER.



I have more questions or need greater clarification, what should I do?

If you have any other questions or require further clarification, please contact **MyPeopleHub@kaefer.com**.

Accessing MyPeopleHub for the first time

A Step-By-Step Guide

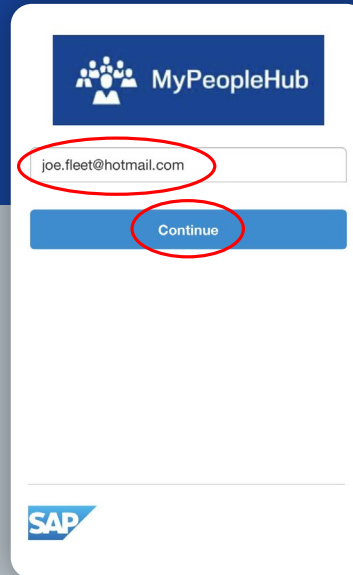
Scan the QR code below or
type in the web address to
access **MyPeopleHub**.



<https://tinyurl.com/4c5bs5wk>

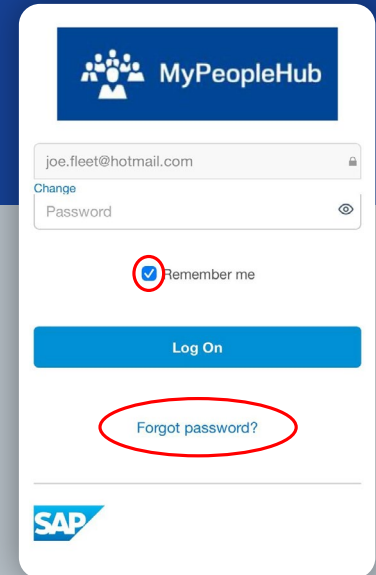
1

Enter your
email address
and press **continue**

A mobile app interface for MyPeopleHub. At the top is the MyPeopleHub logo. Below it is a text input field containing the email address 'joe.fleet@hotmail.com', which is circled in red. Underneath the input field is a blue button labeled 'Continue', also circled in red. The SAP logo is at the bottom left.

2

Click **remember me**
and press **forgotten**
password

A mobile app interface for MyPeopleHub. At the top is the MyPeopleHub logo. Below it is a text input field containing the email address 'joe.fleet@hotmail.com'. Underneath is a 'Change Password' section with a password input field and an eye icon. Below the password field is a checkbox labeled 'Remember me' with a blue checkmark, circled in red. Underneath is a blue button labeled 'Log On'. At the bottom is a link labeled 'Forgot password?', circled in red. The SAP logo is at the bottom left.

3

Enter your
email address
and press **send**

Forgot My Password

Enter your credentials below and click Send. An email will be sent containing a link to a page where you can reset your password. Note that the email might take a few minutes to reach your inbox.

Email or User Name *

joe.fleet@hotmail.com

*Required

Send



4

An account reset link
will be sent to your
email address

Forgot My Password

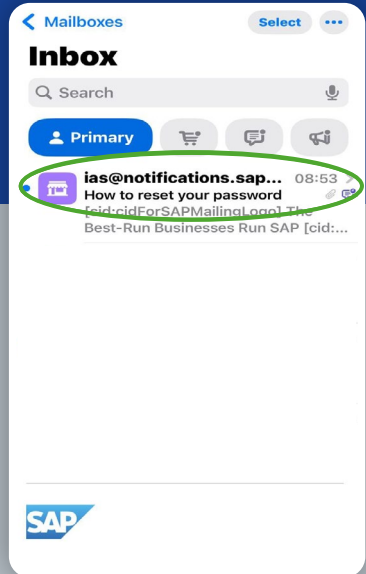
i If an account exists, an email with a link to reset your password has been sent.

Click the link in the email. You will be forwarded to a page where you can reset your password. The link in the email will expire in 2 hours.



5

Check your inbox for
an email from
ias@notifications.sap.com



6

Press 'Click here
to reset your
password'

Time-Sensitive Update

 **ias@notifications.sap....** 08:53

To:

How to reset your password

 The Best-Run Businesses Run SAP 

Dear

Someone requested to reset your Identity Authentication service password. If it was not you, ignore this e-mail. To reset your password, click on the link below.

[Click here to reset your password](#)

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

<https://sapvoluenc.accounts.ondemand.com/sfs/activation?39e11124141414441736338481204595472323644770768A7093332387920386A326961316F91962743849847745775A75496F354472387A6889764F504D6B8E4626D21715778496D6629253246478F5151016C4D484142442053242816F43437A3938263344>





7

Create a
password and
press **save**

Reset Your Password

Reset the password for your account

New Password *

..... ✓

Re-enter New Password *

..... ✓

*Required

Save





8

Press the
< Button

Profile

Personal Information Edit

First Name	Phone
.....	
Last Name	⚠ Not Verified
.....	Language
Email	
.....	Time Zone
Login Name	Valid From
.....	
Display Name	Valid to
.....	
User ID	
.....	

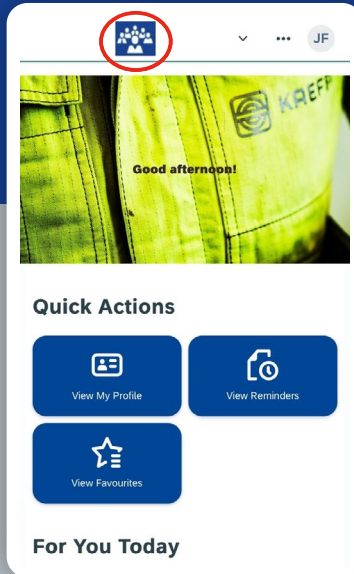
 accounts.ondemand.com 

 >   

9

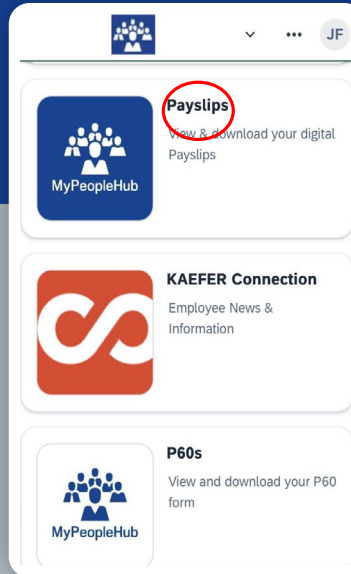
This is the MyPeopleHub
HomePage

Press  anytime you
want to return to the HomePage



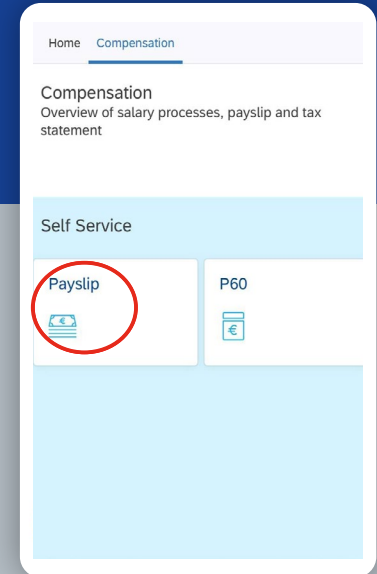
10

Scroll down
to access
payslips



11

Click to
access payslips



Updating your personal information

A Step-By-Step Guide

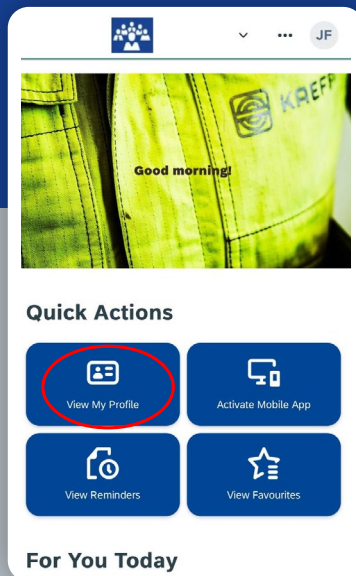
MyPeopleHub allows you to update:

- Contact address
- Email address
- Emergency contact details

For help and support contact your site administrator or email: **MyPeopleHub@kaefer.com**.

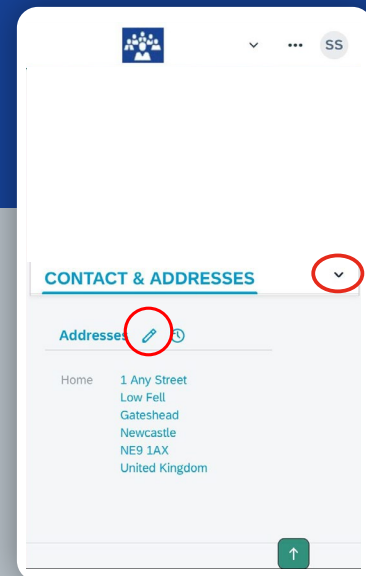
1

Click on
view my profile



2

Use the drop-down arrow to scroll to the information you want to view or change. **Select the pencil icon to change the details**



3

Enter the **date of change**, enter new **details** and **press save**

Addresses

As of: 08 May 2025

Home

Country/Region
United Kingdom

Address Line 1
2 Some Avenue

Address Line 2
Low Fell

Address Line 3
Gateshead

City
Newcastle

Add Addresses Save Cancel



4

Your details are **now updated**

CONTACT & ADDRESSES

Addresses

Home 2 Some Avenue
Low Fell
Gateshead
Newcastle
NE9 1AX
United Kingdom

Emergency Contact





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