

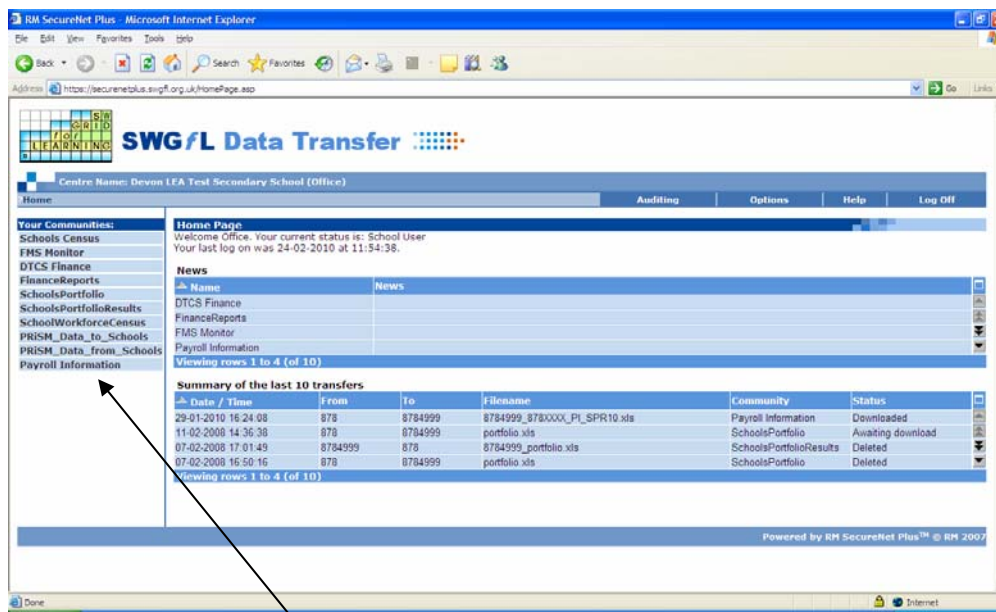
## Payroll Information Community

In SecureNET Plus you will find a new Community called **Payroll Information**. This will be used **once** a term to provide you with information held in the County PRISM System. This information should be agreed to your Personnel System in School.

You will be advised by an email from Payroll when the files are uploaded and any action you should take. Please note any queries should be raised directly with Payroll via email [payroll@devon.gov.uk](mailto:payroll@devon.gov.uk).

### Guidance for Downloading the files.

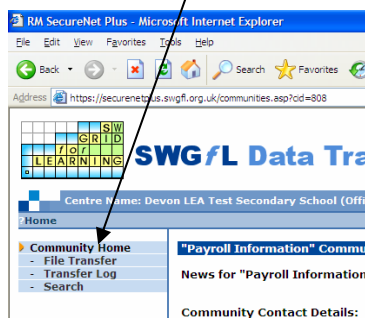
Log Into SecureNET in the usual way.



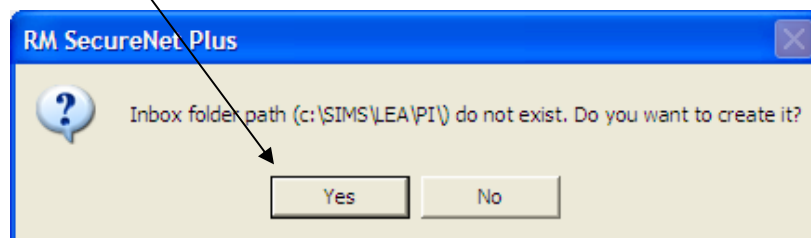
Click **Payroll Information**

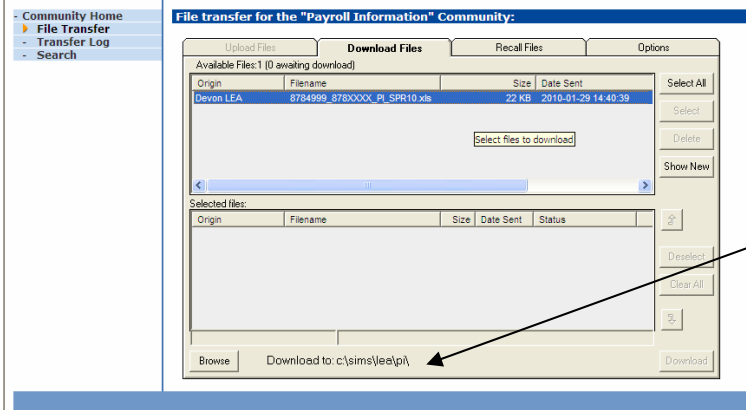
Choose

File Transfer



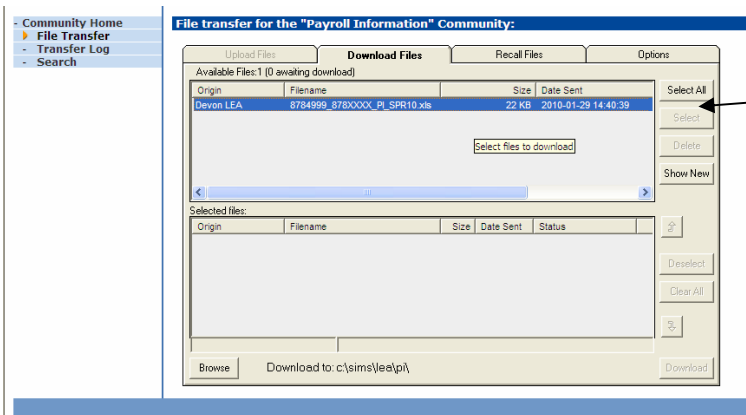
You will be prompted that the **SIMS\LEA\PI** folder does not exist. Please choose **YES** to create it.



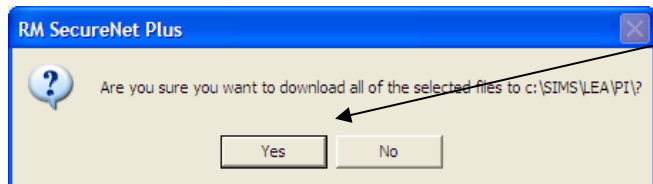


The folder path will appear at the bottom

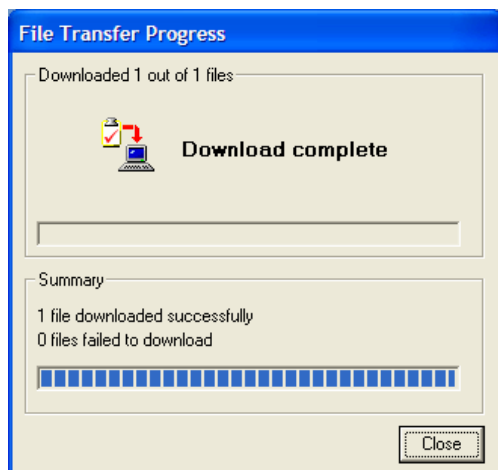
choose select All to select the file in the top



choose **Select All** to select the file in the top



Select **YES**



Click Close and then Log Off

You will then need to go to the folder where you have saved the file and follow the instructions which have been sent to you by Payroll.

Any Problems contact [payroll@devon.gov.uk](mailto:payroll@devon.gov.uk) by email

Please follow your usual procedures with regard to Data Security on receiving this file.