HOW TO UPDATE THE EMAIL ADDRESS YOUR PAYSLIP IS SENT TO

Below are simple instructions to learn how to update the email address your payslip is sent to.

Here's how…

1. Log onto E-Hub via the Wire home page

2. Click in the search bar and type 'View My Profile'
3. Click 'Payroll Information' and then 'Payment Information'
4. Beside 'Payroll Email Opt-In' click the pencil icon
5. Complete all the required details and click 'Save'

Contact the payroll team if you require further support. Email: Payroll@ipswich.qld.gov.au