



PAPERLESS PAYSLEIPS

You can access paperless versions of your payslips in the remuneration section of your ENSAP account.

WHAT IS ENSAP?

ENSAP is a secure, personal digital account platform for civil servants and contract workers, which offers a multitude of customized services.

It is managed by the State Pension Service (SRE) and the Public Finances General Directorate (DGFIP).

Its services include access to a remuneration space ("Ma remuneration", presented below) which is avail-

able to all civil servants and a pension space ("Ma retraite") where they can view documents relating to their pensions.

Users can connect to this online platform 24/7, from a computer, smartphone or tablet.

WHAT DOES IT CONTAIN AND WHO IS CONCERNED?

It includes a remuneration section where you can view and download your payslips.

Paperless payslips will now be issued to all employees paid by the CNRS.

WHEN AND HOW DO I CREATE MY SECURE ACCOUNT?

You can create your ENSAP account and activate your remuneration space in just a few clicks

If you have already created your ENSAP account

You can activate your remuneration space on or after 6 August 2021.

You will need to enter the details for the bank account into which your remuneration is paid (account details including an IBAN with at least 8 characters).

This will be used to secure access to your account by confirming your identity with information known only to you. You will only be asked to enter these details once, when activating your space. They will not be used for any other purpose.

Your documents will be available to you the day after you activate your remuneration space.

If you have not yet created your ENSAP account

You can create your ENSAP account and activate your remuneration space on or after 6 August 2021. You will need to provide the information listed below.

ENSAP account:

- Your permanent social security number
- Your birth name
- Your date of birth
- A personal email address (recommended because you may wish to access ENSAP even after leaving the CNRS and/or civil service) and, potentially, a back-up email address
- A primary telephone number

Once your account has been created, you will be sent an email containing a confirmation link, which will be valid for 24 hours.

Remuneration space:

You will need to enter the details for the bank account into which your remuneration is paid (account details including an IBAN with at least 8 characters).

This will be used to secure access to your account by confirming your identity with information known only to you. You will only be asked to enter these details once, when creating your space. They will not be used for any other purpose.

Instructional video on creating an ENSAP account and remuneration space (in French):

<https://www.dailymotion.com/video/x6kbaon>

WHAT HAPPENS NEXT?

Your payslips will appear in your remuneration space at the beginning of the month for the previous month (for example, your July payslip will be available in early August). You can view and download your payslips at any time, exclusively from your personal account space. For security reasons, they will not be sent to you by email.

All your documents will be grouped together by year, beginning with your July 2021 payslip. Please keep your paper payslips for June 2021 and before, for your records.

To give you time to create and learn to use your remuneration space, your payslips for July and August 2021 will be sent to you by post, in addition to being available online.

Please note: Your payslips will be archived in ENSAP throughout your career and for up to five years after you retire.

WHAT ABOUT MY PAPER PAYSLIPS?

Paperless payslips will be issued to all employees paid by the CNRS, with the exception of occasional performers, sailors and pilots. There are also a few other exceptions, outlined below.

Exceptions

1. You will automatically receive your payslips by post if you do not have a permanent social security number and/or an IBAN. In this case, you will not have access to paperless payslips. Please inform your HR department of your permanent social security number as soon as you receive it.

2. You may request paper payslips if you meet the conditions defined below (cf. Decree 2016-1073 of 3 August 2016).

If you are on leave for any of the following reasons, for a period of at least 21 consecutive calendar days:

- Civil servants: sick leave, short-term occupational disability leave, long-term sick leave or long-term leave (in accordance with Article 34, paragraphs 2, 3 and 4, of the French law n° 84-16 of 11 January 1984)
- Contract workers: sick leave, sick leave for a serious illness, leave for an occupational injury or illness, or unpaid sick leave (in accordance with Articles 12, 13, 14 and 16 of the French decree n° 86-83 of 17 January 1986).

You will need to submit your request to your HR department, in writing (via Ariane form, letter sent by post, etc.), by the 20th of the current month. Please note that any requests received after that date will not be applied.

You will also have access to your paperless payslips for the same period, in your remuneration space.

USEFUL LINKS (in French)

ENSAP FAQs:

<https://ensap.gouv.fr/web/question/aidenonconnecte>

<https://ensap.gouv.fr/web/question/aideconnecte>

ENSAP online help:

https://avatar.ensap.gouv.fr/AVI_DGFIP_ENSAP/

FOR MORE INFORMATION:

CNRS Intranet :

https://intranet.cnrs.fr/Cnrs_pratique/recruter/carriere/remuneration/Pages/ENSAP.aspx

HUMAN RESOURCES DEPARTMENT

SSTI – Information Systems & Data Processing Department

3, rue Michel-Ange - 75794 Paris cedex 16
www.cnrs.fr

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