



Delt Employee Mini Guide

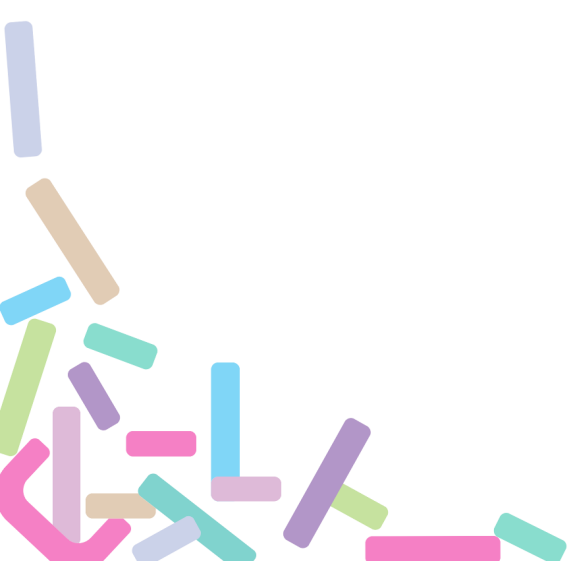
Employee Pay Module

16/09/2020

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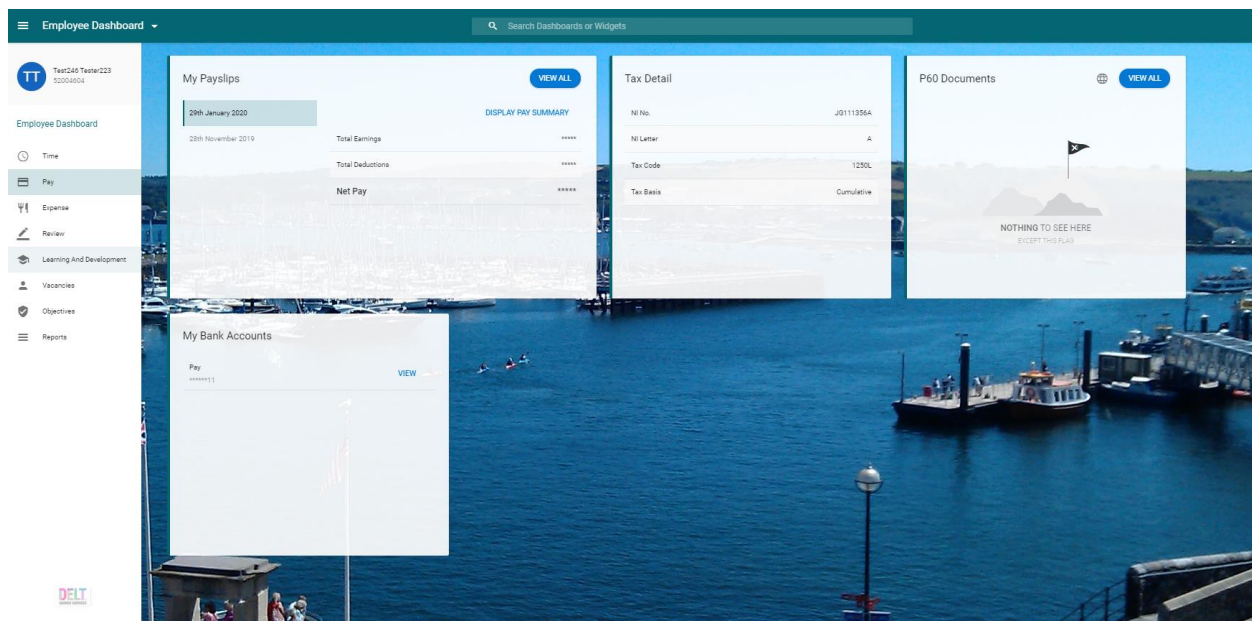
1. Pay Module & Widgets

1.1 Pay (My Payslips)

My Payslips

Employees can view the following information via the Pay Module: -

- My Payslips
- Tax Details
- P60 Documents
- My Bank Accounts



The screenshot displays the Employee Dashboard with the following widgets:

- My Payslips:** Shows a summary for 29th January 2020. A 'DISPLAY PAY SUMMARY' button is visible. The summary table is as follows:

Category	Value
Total Earnings	*****
Total Deductions	*****
Net Pay	*****
- Tax Detail:** Shows details for NI No. J0111356A, NI Letter A, Tax Code 1250L, and Tax Basis Cumulative.
- P60 Documents:** Shows a message: "NOTHING TO SEE HERE EXCEPT THIS FLAG".
- My Bank Accounts:** Shows a 'Pay' entry with a 'VIEW' button.

1. Go to the **My Payslips** Widget. You will see a list on the left-hand side of dates, these are the dates the payslips were released to employees.

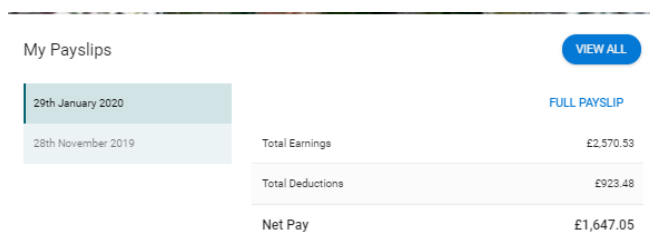
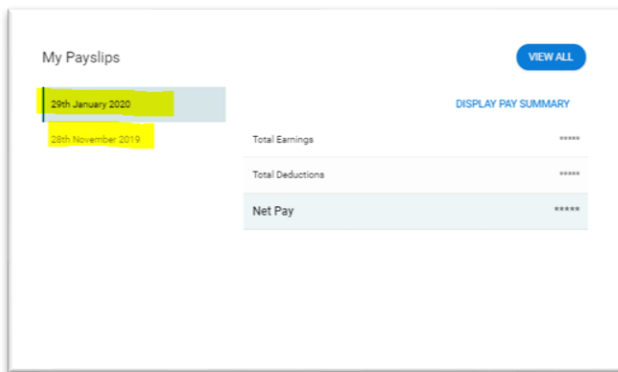
2. Click on the Payslip you wish to view, or click 'view all' to see a list of all your payslips – You will see that the left-hand side of the screen will display

- Total Earnings
- Total Deductions
- Net Pay

These screens will not be viewable until you click on the **Display Pay Summary**

3. Next, click on the **Display Pay Summary**

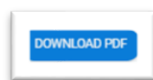
4. You will be required to enter your password. (This is an extra security level). Once you have entered your password you will see that the details have been populated.



1. You now have the option to see the **Full Payslip**. Simply click on the **Full Payslip** button. Your Full Payslip will now appear.

2. From this screen, you can either

- Click on the Download PDF (which will download in pdf format, and you can then print or save)



Full Payslip

Employee Dashboard > Full Payslip

Mrs Test245 Tester222

16 The Road
Milehouse
Plymouth
PL2 3AP
United Kingdom
Cost Centre: 1310

Personnel No: 52004516 NI No.: JL111355B
Pay Group: 2021-PCC SJH&W (25th)

Gross Earnings **Details**

Description:	Hours:	Rate:	Value:	Point:	4
Teacher			1,985.33		
Salary Arrears			279.07	Rate Current:	29,780.00
Overtime x 1.0 Arrears			33.10	Tax Code:	1125N
Overtime x 1.0 Arrears			49.65	Tax Basis:	Cumulative
Overtime x 1.0 Nights Arrears			33.10	NI Letter:	A
Overtime x 1.0 Sunday Arrears			33.10		
Overtime x 1.0 B/Hols Arrears			33.10		
Overtime x 1.25 Nights Arrears			41.36		
Overtime x 1.25 Sunday Arrears			41.36		
Overtime x 1.25 B/Hols Arrears			41.36		
Total Pay:			2,570.53		
Gross Pay for PAYE:			2,213.23		

Deductions **Cumulatives (Year-to-date)**

Description:	This Period:	Year to Date:	Gross Earnings:	16,083.97	Pre Tax Deductions:	1,102.02
LGPS EE	167.08	505.59	Taxable Pay:	14,981.95	Employee NI:	1,331.22
TPS EE	190.22	596.43	Tax:	1,495.00		
PAYE	255.00	714.80				
Student Loan Plan 1	89.00	234.00				
Employee NI	222.18	1,331.22				
Total Deductions:	923.48	3,382.04				

Net Pay: GBP 1,647.05 [Message From Your Employer](#)

PDF Downloaded View

Mrs Test245 Tester222
 16 The Road
 Milehouse
 Plymouth
 PL2 3AP
 United Kingdom
 Cost Centre: 1310

Personnel No: 52004516
 NI No.: JL111355B
 Pay Group: 2021-PCC SJH&W (25th)
 Payslip Date: 29-JAN-20
 Pay Period: Nov-2019



Gross Earnings				Details	
Description	Hours	Rate	Value		Point: 4
Teacher			1,985.33	Rate Current:	29,780.00
Salary Arrears			279.07	Tax Code:	1125N
Overtime x 1.0 Arrears			33.10	Tax Basis:	Cumulative
Overtime x 1.0 Arrears			49.65	NI Letter:	A
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Overtime x 1.0 B/Hols Arrear			33.10		
Overtime x 1.25 Nights Arrea			41.38		
Overtime x 1.25 Sunday Arrea			41.38		
Overtime x 1.25 B/Hols Arrea			41.38		

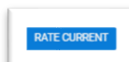
Total Pay: 2,570.53
 Gross Pay for PAYE: 2,213.23

Deductions			Cumulatives (Year-to-date)		
Description	This Period	Year to Date	Gross Earnings:	Pre Tax Deductions:	
LGPS EE	187.08	505.59	16,083.97	1,102.02	
TPS EE	190.22	596.43	Taxable Pay:	14,981.95	Employee NI: 1,331.22
PAYE	255.00	714.80	Tax:	1,495.00	
Student Loan Plan 1	89.00	234.00			
Employee NI	222.18	1,331.22			
Total Deductions	923.48	3,382.04			

Net Pay GBP 1847.05 Message from your Employer

Pension Message

- Click on the **Rate Current**



mysip
 Home Dashboard > Full Profile > Profile

Position Rates

Position: N8007 2018 G TESHZLN 401 65 PCC
 Date Effective: 01/04/18

Scale Point	Hourly Rate	Daily Rate	Annual Salary	Weekly Basic
1	16.781	0	33720	0
2	20.2324	0	40944	0
3	21.8753	0	43750	0
4	23.5415	0	46980	0
5	25.396	0	50790	0
6	27.4022	0	54800	0

This page will show the spinal column points in your salary range.

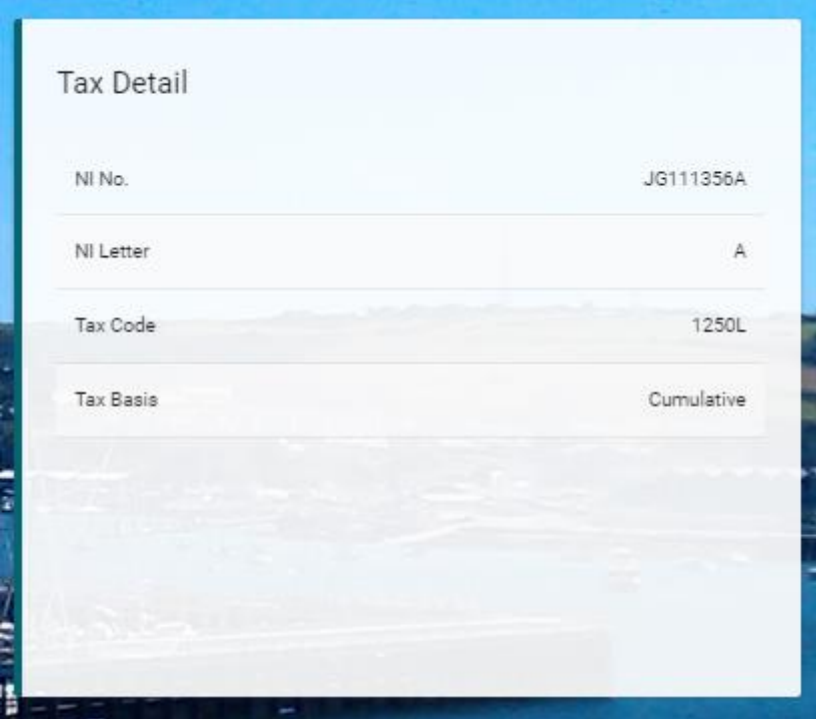


1.2 Pay - Tax Details

Tax Details

The Tax Details widget, provides Employees with: -

- Ni No.
- NI Letter
- Tax Code
- Tax Basis (e.g. Cumulative)

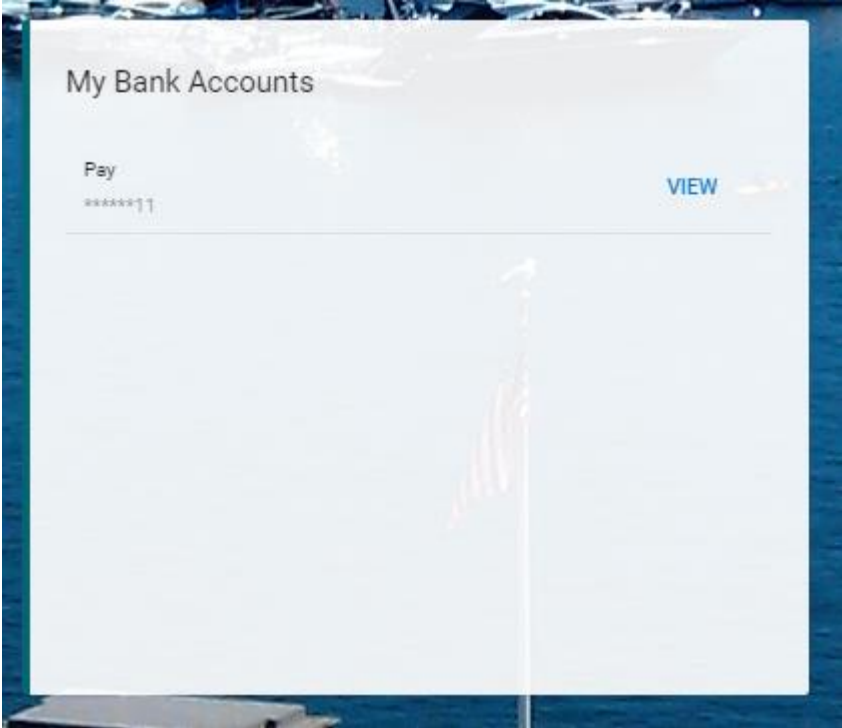
A screenshot of a web application widget titled "Tax Detail". It displays four rows of information, each with a label on the left and a value on the right, separated by a horizontal line. The background of the widget is a light blue gradient with a faint image of a city skyline.

Tax Detail	
Ni No.	JG111356A
Ni Letter	A
Tax Code	1250L
Tax Basis	Cumulative

1.3 Pay – P60 Documentation

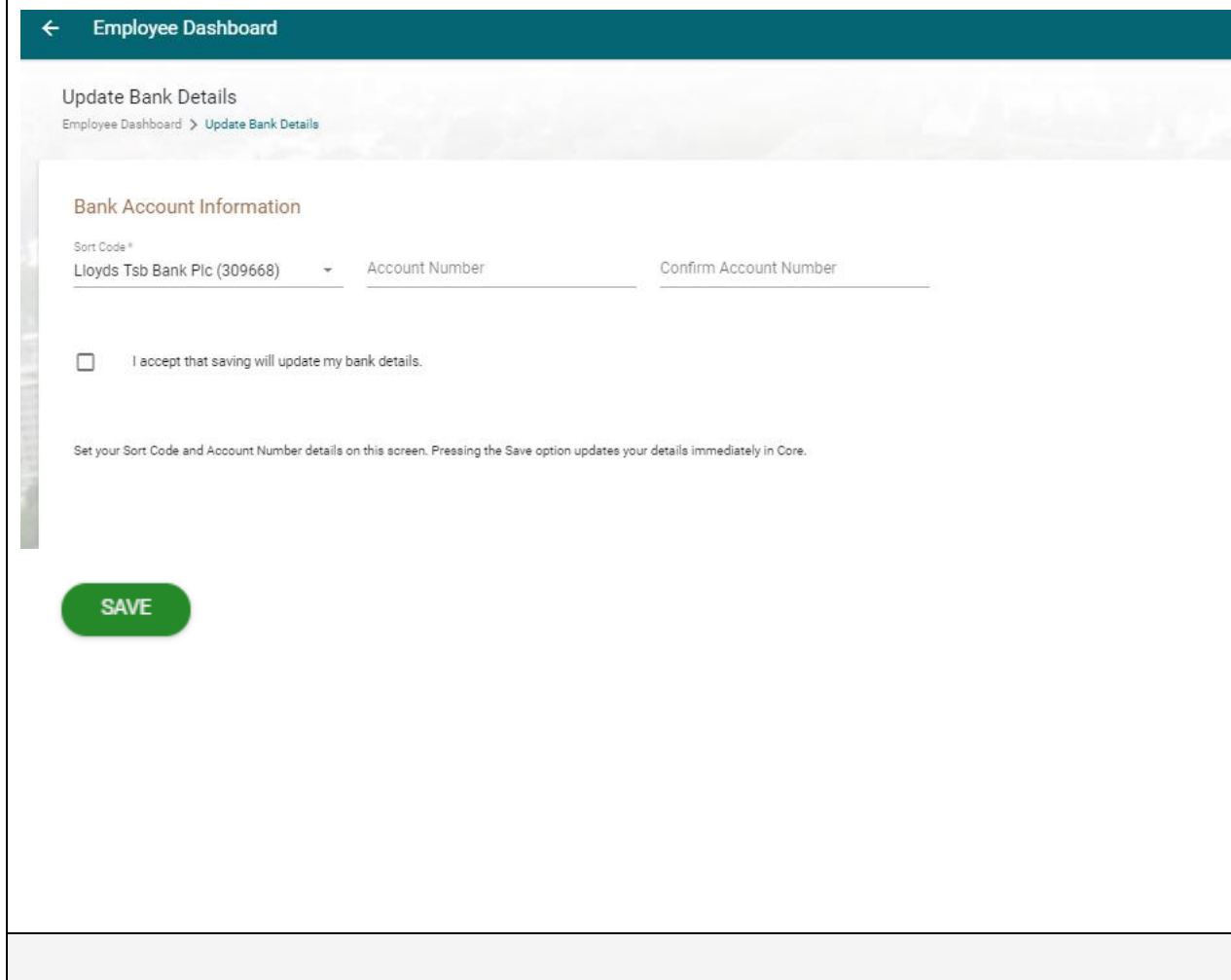
P60 Documentation
<p>The P60 Documents widget, provides Employees with: -</p> <ul style="list-style-type: none">• All P60's available to you• Download in PDF & print options as above with the Payslip

1.4 Pay – My Bank Accounts

My Bank Accounts
<p>Employees can view and update their Bank Details</p>  <p>Click on the View button. You will be taken to the Update Bank Details screen. From here you can simply view your bank details, or update them: -</p> <ul style="list-style-type: none">• Enter Sort Code

- Enter Account Number
- Confirm Account Number
- Click the radio box to accept the ***I accept that saving will update my bank details***
- Save

Alerts will be generated to inform the employee that they have changed their account details and the Payroll Team, to ensure the employee has not made a change at an incorrect time for payroll processing



← Employee Dashboard

Update Bank Details

Employee Dashboard > Update Bank Details

Bank Account Information

Sort Code*
Lloyds Tsb Bank Plc (309668) Account Number Confirm Account Number

I accept that saving will update my bank details.

Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.

SAVE