



Delt Employee Mini Guide

Employee Pay Module

15/06/2021

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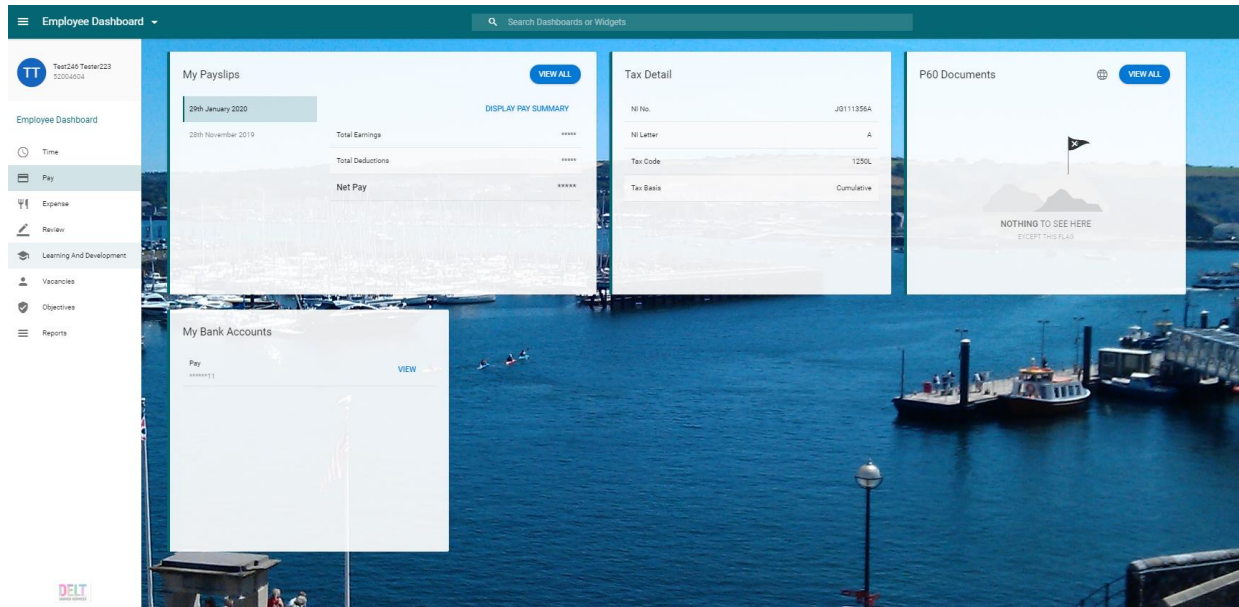
1. Pay Module & Widgets

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. It includes a 'DISPLAY PAY SUMMARY' button and a table with the following data:

Category	Value
Total Earnings	*****
Total Deductions	*****
Net Pay	*****
- Tax Detail:** Shows a summary for 28th November 2019. It includes a 'VIEW ALL' button and a table with the following data:

Field	Value
NI No.	J0111398A
NI Letter	A
Tax Code	1250L
Tax Basis	Cumulative
- P60 Documents:** Shows a 'NOTHING TO SEE HERE EXCEPT THIS FLAG' message with a flag icon and a 'VIEW ALL' button.
- My Bank Accounts:** Shows a 'VIEW' button for the 'Pay' account.

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.

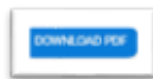
2. Click on the Payslip you wish to view, or click 'view all' to see a list of all your payslips – You will see that the left-hand side of the screen will display

- Total Earnings
- Total Deductions
- Net Pay

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

1. 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: 52004516NI No.: JL111355B
Pay Group: 2021-PCC SJH&W (25th)

Gross Earnings			Details	
Description:	Hours:	Rate:	Value:	Point:
Teacher			1,985.33	4
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:	Pre Tax Deductions:	Employee NI:
LGPS EE	167.08	505.59	16,083.97	1,102.02	
TPS EE	190.22	596.43	14,981.95		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 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:
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
Overtime x 1.0 Nights Arrear			33.10		
Overtime x 1.0 Sunday Arrear			33.10		
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 1647.05 Message from your Employer

Pension Message

- Click on the **Rate Current**





Position	Salary Range	Salary Rate
1	10,000 - 15,000	12,500
2	15,000 - 20,000	17,500
3	20,000 - 25,000	22,500
4	25,000 - 30,000	27,500
5	30,000 - 35,000	32,500
6	35,000 - 40,000	37,500
7	40,000 - 45,000	42,500

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

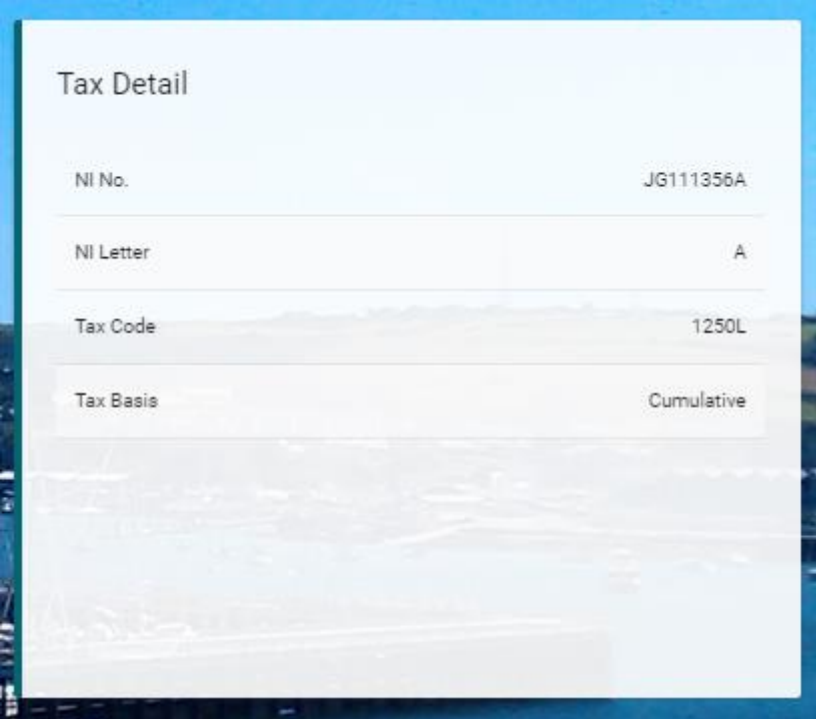


1.2 Pay - Tax Details

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

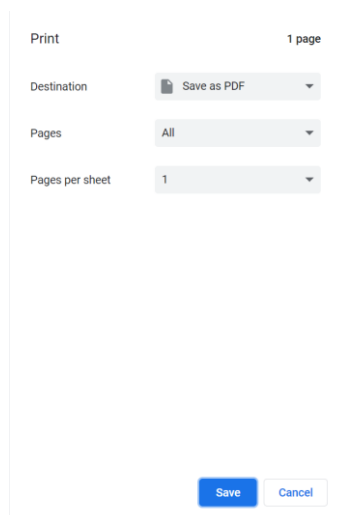
P60 Documentation

The P60 Documents widget, provides Employees with: -

- All P60's available to you

To View, Save or Print your P60 use the following steps


- Go to the Pay Module in the Employee Dashboard
- Go to the P60 Widget
- Click the View button next to the P60 you want to look at
- From here you can view the P60 Information
- If you need to Save the P60 Click on the Generate P60 button at the bottom of the P60 Information
- Your P60 will appear in another window
- Click on the Print icon
- Change the Destination to 'Save as PDF' and hit the Save button – this will allow you to Save your PDF to your computer and rename the file if you wish



- Or

- Change the Destination to 'Microsoft Print to PDF' and hit the 'Print' button – and your P60 will print to the printer you have selected.

Print 1 sheet of paper

Destination  Microsoft Print to PDF ▼

Pages All ▼

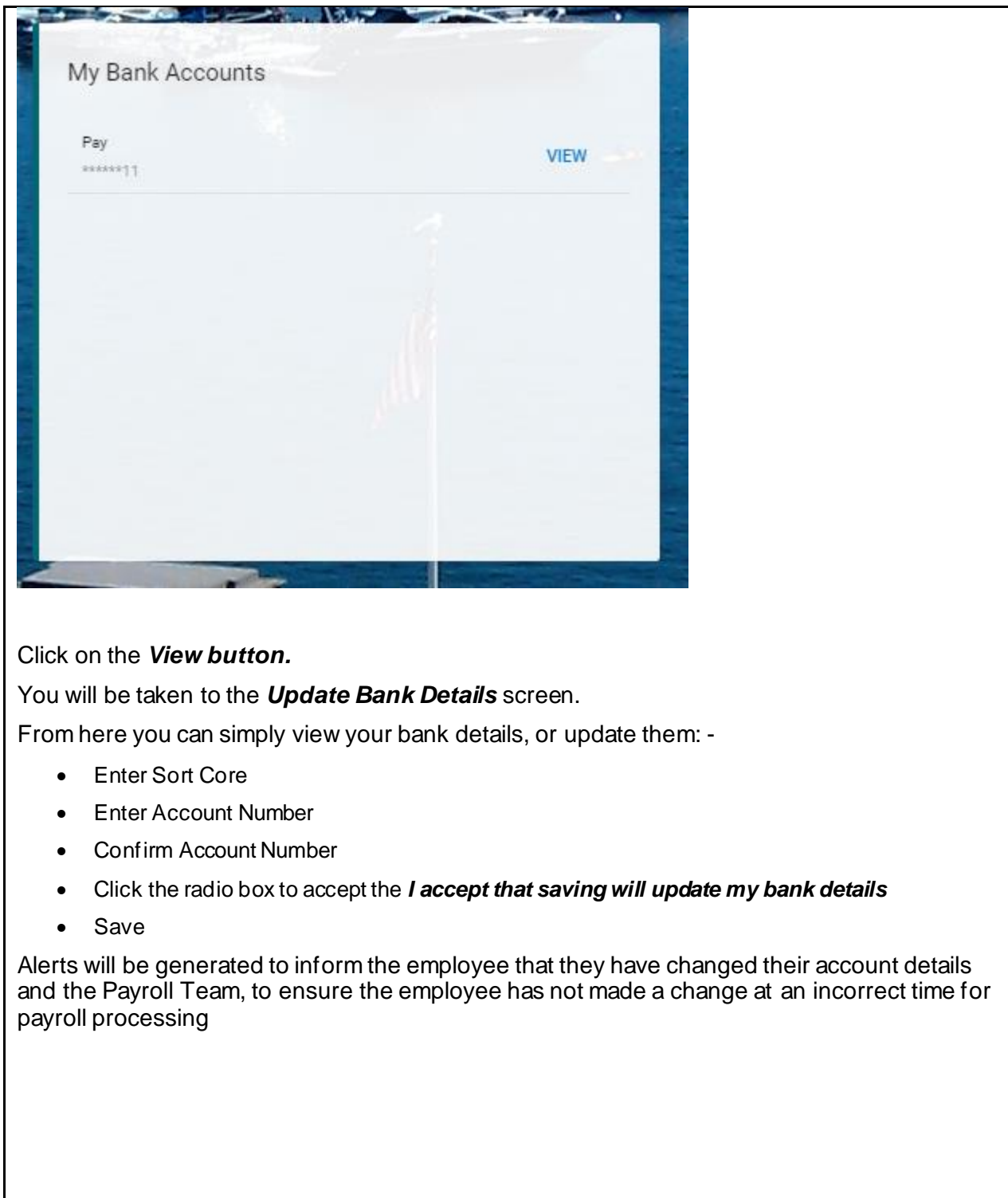
Colour Colour ▼

More settings ▼

1.4 Pay – My Bank Accounts

My Bank Accounts

Employees can view and update their Bank Details



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: -

- 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

