



Delt Employee Mini Guide

Employee Pay Module

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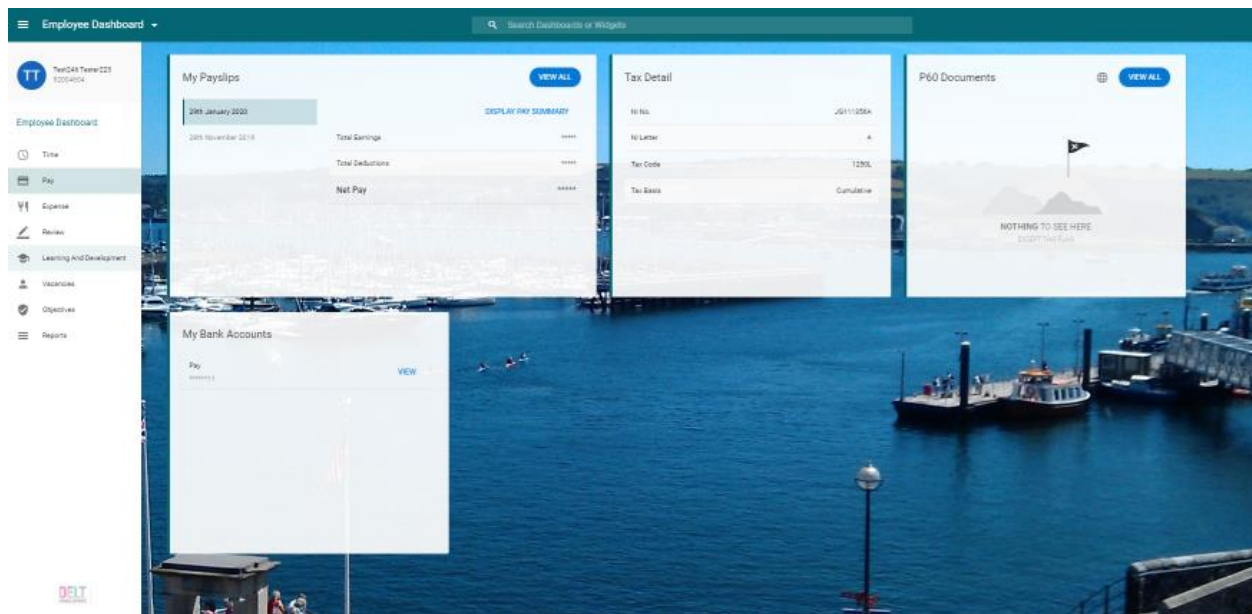
1. Pay Module & Widgets

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
- Total Rewards Statement



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.

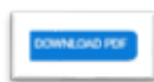
2. Click on the Payslip you wish to view, or click 'view all' to see a list of all your payslips – You will see that the left-hand side of the screen will display

- 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:	
LGPS EE	167.08	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 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
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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

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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	Min Rate	Max Rate	Min Rate	Max Rate	Min Rate	Max Rate
1	1075		X	2750		X
2	2000		X	2850		X
3	2100		X	2950		X
4	2200		X	3050		X
5	2300		X	3150		X
6	2400		X	3250		X

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

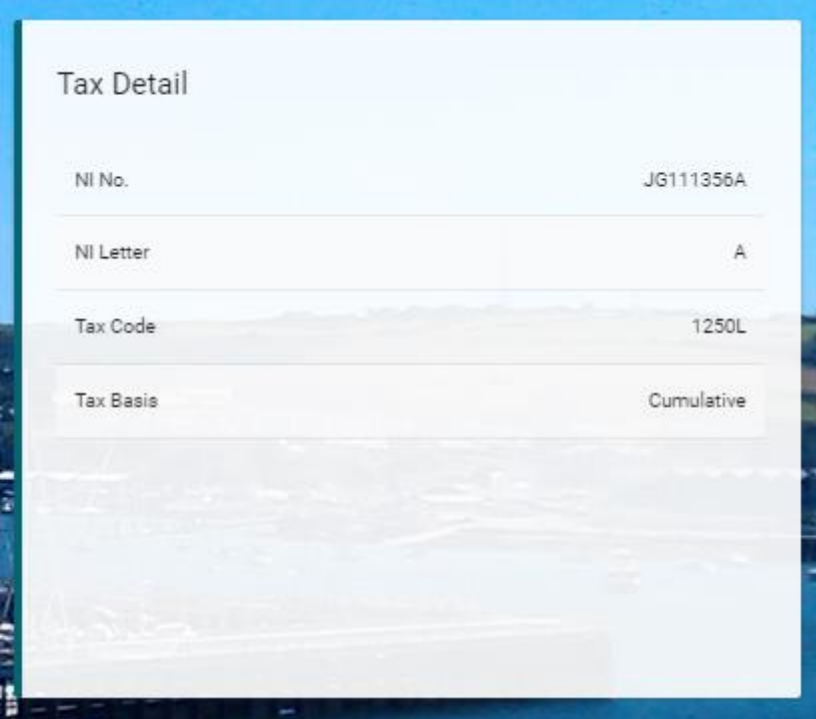


1.2 Pay - Tax Details

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: "NI No." with the value "JG111356A", "NI Letter" with the value "A", "Tax Code" with the value "1250L", and "Tax Basis" with the value "Cumulative". The widget has a light blue background and a white border.

NI No.	JG111356A
NI Letter	A
Tax Code	1250L
Tax Basis	Cumulative

1.3 Pay – P60 Documentation

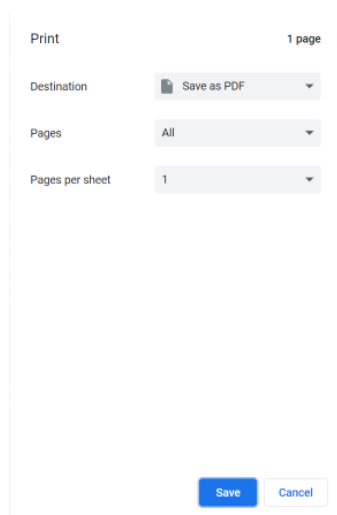
P60 Documentation

The P60 Documents widget, provides Employees with: -

- All P60's available to you

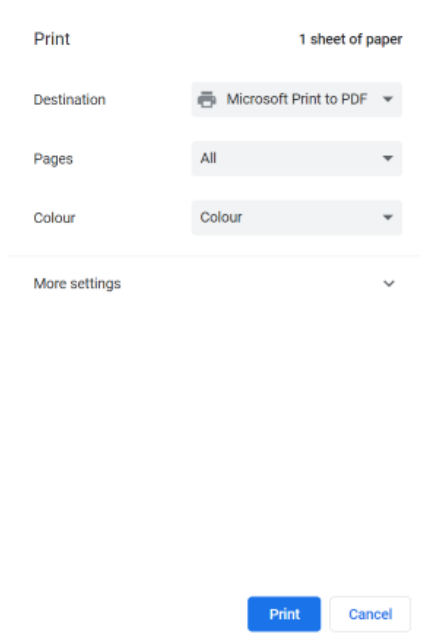
To View, Save or Print your P60 use the following steps

- 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 ▼

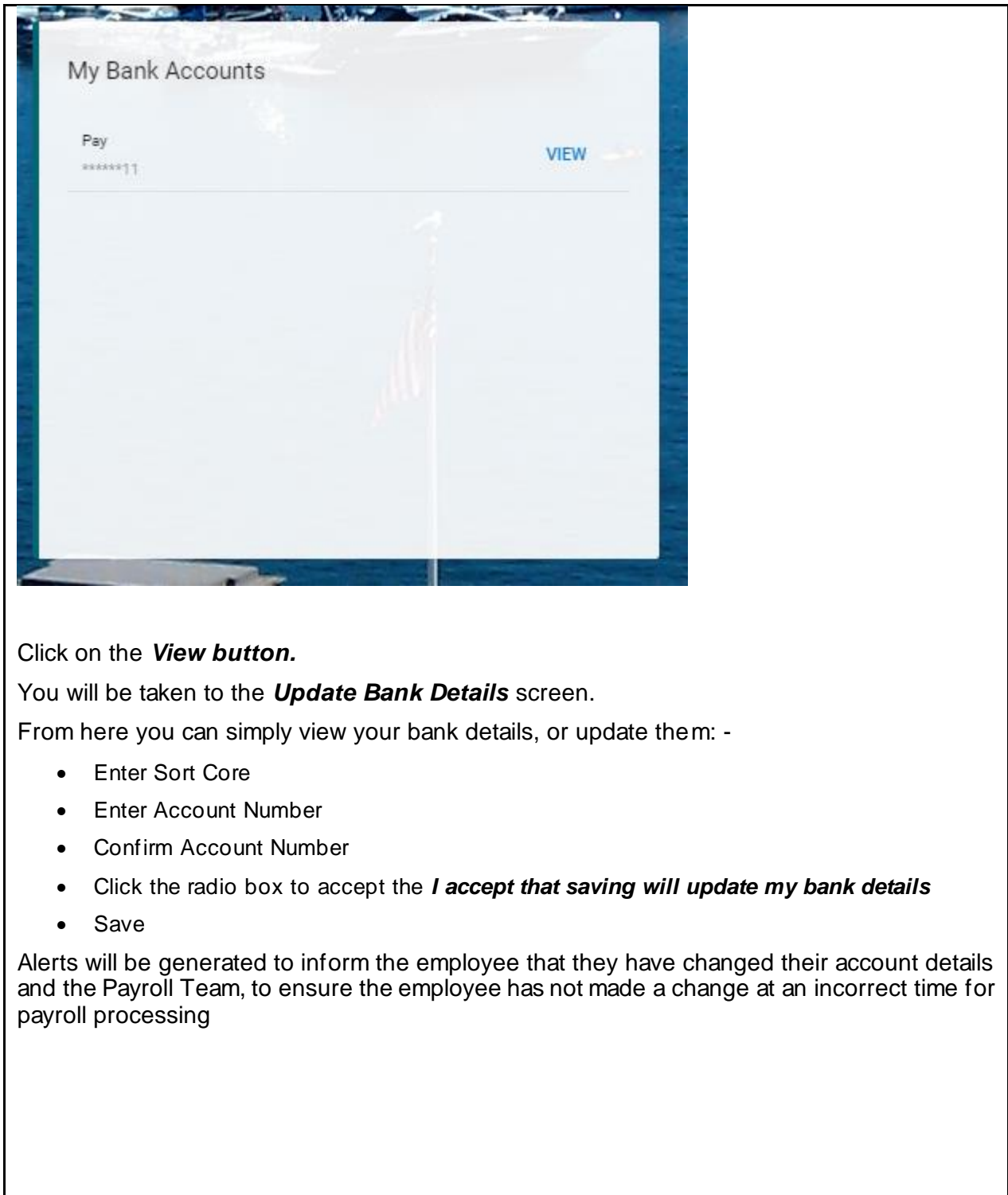
More settings ▼

Print Cancel

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

1.5 Pay – Total Rewards Statement

The Pay Tab on the Employee Dashboard contains a widget that allow a user to view their Total Reward Statement for each financial year since April 2021 and for the current year based upon information to the current payroll period.

2021 = April 2021 to March 2022

2022 = April 2022 to March 2023

2023 = April 2023 etc

Total Reward Statements

This is available in a separate guide ED35

What is a Total Reward Statement?
<p>Total Rewards Statements (TRS) give you a clearer understanding of the amazing benefits available to you as valued employees of Delt. The TRS is a personalised statement that showcases</p>

and allows you to evaluate your benefits and perks, providing a comprehensive view of your employment package. It includes detailed information about your full compensation package.

By looking at your compensation holistically, you can truly appreciate the full value of what Delt offers. The TRS will be a valuable tool in gaining a deeper understanding of your total rewards and reinforcing our commitment to your well-being and job satisfaction.

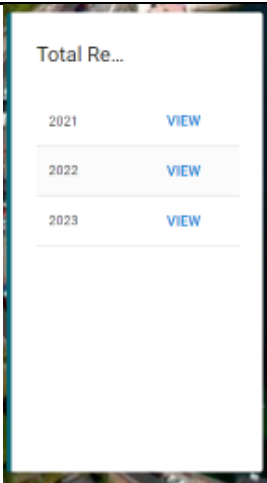
The statement breaks down the various elements of your reward package into Reward Groups, these are:

Reward Group	Reward Codes
Contractual Remuneration	Salary and other regular elements of pay
Salary Sacrifice (Childcare Vouchers, Electric Car Scheme, Cycle to Work – Bicycles/Accessories)	Where you utilise the facility to receive a flexible benefit by sacrificing a regular amount of pay each month these amounts will not be shown on your Total Reward Statement. The value of this benefit is included in your Contractual Remuneration (this is the amount of pay including the value of the flexible benefit you receive). You can check the amount of pay reduced on your monthly payslip or in the original agreement you signed.
Variable Remuneration	Temporary elements of pay e.g. overtime and standby payments
Absence Payments	Occupational and Statutory absence payments
Performance Bonus	Annual performance bonus payments where made
Annual Leave Sold	Value of the annual leave entitlement sold back
Pension Contributions	Employee and Employer contributions to pension schemes

Navigation to the Total Reward Statement

The Total Reward Statement can be accessed from the Employee Dashboard.

1. Navigate to the 'Pay' Tab by either using the menu on the left side of the Dashboard, or by typing 'Pay' into the search bar.
2. On the Pay Tab there will be a widget called 'Total Reward Statements'. To access the annual 'Total Rewards Statement' Browse to the Total Reward Statement widget and Click View.



3. The Total Reward Summary Statement will open and show:

- a. Employee details – Name, personnel reference, hours, org unit and Statement from and to period
- b. Summary Breakdown – displays a pie chart showing the breakdown of contributions by the different reward groups.

The drop-down menu allows you to view a pie chart showing the contributions breakdown by employee and employer contributions.

- c. The Summary section displays the Rewards Group breakdown by employer and employee, as well as the total Rewards Group breakdown. The drop-down menu allows you to select a year for which to view the Total Reward Statement.

4. To open the Total Reward Detailed Statement, select the Detailed Statement button.



The Total Reward Detailed Statement breaks down the Rewards Groups by Rewards Code showing the Company Contribution, Your Contribution and Total Rewards Group Contribution.

5. To Print the Total Reward Detailed Statement Click Print.

