

Employee Guide: Viewing Payslips and P60's

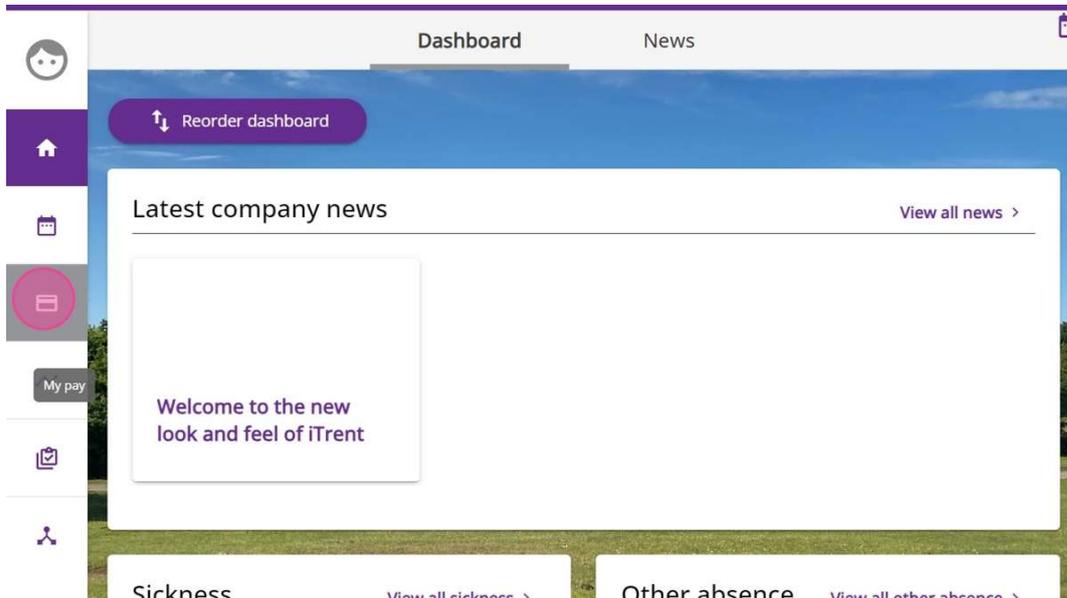
This guide provides step-by-step instructions on accessing, viewing, and downloading your payslips and P60s through the employee portal. Additionally, it explains how to search for payslips and P60s from specific years, ensuring you can quickly find the documents you need.

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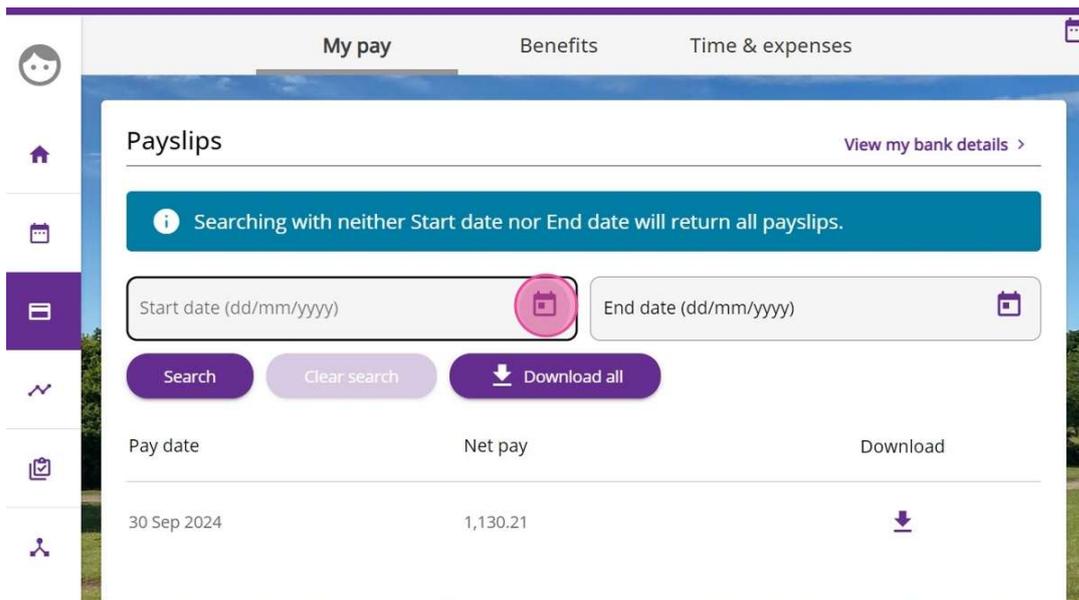
1. Viewing and downloading payslips

1. From your home dashboard, navigate to the **"My Pay"** section by selecting **"My Pay"** on the left hand-side of your screen.

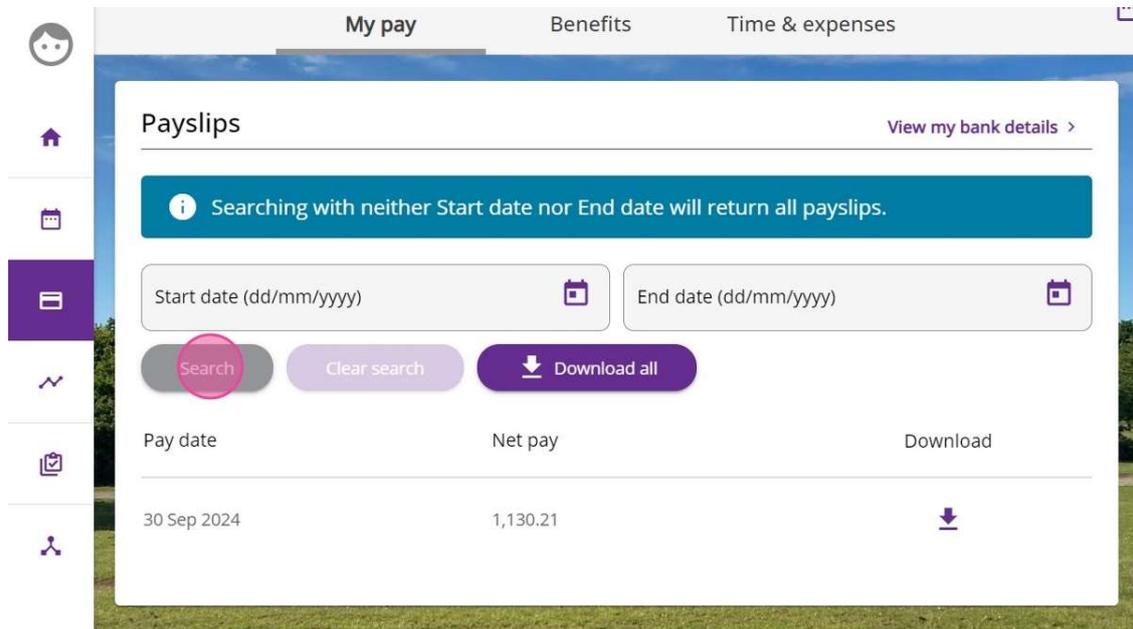


2. To search for a payslip by date:

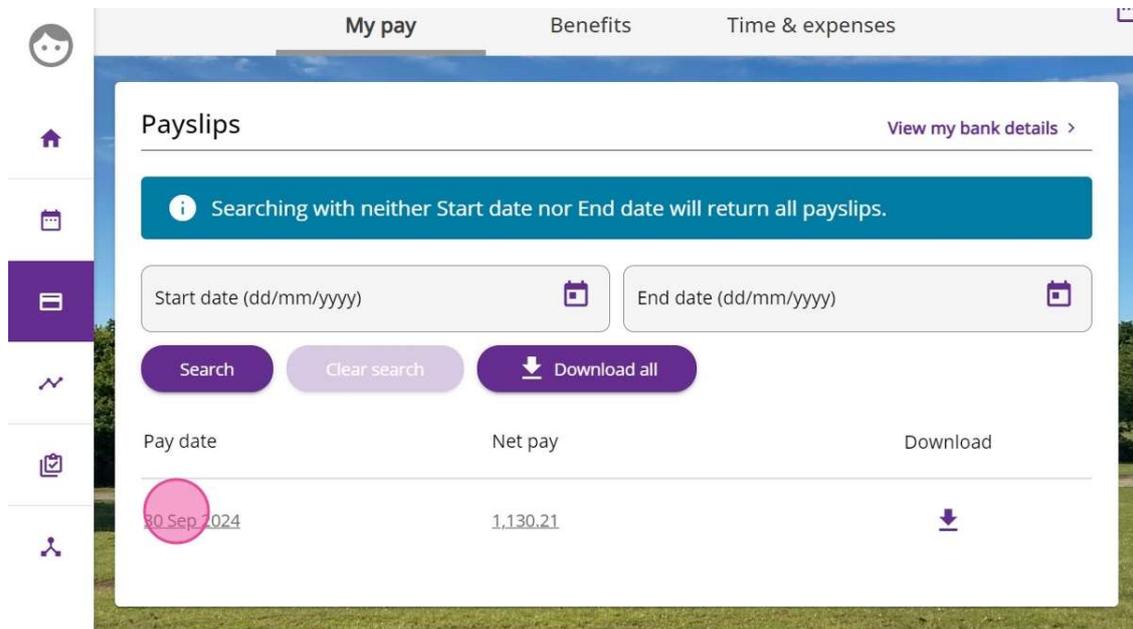
- Click on the **calendar icon** and input the start date you want to search from.
- Then, click on the **calendar icon** again and input the end date you want to search to.



3. Click **"Search"** to display the results.



4. To view a payslip, click on the specific payslip you wish to open.



5. To download the selected payslip, click "**Download**".

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< Back to My pay

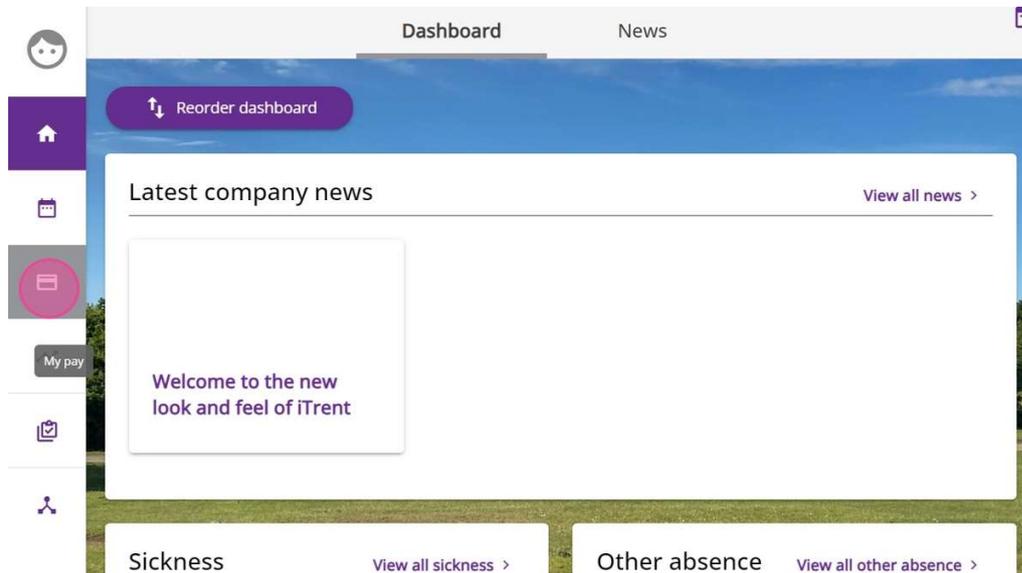
Payslip details: 30 Sep 2024 [Download](#)

Employee Name	Training Administrator	Tax Period	6
Reference No.	72141186	Tax Code	1257L Week 1/Month 1
		NI Number	CL123456A
		NI Category	A

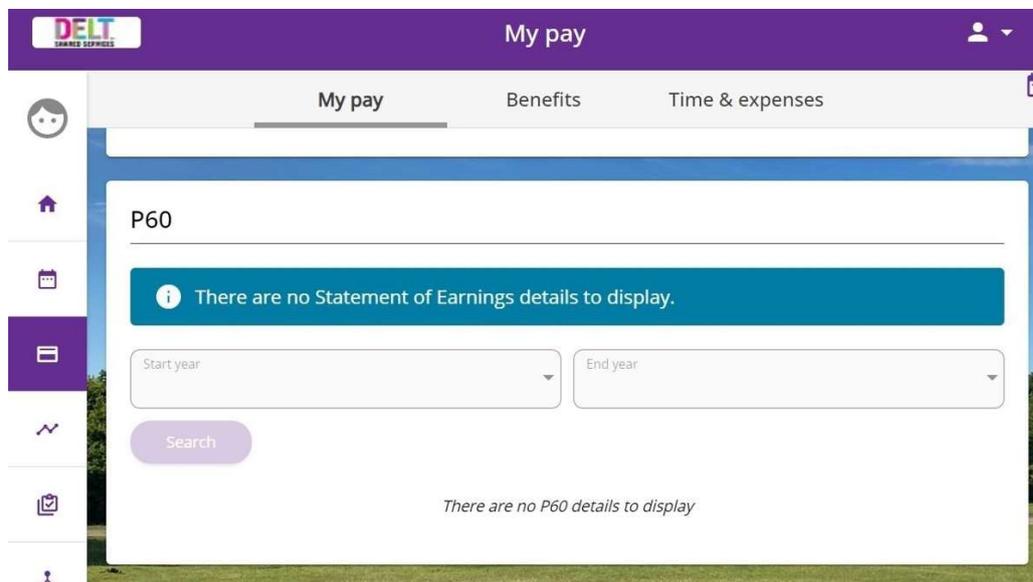
Payments				Deductions		
Payment	U/T	Rate	Cash	Deduction	Rate	Cash
Salary			1,222.22	Tax		27.40
				NI - A		13.94
				Postgraduate Loans		0.00

2. Viewing P60's

- From your home dashboard, navigate to the **"My Pay"** section by selecting **"My Pay"**.



- Scroll down to the section labeled **"P60"**.



- Here, you can view all available P60s. Use the **start year** and **end year** drop-down options to filter by a specific year range. You will also see a button to download your P60s for personal reference.