

EMPLOYEE GUIDE

Viewing Salary, Payslips and P60s

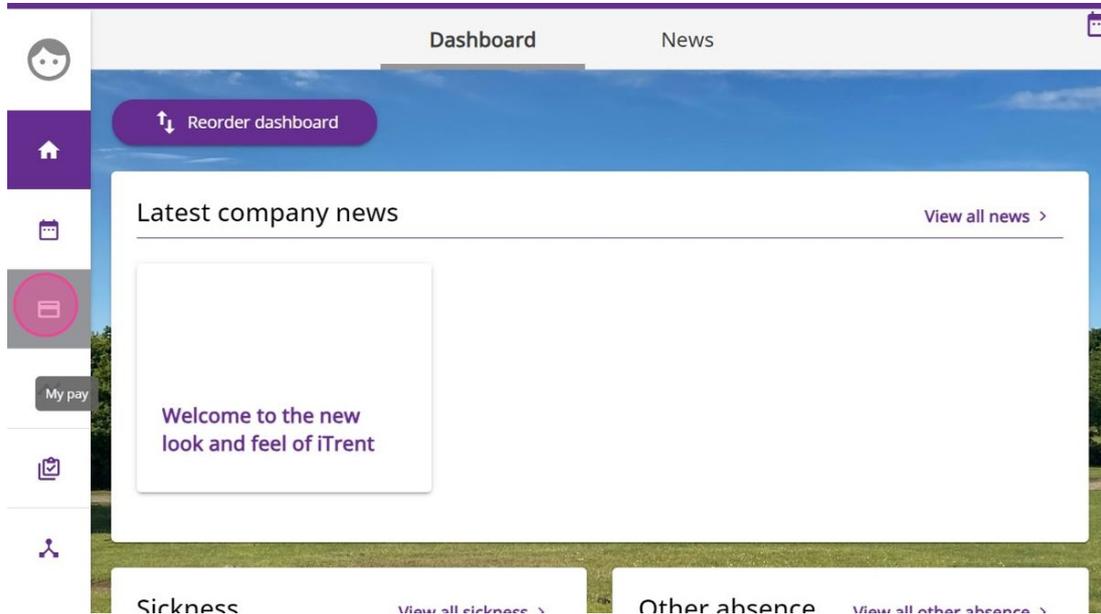
This guide provides step-by-step instructions on viewing your salary, and accessing/downloading your payslips and P60s through the employee portal. Additionally, it explains how to search for payslips and P60s from specific years, ensuring you can quickly find the documents you need.

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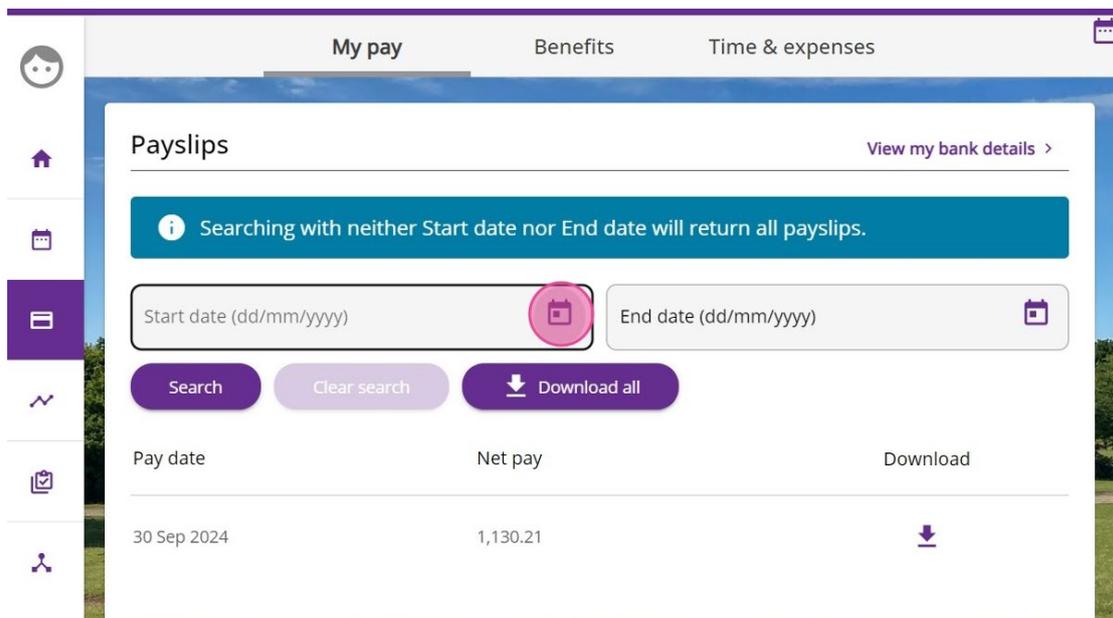
1. Viewing and downloading payslips

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

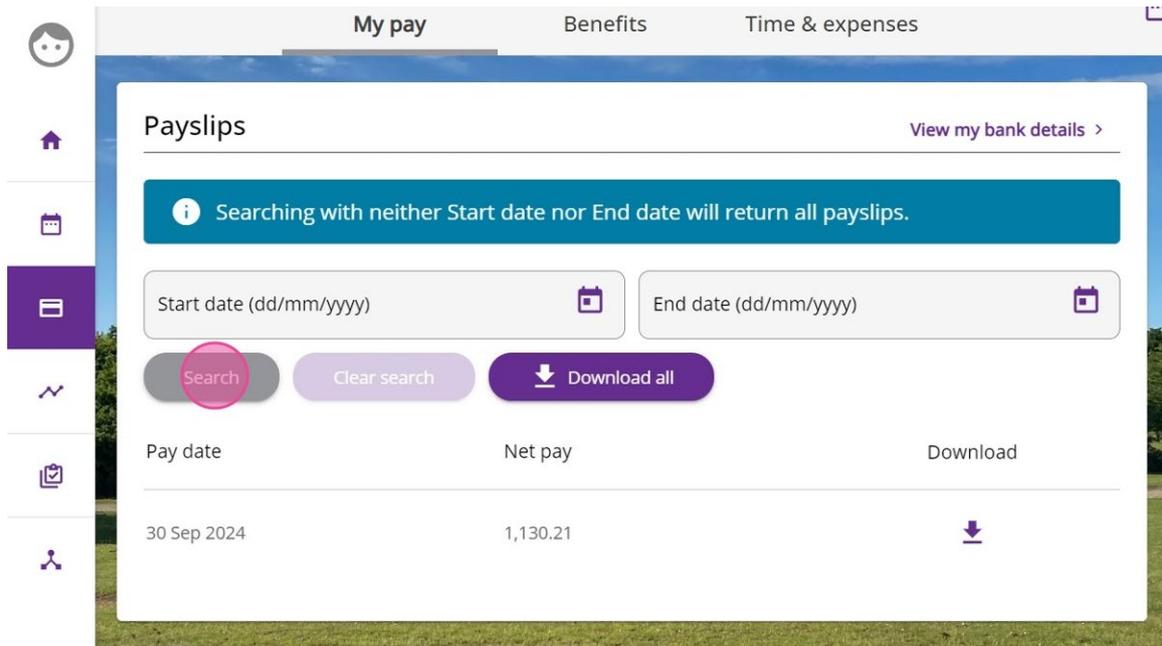


2. To search for a payslip by date:

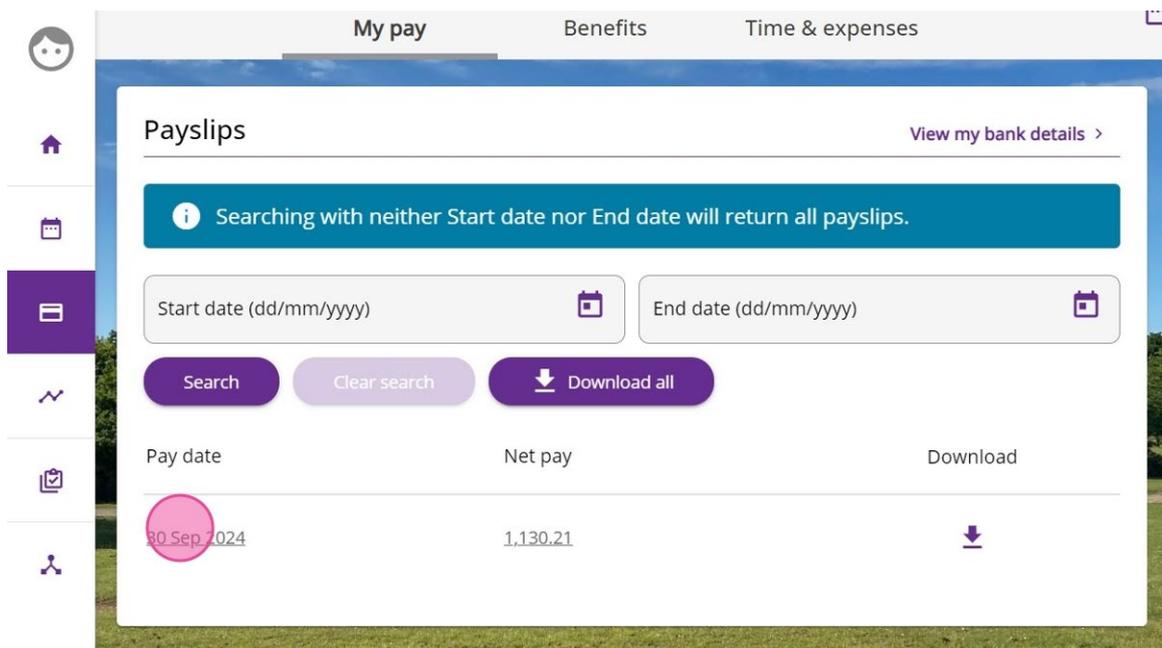
- Click on the **calendar icon** and input the start date you want to search from.
- Then, click on the **calendar icon** again and input the end date you want to search to.



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"**.

[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

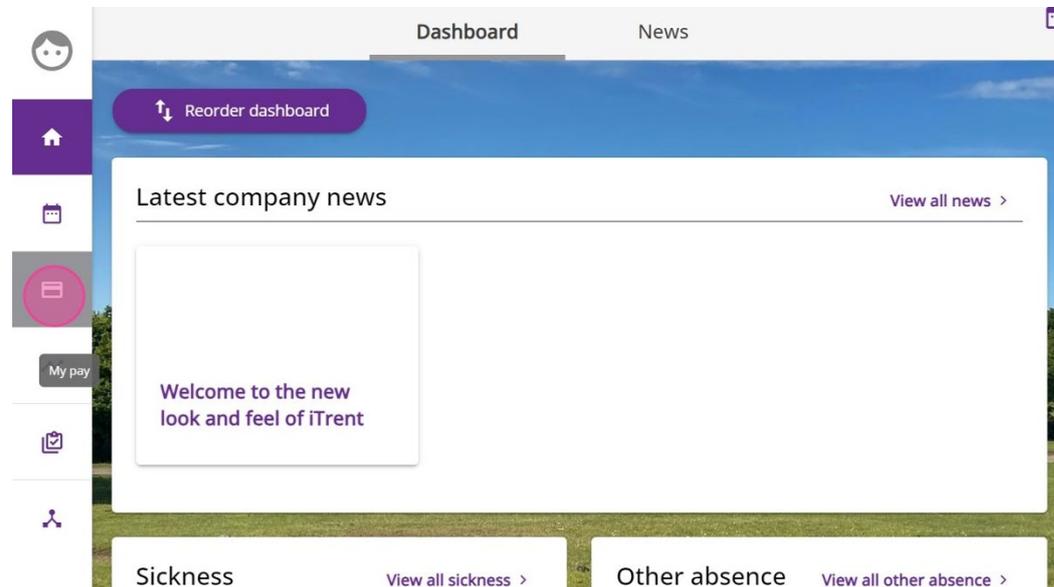
Deductions

Payment	U/T	Rate	Cash
Salary			1,222.22

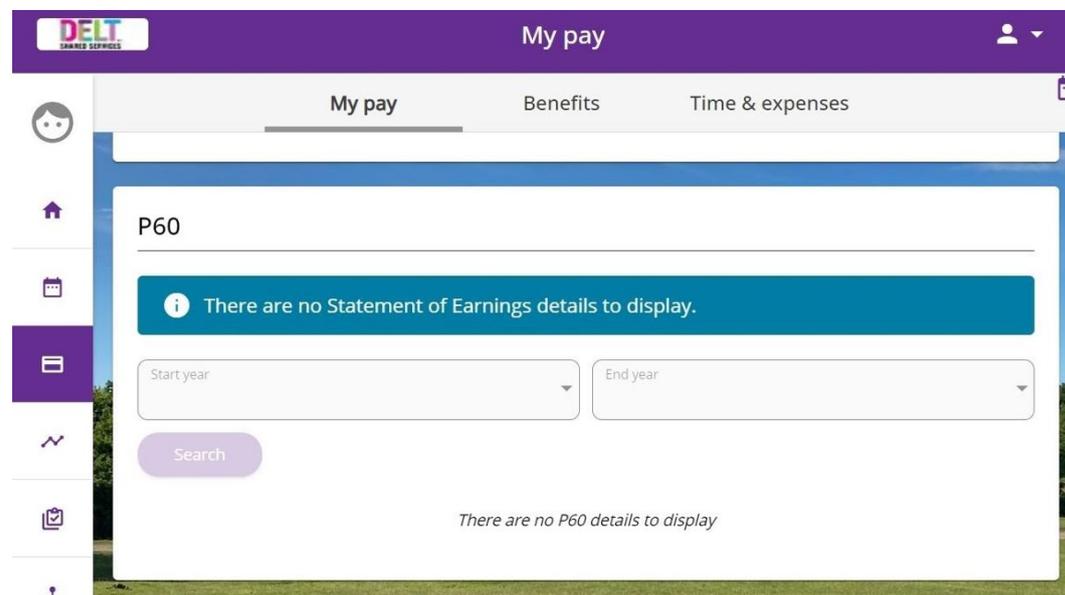
Deduction	Rate	Cash
Tax ⓘ		27.40
NI - A ⓘ		13.94
Postgraduate Loans		0.00

2. Viewing P60's

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



7. Scroll down to the section labeled "P60".



8. 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.

3. Viewing Salary Information

Employees can now see a **Salary** section by going to **My Profile > Employment > My Employment** and selecting their position.

This section will show three things based on **today's date**:

- **Full-time annual salary**
- **Pro-rated salary** (based on your contracted hours and weeks worked)
- **Hourly rate**

Please note: The system **cannot** show your grade/SCP or any extra allowances you receive. These features are not supported.

How the salary figures are calculated:

- **Full-time salary:** The annual amount (£) based on your grade/SCP or spot point.
- **Pro-rated salary:**
 $Full\text{-time salary} \times (your\ contracted\ hours \div full\text{-time}\ hours) \times (your\ annual\ weeks\ worked \div the\ organisation's\ full\text{-time}\ weeks, e.g.\ 52.14)$
- **Hourly rate:**
 $Full\text{-time}\ salary \div organisation's\ full\text{-time}\ weeks \div full\text{-time}\ hours$

The screenshot shows a mobile application interface for 'My profile'. At the top, there is a purple header with the text 'My profile'. Below this is a blue navigation bar with a back arrow and the text '< Back to Employment'. The main content area is white and contains several sections:

- Current job details**: A sub-section header.
- Job details**: A section containing several input fields:
 - Department**: A field with 'Delt:' followed by a redacted value.
 - Position reference**: A field with '33000' followed by a redacted value.
 - Position name**: A field with a redacted value.
 - Personal reference**: A field with '721' followed by a redacted value.
 - Start date (dd/mm/yyyy)**: A field with '10/06/2020'.
 - Contractual hours**: A field with '12.50'.
 - Work location**: A field with 'DLT' followed by a redacted value.
- Salary**: A field displaying 'Full Time Salary: £ 24308 ; Pro-Rated Salary: £ 7572.7 ; Hourly Rate: £ 12.6002'.
- Work pattern**: A field displaying '12.5H-1W;M2.5:T2.5:W2.5:Th2.5:F2.5:S0:Su0'.
- Manager**: A section with a sub-section header 'Reporting manager and job title'. Below it is a field displaying a redacted name followed by 'Supervisor'.

At the bottom left of the screen, there is a grey button labeled 'Cancel'.