



How to...access and understand your payslip and P60

Purpose:

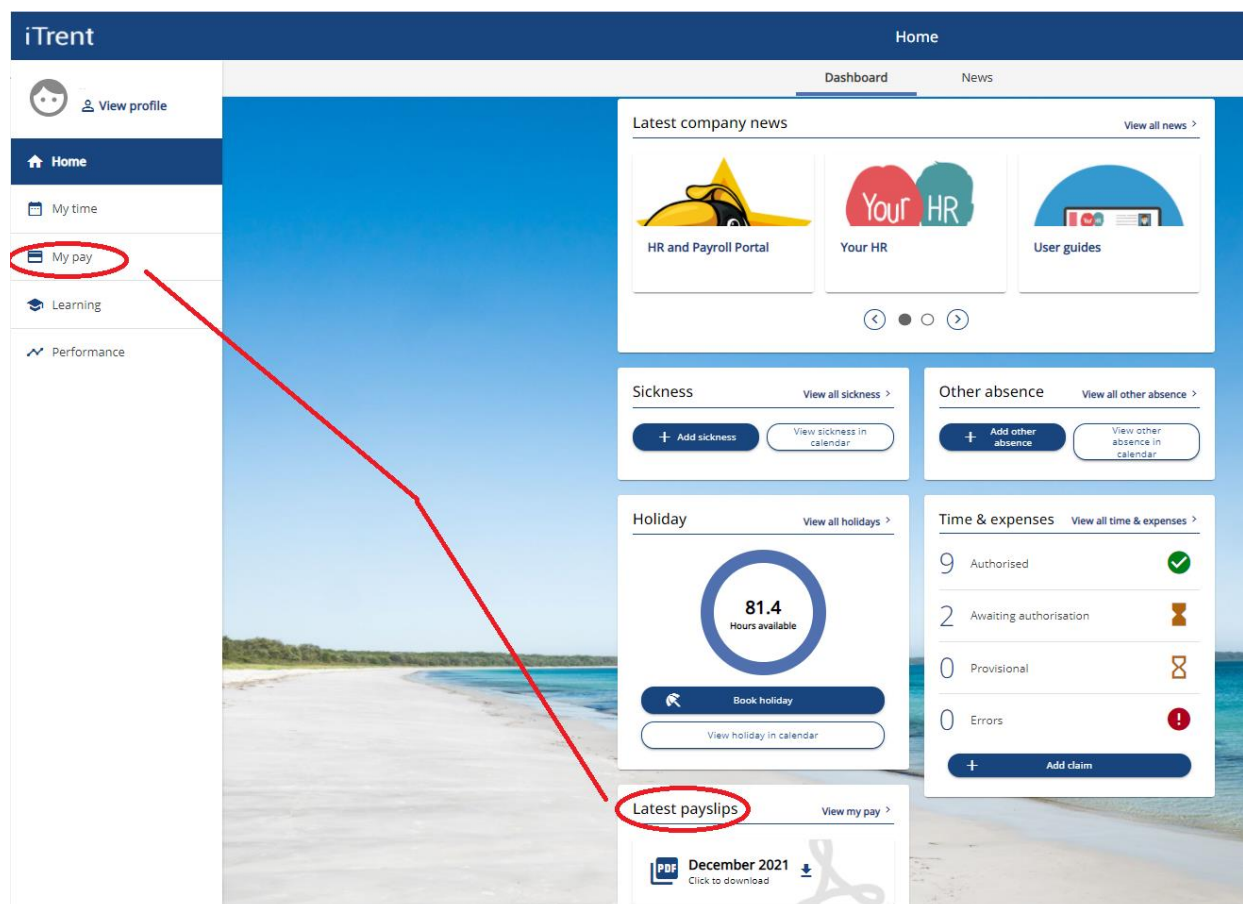
This guide will help you to access and understand your **payslip** and **P60** on the **Your HR** Employee Self-Service (ESS) system.

Logging in to Your HR:

To log into Your HR, please refer to the **ESS 1 How to...Log in to Your HR Guide**. After login you will be presented with the **ESS Homepage**.

To access your payslip:

Your latest payslips will be available to view from your dashboard as shown below or, you can select **My Pay** on the left hand navigation as shown below:





From the below screen you can select which payslip you wish to view (along with your P60s if applicable) by clicking on the relevant date.




To download all Payslips (or P60s), select **Download all** option alternatively, click on the download icon to download an individual document:

Payslips [View my bank details >](#)

i Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)  End date (dd/mm/yyyy) 



Search **Download all**

Pay date	Download
31 Dec 2021	
30 Nov 2021	
29 Oct 2021	

You can also search on the documents by entering a Start date and End date as shown below and clicking on **Search**:

Payslips [View my bank details >](#)

i Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)  End date (dd/mm/yyyy) 

01/01/2020 31/12/2021

Search **Download all**

Your payslip shows the following information

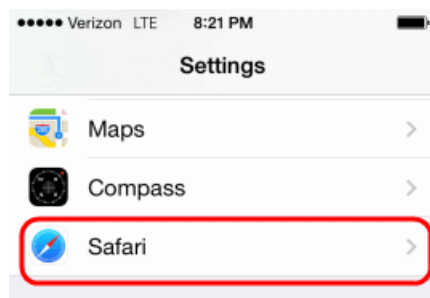
- **Gross Pay** - your basic pay before tax is shown in the first column under Total Payments
- **Deductions** that have been made are shown in the Total Deductions column, i.e. tax and national insurance contributions
- **Net pay** - this is the amount you actually receive, minus any deductions
- **Personal details** are also shown in your payslip, including your name, personal reference number and national insurance number.

Opening a payslip from Your HR on an iPhone/iPad

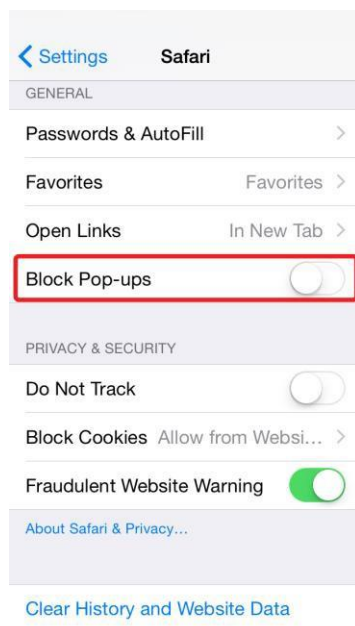
In order to download and open your payslips from Your HR on an iPhone/iPad you will need to turn off Pop-up blocker on the device.

To do this:

- From the Home screen, select “Settings”. Scroll down and choose “Safari”



- Scroll down to the General section and ensure the slider beside “Block Pop-ups” is in the off position (to the left and not highlighted in green).



- Once Pop-ups have been disabled return to the Your HR browser window, select the payslip you wish to view and and select download. The payslip will now open on your iPhone/iPad.

For further information or support please refer to [Your HR](#) on the Intranet or please log a request through the [HR Service Desk](#).

Creation Date	15/12/17
Author	JK
Review Date	30/1/18 17/06/19 AA V1.1 for updated payslip screenshot 21/01/22 AA for 10.42 ESS