



## Employee Self-Service

### How to ... View and Download Your Payslips / P60s

#### Purpose:

This guide will show you how to view and download your payslip / P60 in Employee Self-Service (ESS).

#### To view and download your payslip and/or payslips

- Select the **Pay & Benefits** Tab from the menu toolbar

Personal

Pay & Benefits

- Select the payslip/P60 you wish to view by clicking 'Click to view details' next to the relevant pay period. Depending on how many payslips are available in ESS, your view may look like this:

**Payslips**

Pay date	28 Sep 2018	
Click to view details		
Pay date	31 Aug 2018	
Click to view details		

OR, like this:

**Payslips** Download

Please wait while your payslip is downloaded

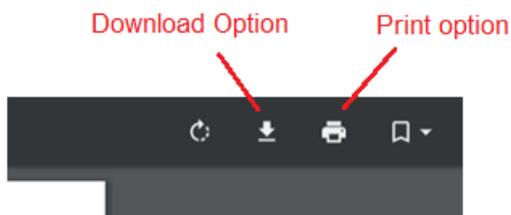
Pay date	Tax period	
28 Feb 2020	11	Click to view details
31 Jan 2020	10	Click to view details
31 Dec 2019	9	Click to view details
30 Nov 2019	8	Click to view details



- Your payslip/P60 will be downloaded ready for you to view in a PDF file. You will see this at the bottom left of your screen as shown below:



- Click on this to open the payslip/P60.
- You can download this to save by clicking on the downward arrow in the top right hand corner of the screen (you need to move your mouse just above the open document to see this option):



- The 'Save as' window will appear. You need to name your file with an appropriate name and save the document in a secure location that cannot be accessed by others. It may be useful to save them in financial years so they are easy to locate.
- You can also print by clicking on the print icon in the same location.

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