

# Accessing your payslip

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## **1. Introduction**

This guide provides you with the information you will need to access your Payslip within Employee Self Service (ESS).

### **Payslips**

A new and exciting way to access your Payslips has been launched through Employee Self Service, enabling you to view and download your Payslip on the go.

You are paid on the 15<sup>th</sup> of each month (unless this date falls on the weekend or a Public Holiday date, in which case, pay day is the nearest working date before the 15<sup>th</sup>) for the whole calendar month, including days not yet worked.

So, on 15 December you are paid from 1–15 December, and in advance for 16–31 December. Think about it as two weeks in arrears, two weeks in advance.

You will be able to view your Payslip on the 15<sup>th</sup> (or relevant pay date).

For historical payslips, please refer to our legacy system – access to which is currently still available.

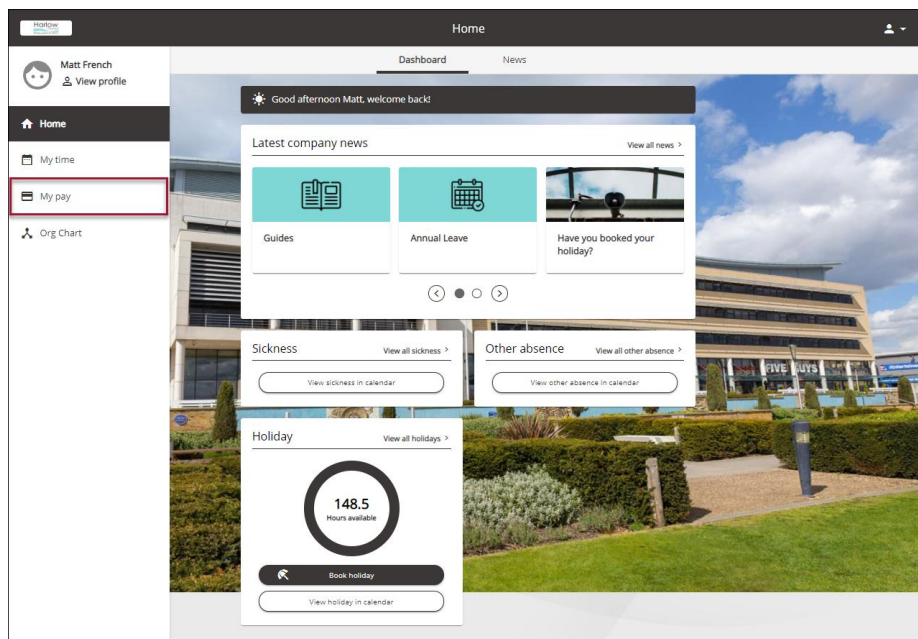
Payslips will be available throughout your employment with Harlow and historical payslips can be accessible at any point from your Employee Self Service.

You may also choose to securely send your Payslip through to your personal email address, which will be password protected.

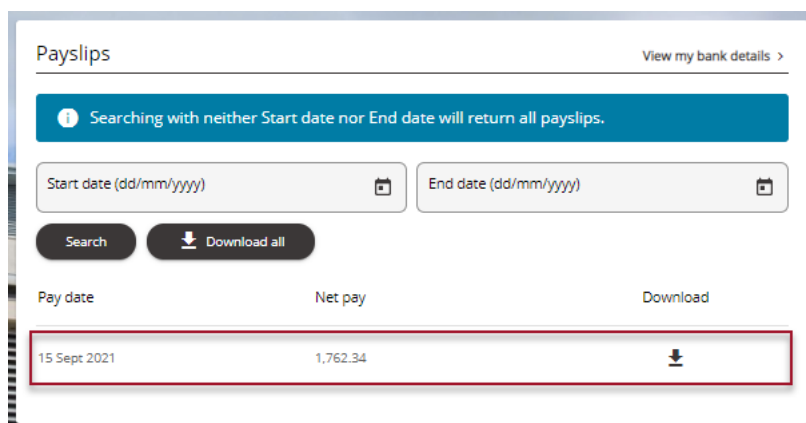
## 2. Accessing your Payslips

### Online via Employee Self Service

1. Log onto your Employee Self Service
2. Select **My pay** within the navigation menu



3. Your latest payslip will appear in the **Payslips** section



4. Click on the payslip details to view online

< Back to My pay

Payslip details: 15 Sept 2021 Download

Employee Name	Matthew French	Tax Period	6
Reference No.	000832	Tax Code	1257L Week 1/Month 1
		NI Number	YZ777654C
		NI Category	A

Payments				Deductions				This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value	
Salary			2,319.87	Tax		224.00	Taxable Payments This Period	2,169.08	
				NI - A		182.74	Pensionable Pay This Period	2,319.87	
				Essex Pension Fund	6.5	150.79	Employer's NI This Period - A	218.44	
<b>Total Payments</b> 2,319.87				<b>Total Deductions</b> 557.53				<b>NET PAY</b> 1,762.34	

Year-to-date

Description	Value
Tax Paid YTD	224.00
NI Paid YTD - A	182.74
Taxable Pay YTD	2,169.08
Niable Pay YTD	2,319.87

Car Mileage claims will only be accepted online in ESS (No paper forms please)

## Download to view offline

1. Click the **Download** button on an open payslip or click the download icon against the relevant payslip in the payslip section

Payslips View my bank details >


**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	Net pay	Download
15 Sept 2021	1,762.34	<span>Download</span>

2. Your payslip will download in PDF format



Housing Management  
Matthew French  
1 Drove Lane  
HARLOW  
ESSEX  
CM18 9RT

Harlow District Council

**PRIVATE AND CONFIDENTIAL**

**Payroll Name** Harlow District Council

**Employee Name** Matthew French

**Reference No.** 000832

**Paydate** 15/09/2021

**Tax Period** 6  
**Tax code** 1257L / 1  
**N.I. Number** YZ777654C  
**N.I. Code** A

**Payments**

Description	U/T	Rate	Cash
Salary			2,319.87

**Deductions**

Description	Cash
Tax	224.00
NI - A	182.74
Essex Pension Fund	150.79

**This Period**

Taxable Payments This	2,169.08
Pensionable Pay This	2,319.87
Employer's NI This	218.44

**Year-to-date**

Tax Paid YTD	224.00
NI Paid YTD - A	182.74
Taxable Pay YTD	2,169.08
Niable Pay YTD	2,319.87

**Payments** 2,319.87

**Deductions** 557.53

Car Mileage claims will only be accepted online in ESS (No paper forms please)

**NET PAY** 1,762.34

Paid By BACS  
Sort Code 771318  
Account 99984432

3. From here, you may wish to save this payslip locally on your machine. Please be aware of the security considerations should you print to a public office printer.

## Accessing a historical Payslip

1. Select **My pay** within the navigation menu
2. The last 12 months payslips will be listed automatically within the **Payslips** section and can be selected for online viewing or downloaded.
3. A search option is available should you wish to view payslips from a specific date range.

Payslips View my bank details >

📘 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	Net pay	Download
15 Sept 2021	1,762.34	<span>📄</span>

4. Enter your required date parameters (the earliest available date is 01/12/2020, for a date before this please go to your legacy system, which is currently still available) and click **Search**

Search

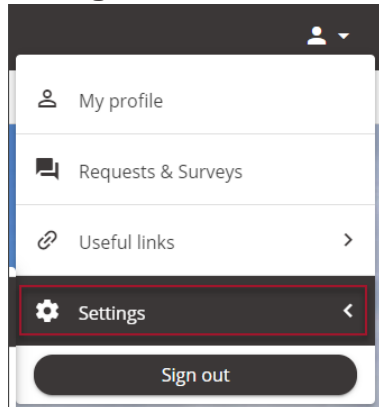
5. Once you have clicked search the payslips within the date range will display and you can view or download these.
6. A **Download all** option is available if you would like a PDF version, clicking this option will download the displayed payslips within the search range.

📄 Download all

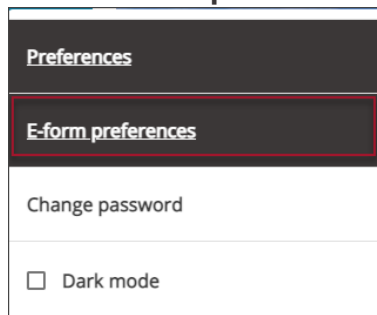
### 3. Payslips and P60s via Email

E-form preferences allow you to specify whether you want your payslips and/or P60s printed and sent via email.

1. To specify your E-form preference go to the **Utility menu** and select **Settings**



2. Select **E-form preferences**



3. Select **Print payslip** and/or **Email payslip** as required

A screenshot of a 'Payslip options' form. The form has a title 'Payslip options' and two checked checkboxes: 'Print payslip' and 'Email payslip' (the latter is highlighted with a red rectangular box). Below these are three required fields: 'Email address (required)' with the value 'matt.french@live.co.uk', 'Password for payslip (required)' with an empty field and a toggle icon, and 'Confirm password (required)' with an empty field and a toggle icon. At the bottom is an unchecked checkbox for 'Send payslip SMS'.

4. **Email payslip** will generate further fields to complete. Enter an email address to send your payslips to and enter and confirm a password.
5. Select the options required for your P60s
6. You can tick the option available to use the same email address and password used for email payslips

**P60 options**

☐ Print P60

☒ Email P60

☐ Use the same email and password for P60's

7. Click **Save**