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 15th 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 15th) 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 15th (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.
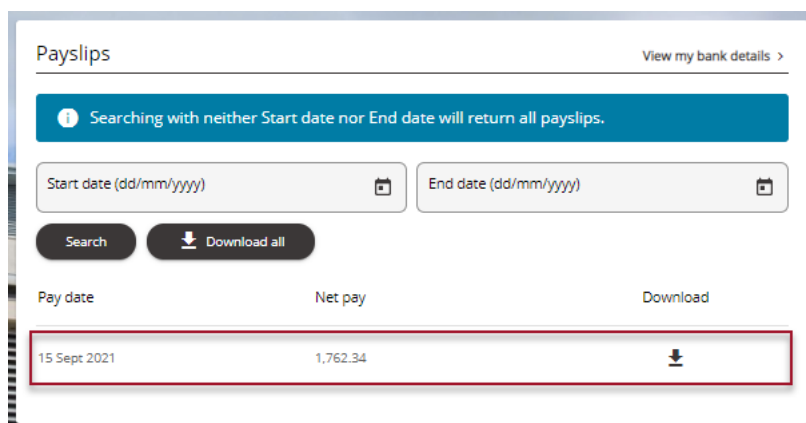
2. Accessing your Payslips

Online via Employee Self Service

1. Log onto your Employee Self Service

2. Select **My pay** within the navigation menu
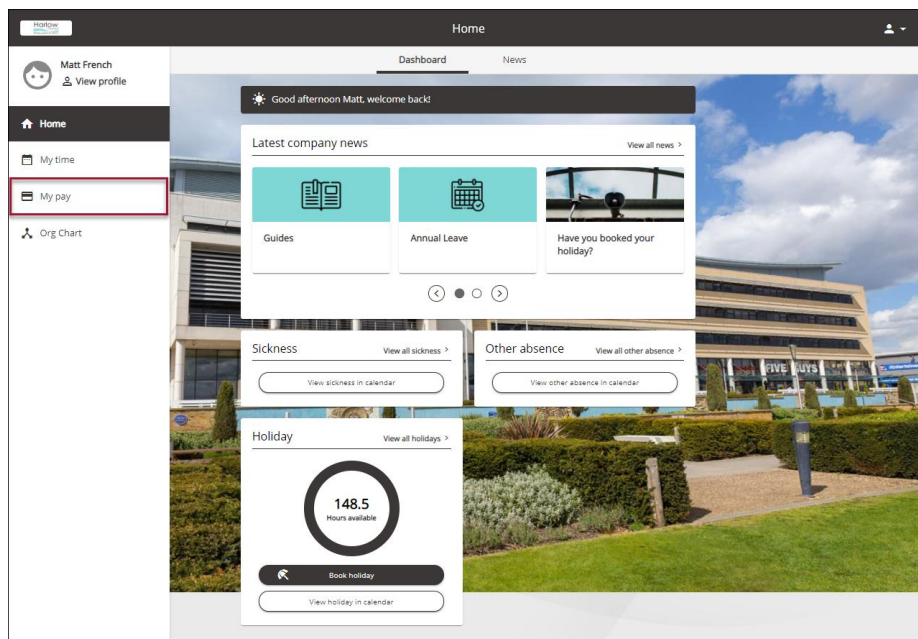
3. Your latest payslip will appear in the **Payslips** section

4. Click on the payslip details to view online

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

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			**Paydate**	15/09/2021

Employee Name	Matthew French

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

Reference No.	000832

Payments				**Deductions**		**This Period**	
Description	U/T	Rate	Cash	Description	Cash	Taxable Payments This	2,169.08
Salary			2,319.87	Tax	224.00	Pensionable Pay This	2,319.87
				NI - A	182.74	Employer's NI This	218.44
				Essex Pension Fund	150.79		

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.

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**


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.
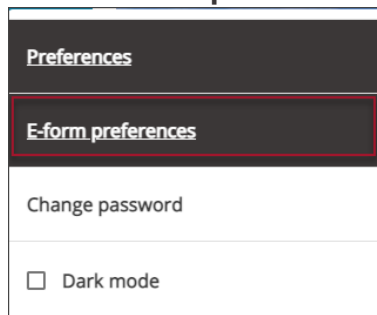
3. Payslips and P60s via Email

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**
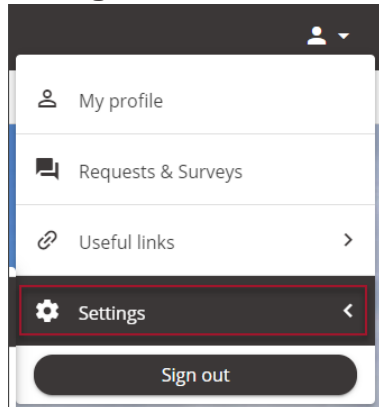
2. Select **E-form preferences**

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

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

7. Click **Save**