



System User Guide

Employee Guide on How to View your Payslip

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Contents

Introduction	2
In Brief.....	2
How to View your Payslip.....	2
What is Included on your Payslip	2
How to Print your Payslip	2
How to Save Your Payslip	3
How to Download Multiple Payslips.....	3
In Detail.....	4
How to View Your Payslip.....	4
What is Included on Your Payslip	7
How to Print Your Payslip	9
How to Save Your Payslip	12
How to Download Multiple Payslips.....	14
Version History	17
Reviewers & Approvers	17

Introduction

This guide covers key tasks for Employees in the 'how to view your payslip' system process. It is related to the Process User Guide for Payroll for Employees, Line Managers, SDAs and HR Operations.

[Guide to Payroll for Employees, Line Managers, SDAs and HR Operations](#)

In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

How to View your Payslip

1. From the Home page, click the **Me** tab then select the **Pay** app.
2. Click the **My Payslips** tile to view your payslip.
3. The details of your latest payslip will appear by default.
4. The list of payslips available to view will appear in date order (new to old) on the left hand side of the screen. Select the payslip you would like to view.
5. Click on the **Payslip Preview** tab to view your payslip.

What is Included on your Payslip

Please refer to the [detailed](#) section for an overview of your payslip details.

How to Print your Payslip

1. From the Home page, click the **Me** tab then select the **Pay** app.
2. Click the **My Payslips** tile to view your payslip.
3. The details of your latest payslip will appear by default.
4. Select the payslip you would like to print.
5. Click on the **Payslip Preview** tab.
6. To print the payslip, click on the **ellipsis icon** and select **Print**.
7. A print dialogue box will open to allow you to print to a printer of your choosing.

How to Save Your Payslip

1. From the Home page, click the **Me** tab then select the **Pay** app.
2. Click the **My Payslips** tile to view your payslip.
3. The details of your latest payslip will appear by default.
4. Select the payslip you would like to save.
5. Click on the **Payslip Preview** tab.
6. To save the payslip, click on the **ellipsis icon** then **Save**.
7. A save dialogue box will open.
8. Rename your file to something more meaningful (e.g. April 2022). Then click on **Save**.

How to Download Multiple Payslips

1. From the Home page, click the **Me** tab then select the **Pay** app.
2. Click the **My Payslips** tile to view your payslip.
3. The details of your latest payslip will appear by default.
4. Select the payslips you would like to download.
5. Either click on the **select all tick box** on the left hand side of the screen, above the list of payslips or select each individual payslip you would like to download from the list.
6. Click on the **Export icon** above the list of payslips.
7. Your payslips will be saved to your Downloads folder as pdfs in a zip file.

For detailed guidance, see the next section.

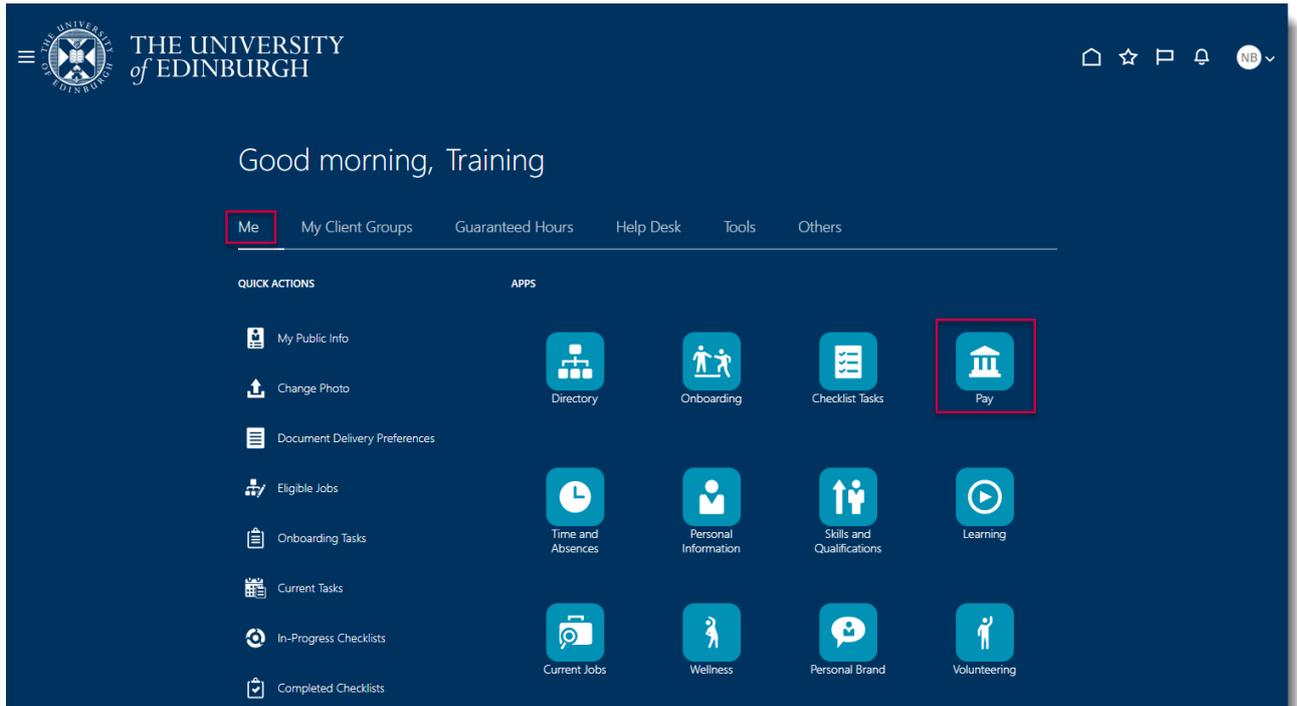
In Detail

This section provides the detailed steps and includes relevant screenshots from the system.

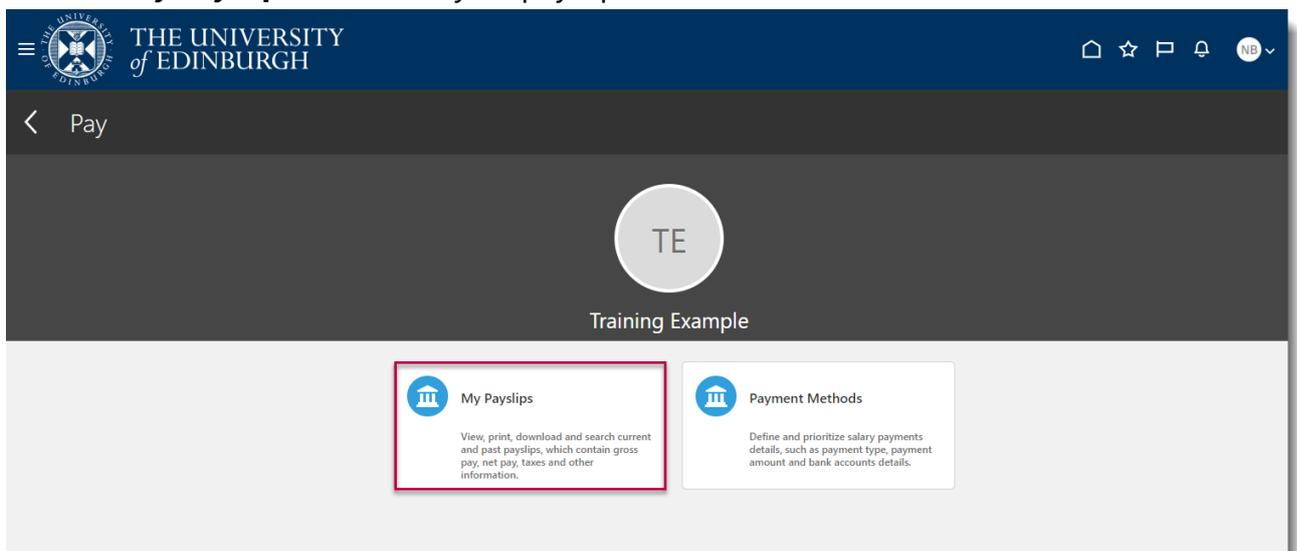
How to View Your Payslip

1. From the Home page, click the **Me** tab then select the **Pay** app.

Note: If you access your Payslips via your Favourites, this will take you to the old screens. Please delete any previous Favourites to your Payslips and create a new one.



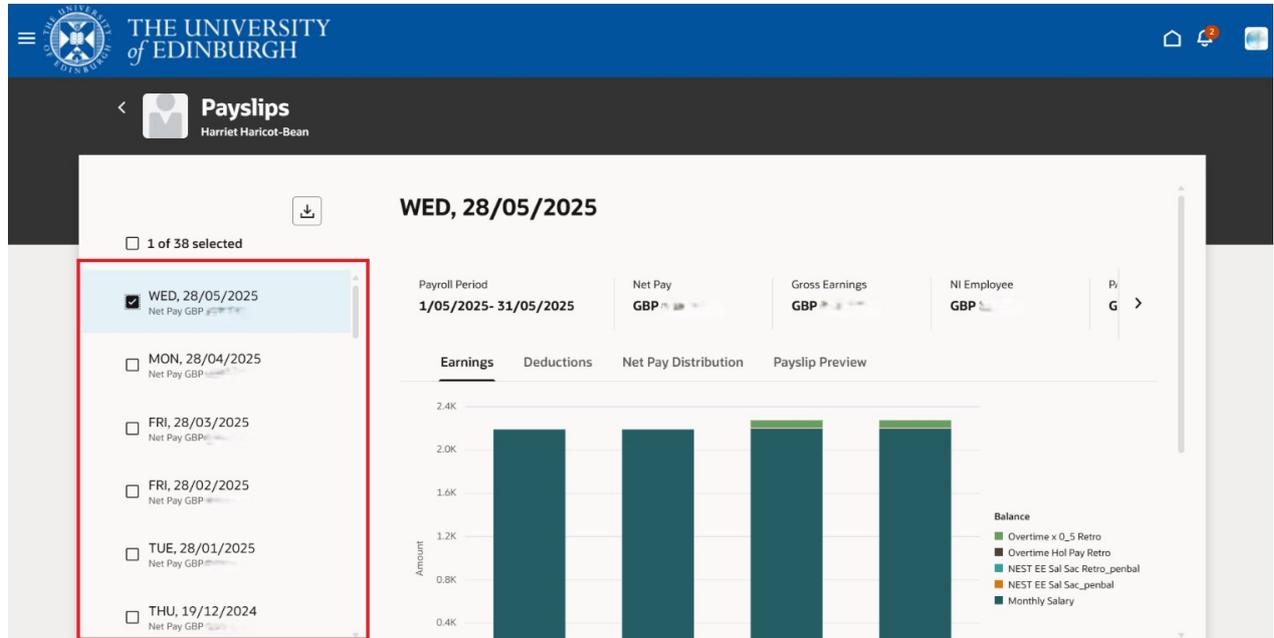
2. Click the **My Payslips** tile to view your payslip.



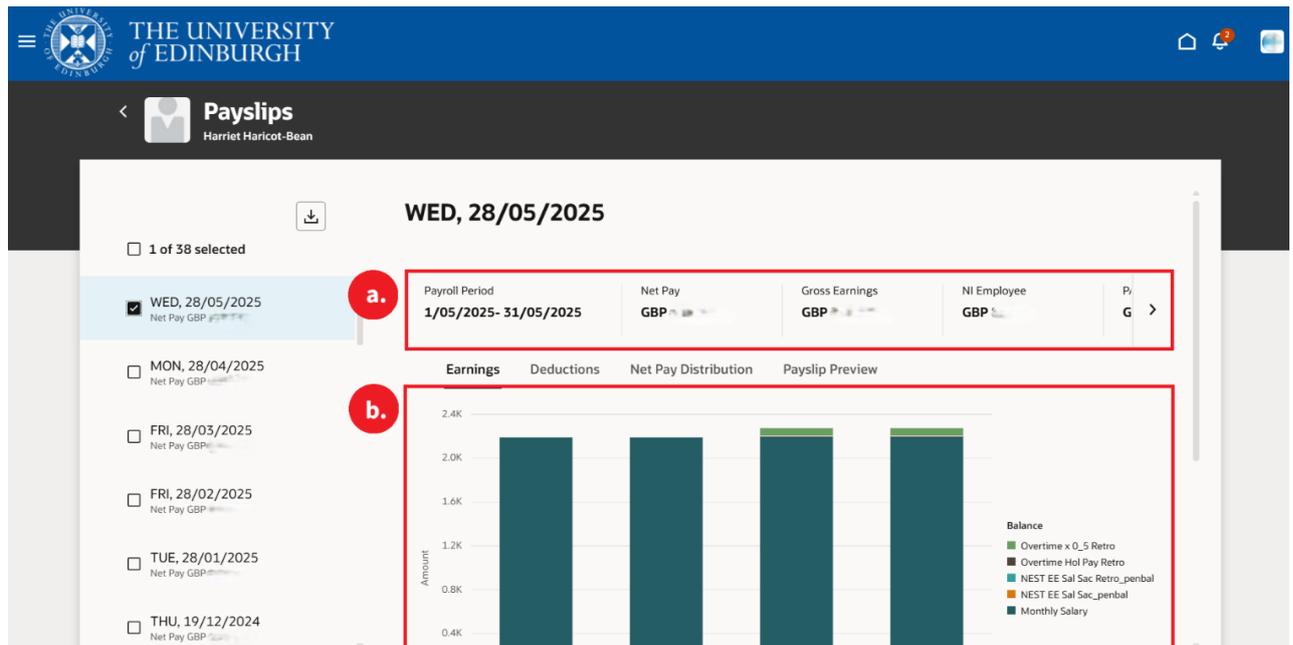
3. The list of payslips available to view will appear in date order (new to old) on the left hand side

of the screen. The details of your latest payslip will appear by default.

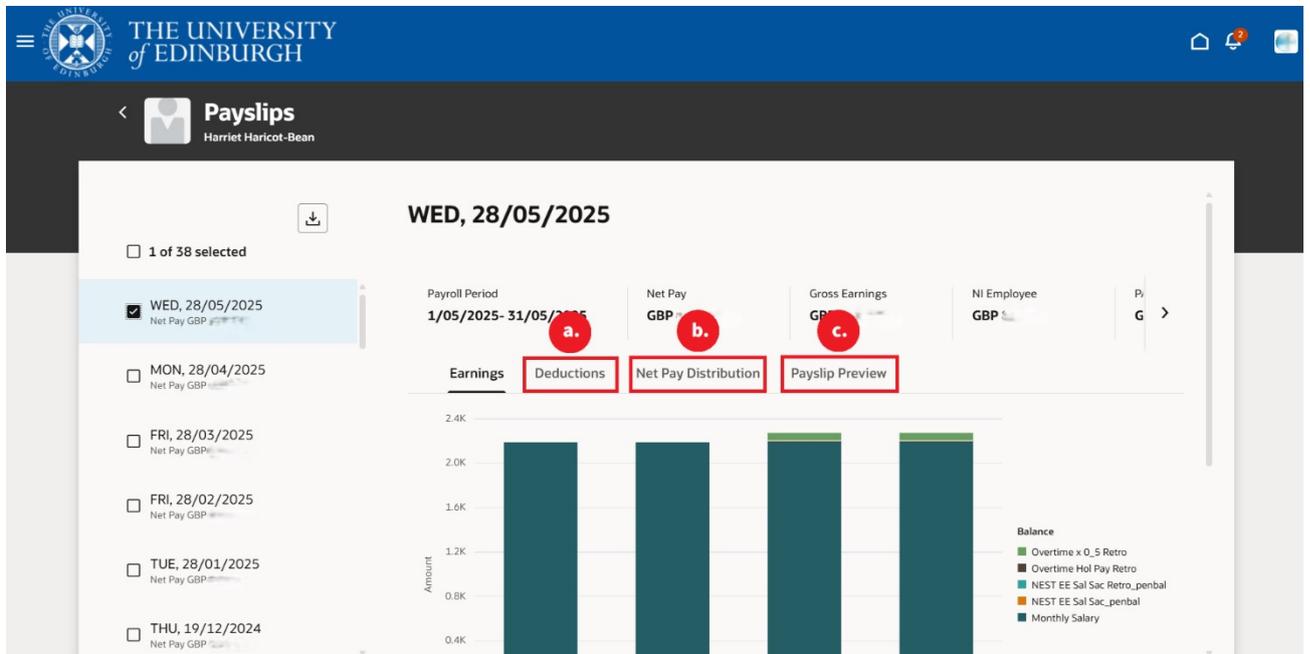
Note: if you have been viewing multiple payslips, you may be presented with a blank screen. If this occurs, untick then re-tick the payslip you wish to review. Each time you select a new payslip to view, the graph will change to show the payslip you just selected and the last 3 you ticked.



- 4. The **Earnings** tab will be displayed in the first instance. This shows:
 - a. A summary of your pay.
 - b. A graph of your pay. There is a legend on the right hand side which explains what each of the colours on the graph means.

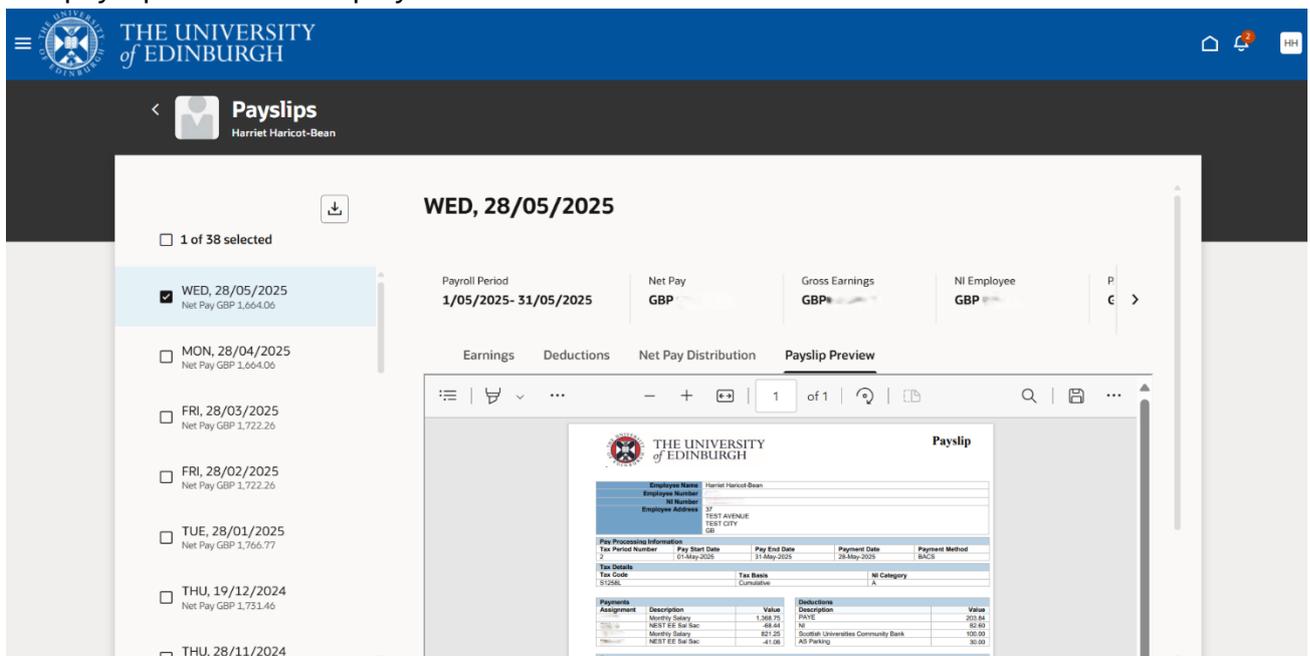


5. There are three more tabs above the Earnings graph:
 - a. **Deductions** – provides a summary and graph of the deductions for the selected month.
 - b. **Net Pay Distribution** – provides a summary of your net pay Distribution for the selected month.
 - c. **Payslip Preview** – allows you to view your payslip for the selected month as a whole.



6. Click on **Payslip Preview** tab to view your payslip.

7. The payslip details are displayed.



What is Included on Your Payslip

Multiple assignments

Require wording - If you're a multi-assignment employee then your earnings for tax and national purposes are aggregated together to determine the correct tax and national insurance. The payments from each assignment are now displayed on a single payslip.

Pension Balances

Require wording – The pension balances are now shown in a separate section on your payslip. All employee and employer pension contributions for all pension schemes are shown. The balances displayed are Year-to-Date i.e. the total for each item since April (or later if a new assignment) to date including the current pay.

In addition the following details may be relevant to your payslip:

Note 1 - Scottish Tax Code

If your tax code has an S in front of your code e.g. S1257L then HMRC have your status for tax purposes as a Scottish Taxpayer. This means that your tax calculation is partially determined based on rates and thresholds determined by the Scottish government. If it is set at a different rate, then Scottish taxpayers will pay a correspondingly higher or lower rate of income tax than elsewhere in the UK. Definition of a Scottish taxpayer is determined by 'close connection' and is usually defined by 'where an individual has their place of residence'. For the majority of staff this will be straight forward i.e. live in Scotland. However, there will be some cases where this may not be the case.

See [Financial Services SharePoint](#) for further information.

Guaranteed Hours

The payslip displays how many hours your payment will refer to. This is shown as a plain time equivalent (x1). For example, if you worked 10 hours that are to be paid at 2.0 then this equates to 20 hours (10 x 2) and your payslips will show 20 hours.

Multiple rows of payments

If there are multiple inputs for the same payment e.g. overtime they are collated and only the total amount shown on your payslip. Similarly, any back dated pay award will only show one value for each payment instead of a month by month breakdown.

Online Payslip Guide

Employee Details
Employee and NI number are displayed here. Your home address is shown here. Please ensure this is up to date in P&M.

Pay Processing Information
This is the pay period this payslip refers to. It confirms the start and end dates, pay day and pay method.
BACS = payment to your bank account.

Tax Details
Tax Details Confirmation of your tax code, basis and NI category. See [Note 1](#).

Payments
All payments (including any salary sacrifices) are listed here. If you have multiple assignments they are displayed on one payslip. The assignment number for each payment is shown. This would normally be your employee number with a -2, -3 etc. at the end.

Summary
The total of all your payments is shown here. Also known as your Gross Pay.

Hours
This shows the number of hours paid for any hours worked payments (e.g. Overtime, Guaranteed Hours).

Pension Balances (Year to Date)
This shows the Year to Date (from April each year) pension contributions for both the employee and employer.
EE Indicates your contributions and ER those of your employer.



THE UNIVERSITY of EDINBURGH

Payslip

Employee Name		Poppy Payslip		
Employee Number		000000		
NI Number		AB123456A		
Employee Address		1 Training Avenue Training Edinburgh EH1 1HE GB		
Pay Processing Information				
Tax Period Number	Pay Start Date	Pay End Date	Payment Date	Payment Method
2	01-May-2025	31-May-2025	28-May-2025	BACS
Tax Details				
Tax Code	Tax Basis	NI Category		
0T	Cumulative	A		
Payments			Deductions	
Assignment	Description	Value	Description	Value
E000000	Monthly Salary	1,234.00	PAYE	123.00
E000000	USS EE Sal Sac	-205.86	NI	123.00
Summary				
Total Gross Pay		1234.00	Total Deductions 246.00	
			Net Pay 783.00	
Hours			Balances (Year to Date)	
Description	Amount	Description	Amount	
E1000000 Overtime x 0_5	4.00	Taxable Pay	6,337.78	
E1000000 Overtime x 2_0	8.00	PAYE	854.73	
Pension Balances (Year to Date)			Niable Pay 6,337.78	
Description	Amount	NI Employer 825.56		
USS EE Sal Sac	411.72	NI Employee 339.34		
USS ER	978.68	Gross Pay 6,337.78		
Tax Office Information				
Tax Office Name	Employers Reference Number	Tax Office Telephone Number		
HMRC, Pay As You Earn and Self Assessment, HM Revenue and Customs, Bexley, BX9 1AS	961/2401398	0300 200 3300		
Tax Gateway URL				
https://www.gov.uk/log-in-register-hmrc-online-services				

Note: this is an example payslip, and you may not have all payment types or rows shown here.

Deductions
The Tax (PAYE), National Insurance (NI), Student Loans and any third party deductions e.g. trade union, credit union, are shown here.

Total Deductions
The total of all your deductions is shown here.

Net Pay
This is the difference between Total Gross Pay and Total Deductions, and is the amount that will be paid into your bank account.

Balances (Year to Date)
This shows your Year to Date (from April) totals.

Tax Office Information
This contains the HMRC postal address and phone number should you need to contact them. The University's Tax Reference Number is also shown here and the URL to login or register for HMRC online services.

Payslip Message
Any payslip message to staff will be displayed here.

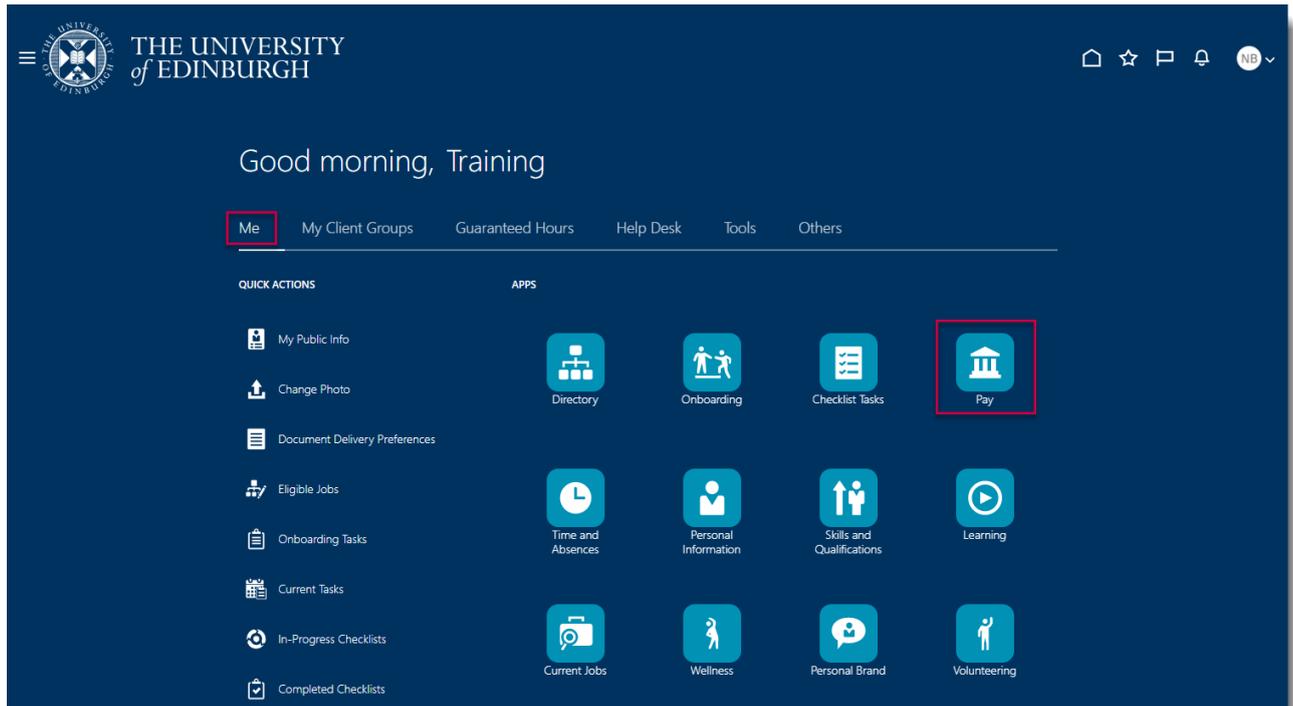
**** UNIVERSITY OF EDINBURGH GLOBAL MESSAGE ****

How to Print Your Payslip

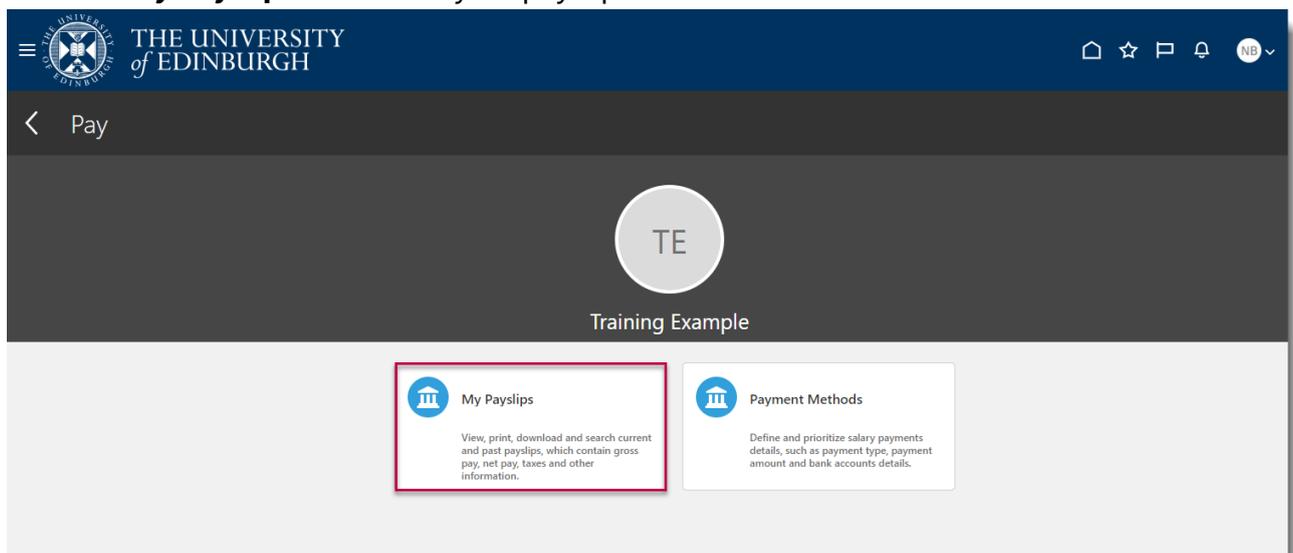
Although it is possible to print a payslip, it can be viewed on screen at any time as a history of your payslips will always be available. Printing a payslip is applicable when applying for a mortgage or before ending employment with the University. You can print your payslip whilst it is on your screen.

1. From the Home page, click the **Me** tab then select the **Pay** app.

Note: If you access your Payslips via your Favourites, this will take you to the old screens. Please delete any previous Favourites to your Payslips and create a new one.

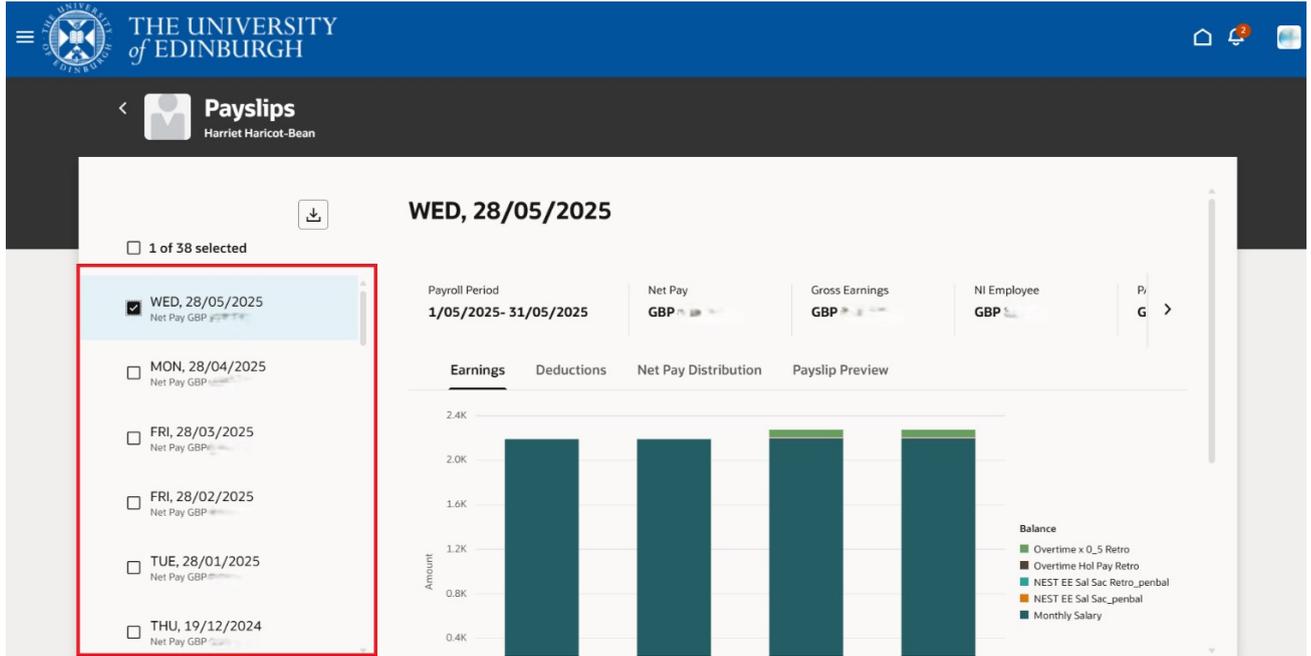


2. Click the **My Payslips** tile to view your payslip.

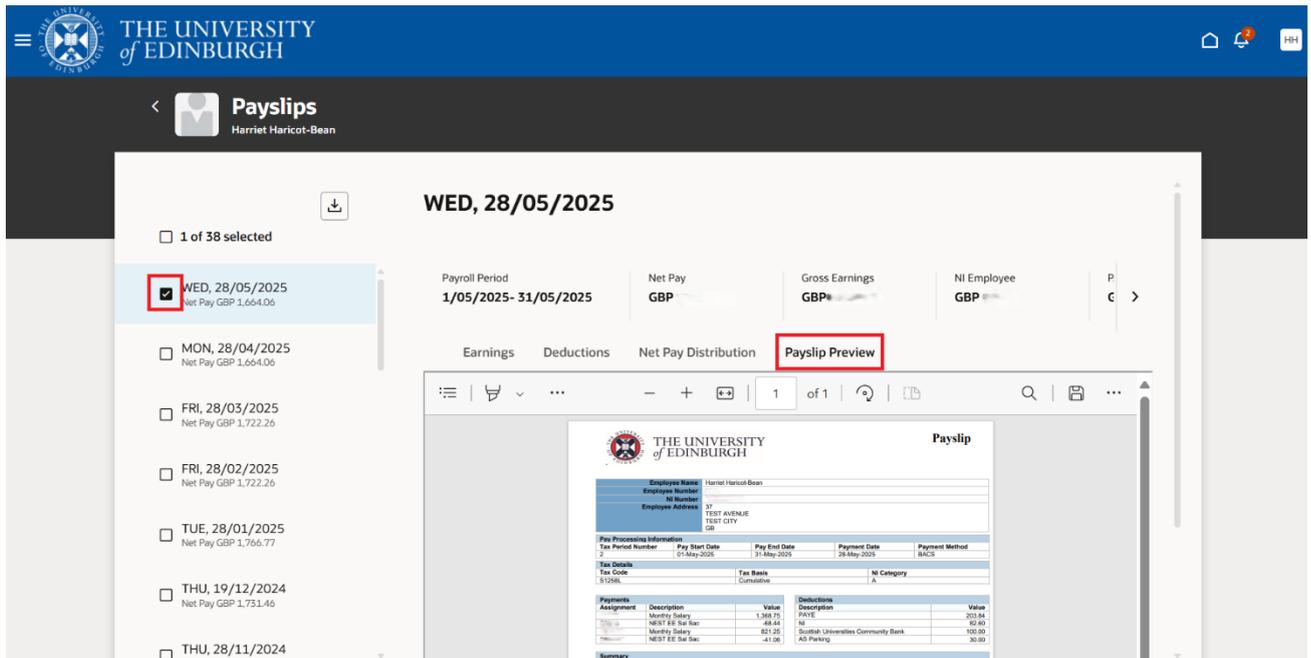


3. The list of payslips available to view will appear in date order (new to old) on the left hand side of

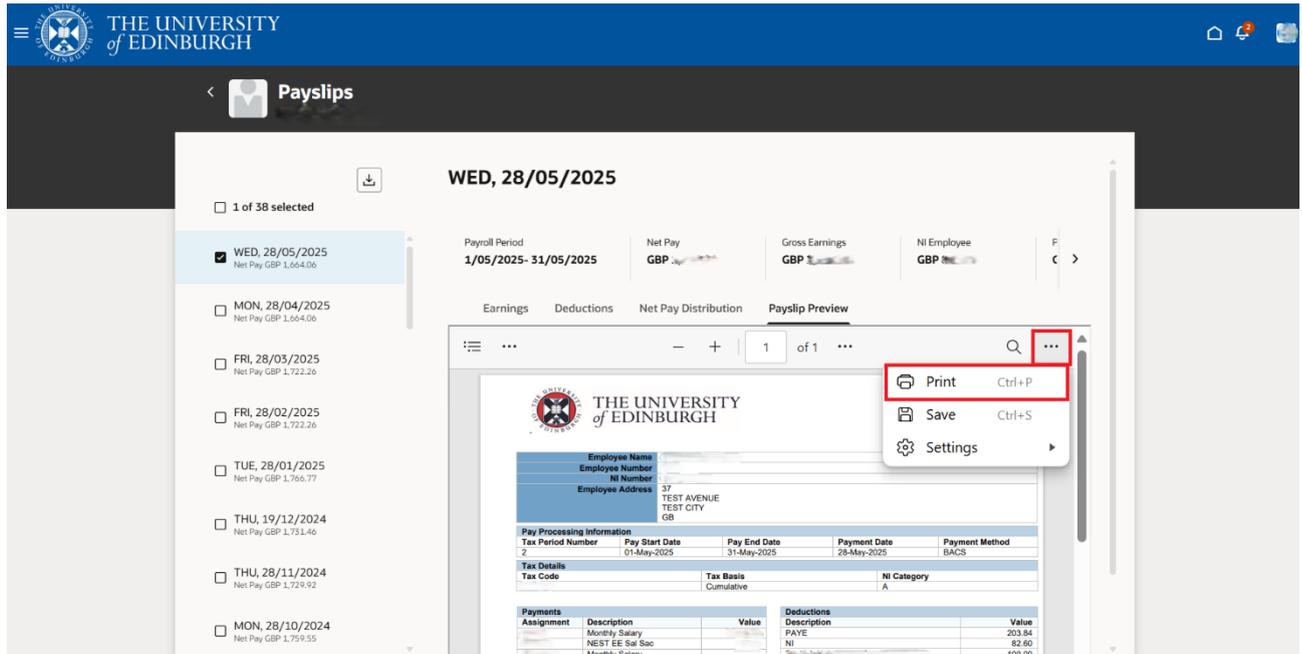
the screen. The details of your latest payslip will appear by default.



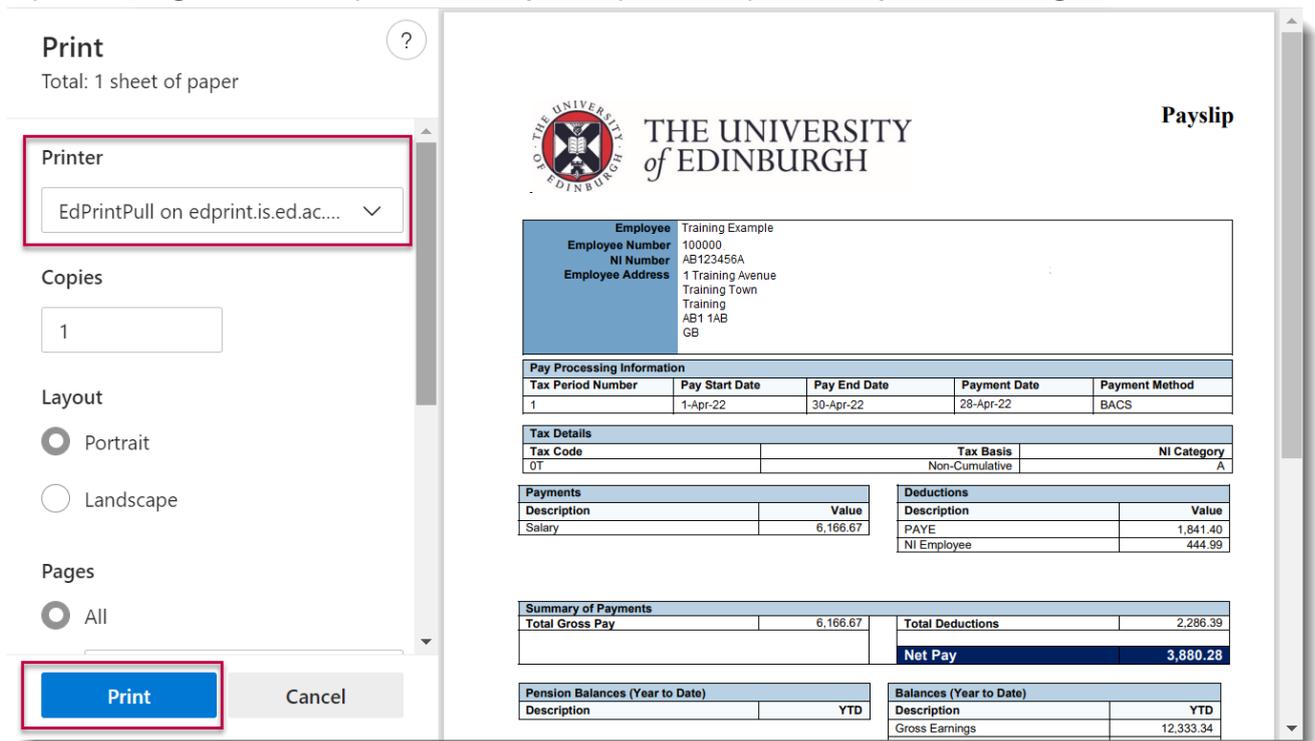
- Select which payslip you would like to print from the list on the left hand side of the screen, then click on the **Payslip Preview** tab to open your payslip.



- To print the payslip, click on the **Ellipsis** icon then **Print**.



- A print dialogue box will open to allow you to print to a printer of your choosing.

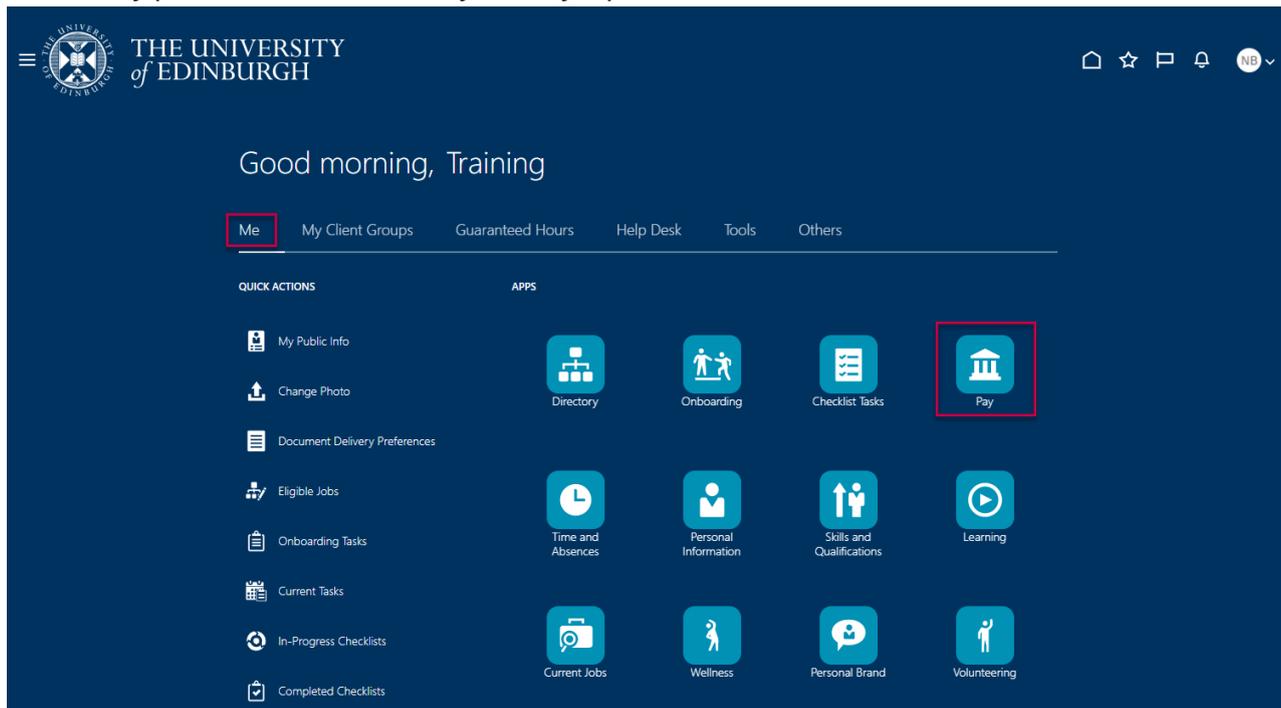


How to Save Your Payslip

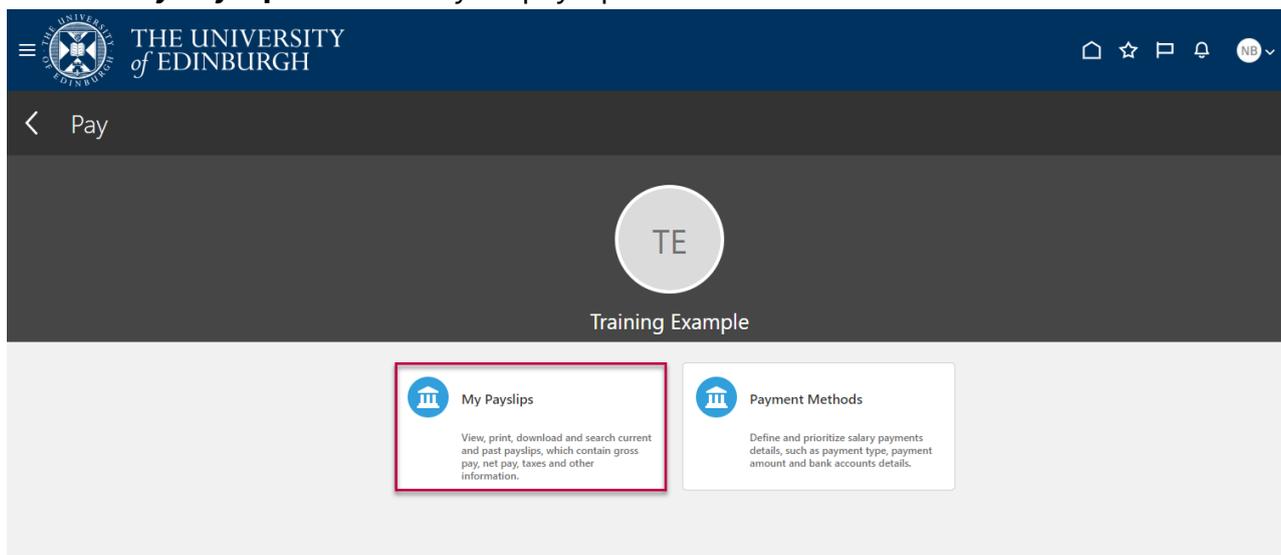
Although it is possible to save a payslip, it can be viewed on screen at any time as a history of your payslips will always be available. Saving a payslip is advisable before ending employment with the University. You can save your payslip to your computer. Your payslip will save in PDF format.

1. From the Home page, click the **Me** tab then select the **Pay** app.

Note: If you access your Payslips via your Favourites, this will take you to the old screens. Please delete any previous Favourites to your Payslips and create a new one.

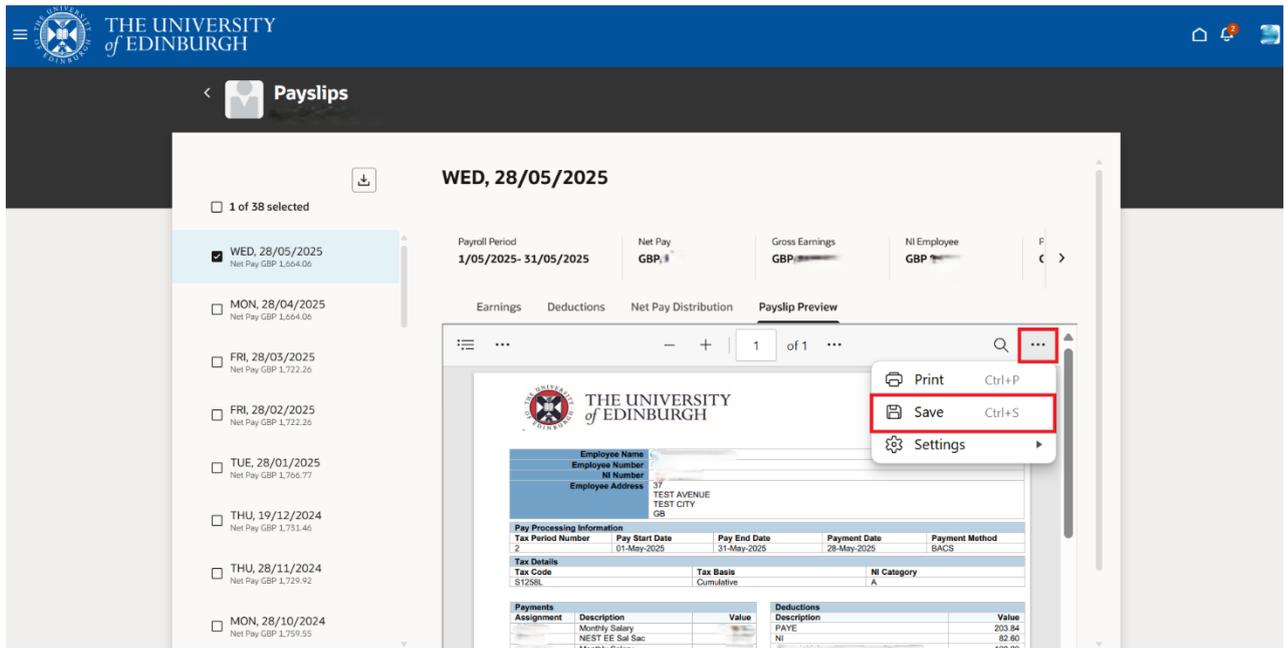


2. Click the **My Payslips** tile to view your payslip.



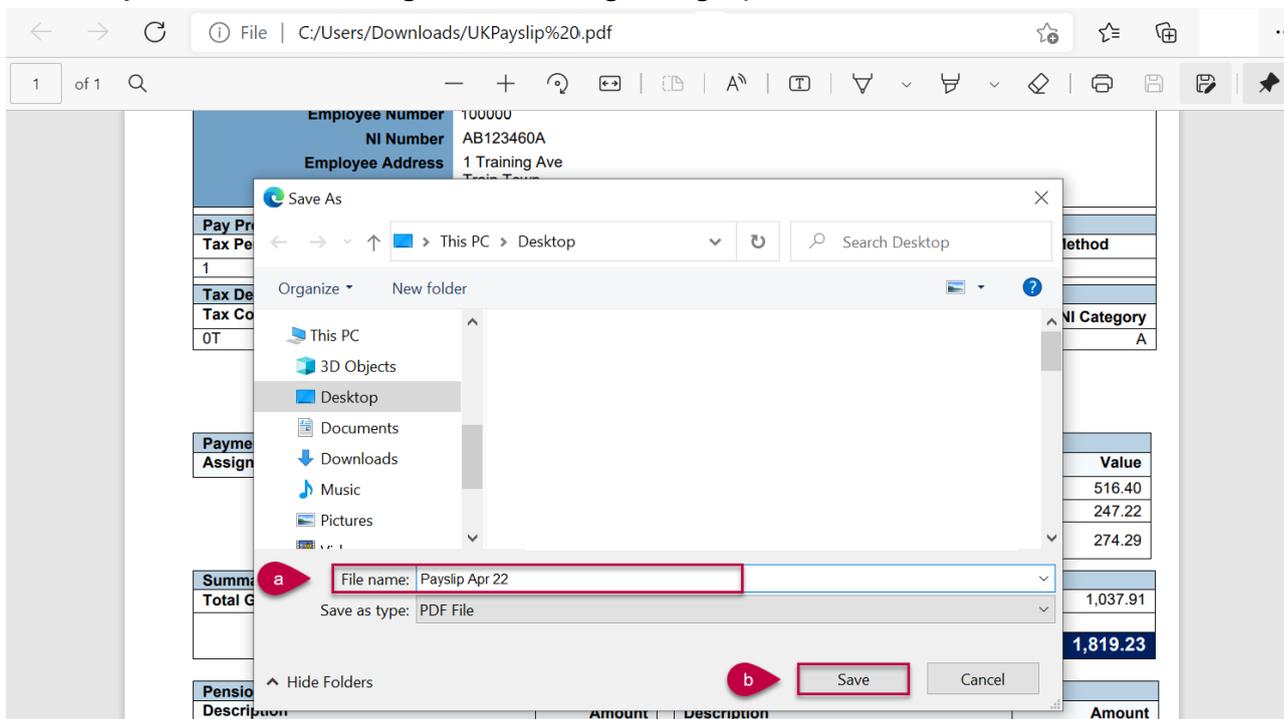
3. Click on the **Payslip Preview** tab.

4. To save the payslip, click on the **Ellipsis icon** then **Save**.



5. A save dialogue box will open.

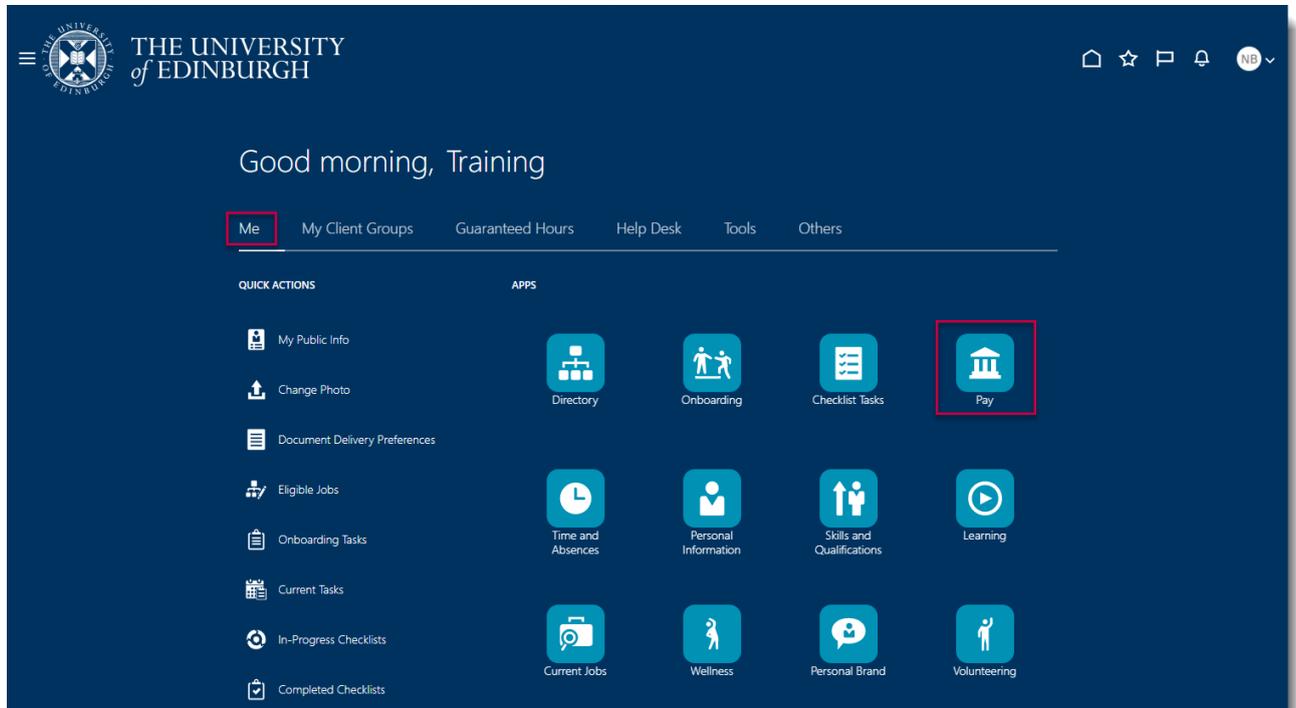
6. Rename your file to something more meaningful (e.g. April 2022). Then click on **Save**.



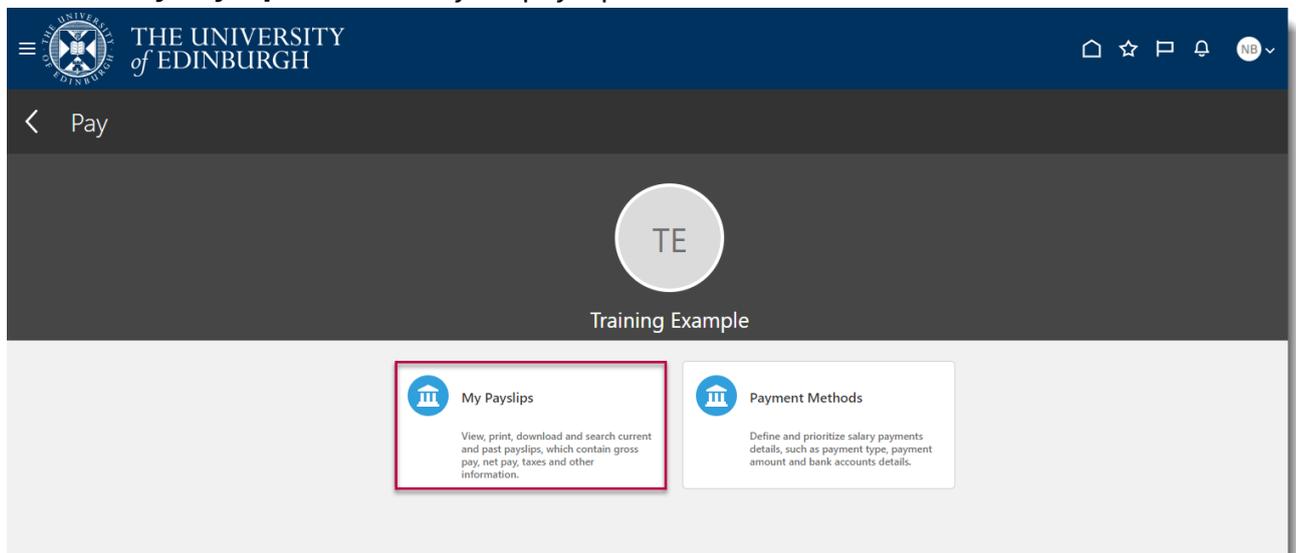
How to Download Multiple Payslips

1. From the Home page, click the **Me** tab then select the **Pay** app.

Note: If you access your Payslips via your Favourites, this will take you to the old screens. Please delete any previous Favourites to your Payslips and create a new one.

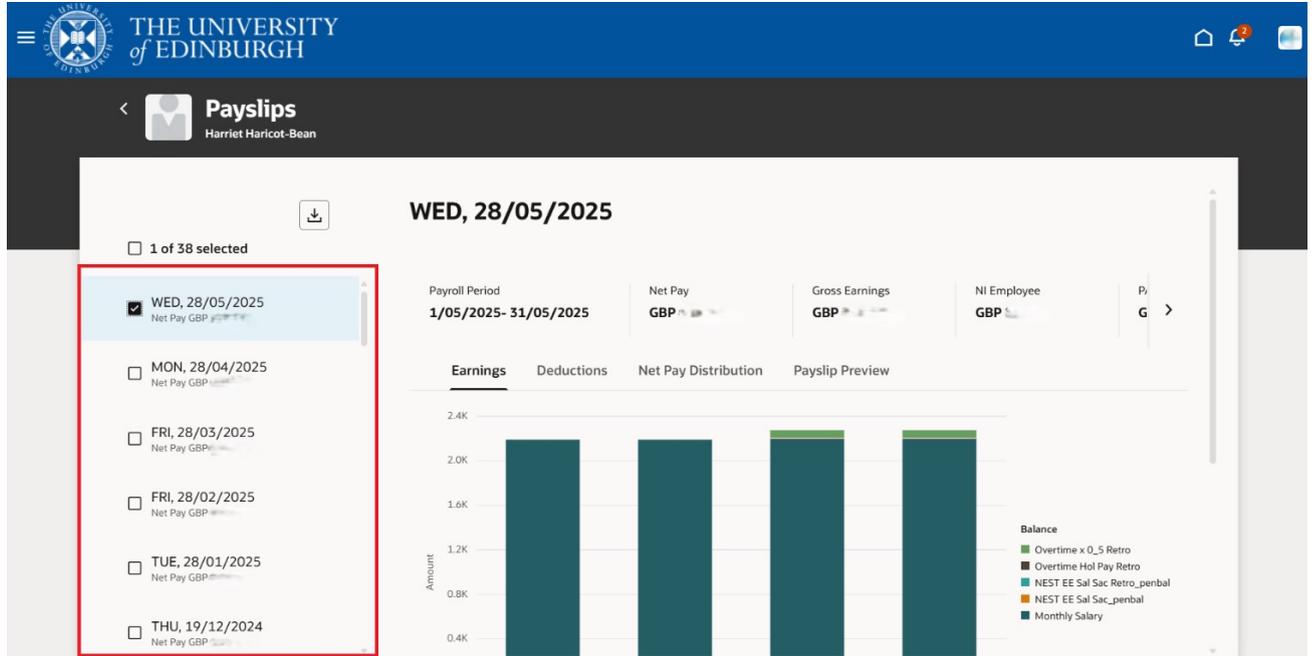


2. Click the **My Payslips** tile to view your payslip.

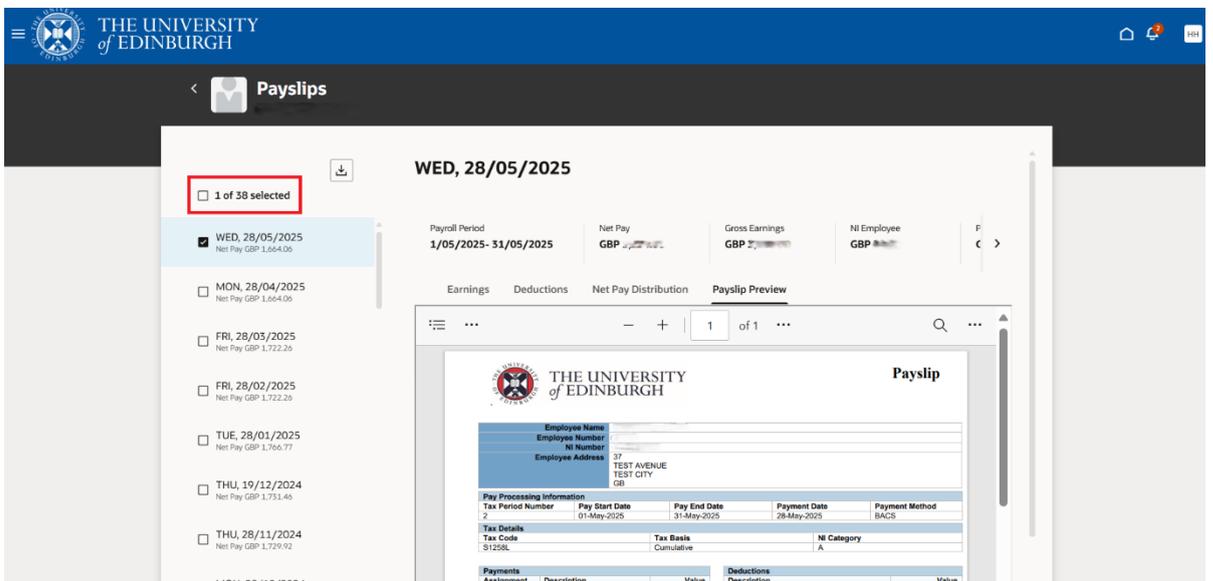


- The list of payslips available to view will appear in date order (new to old) on the left hand side of the screen. The details of your latest payslip will appear by default.

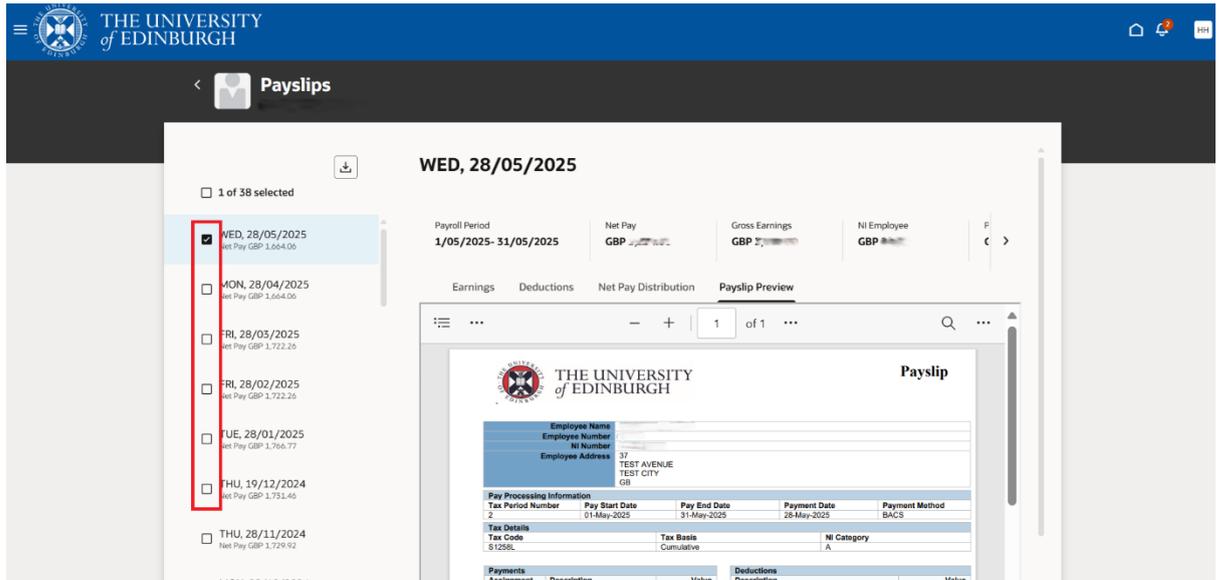
Note: if you have been viewing multiple payslips, you may be presented with a blank screen. If this occurs, untick then retick the payslip you wish to review.



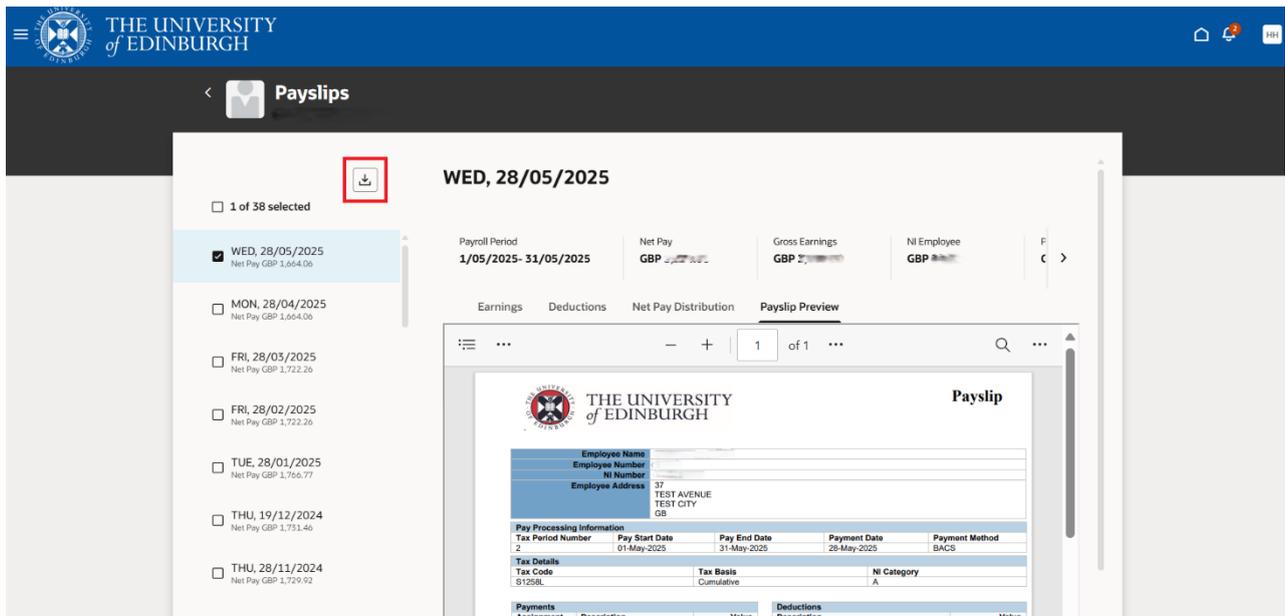
- In order to download multiple payslips from People and Money, you can either:
 - Click on the **select all tick box** on the left hand side of the screen, above the list of payslips.



b. Select each individual payslip you would like to download from the list.



5. Click on the **Export icon** above the list of payslips.



6. Your payslips will be saved to your Downloads folder as pdfs in a zip file.

Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Changed guide to new format. Content and screenshots updated in line with the new Redwood screens.	ME

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.