

# Interactive Payslip Guide

Date	Owner
April 2024	Head of Payroll, Pensions and People Systems

**Purpose**

Interactive payslips have been added to the HR/payroll system to enable the user to retrieve, information as to how their payslip is calculated, which includes salary information, arrears if applicable, tax code status calculations.

To learn more the following will assist more with how you can interact with your payslip and the details it contains.

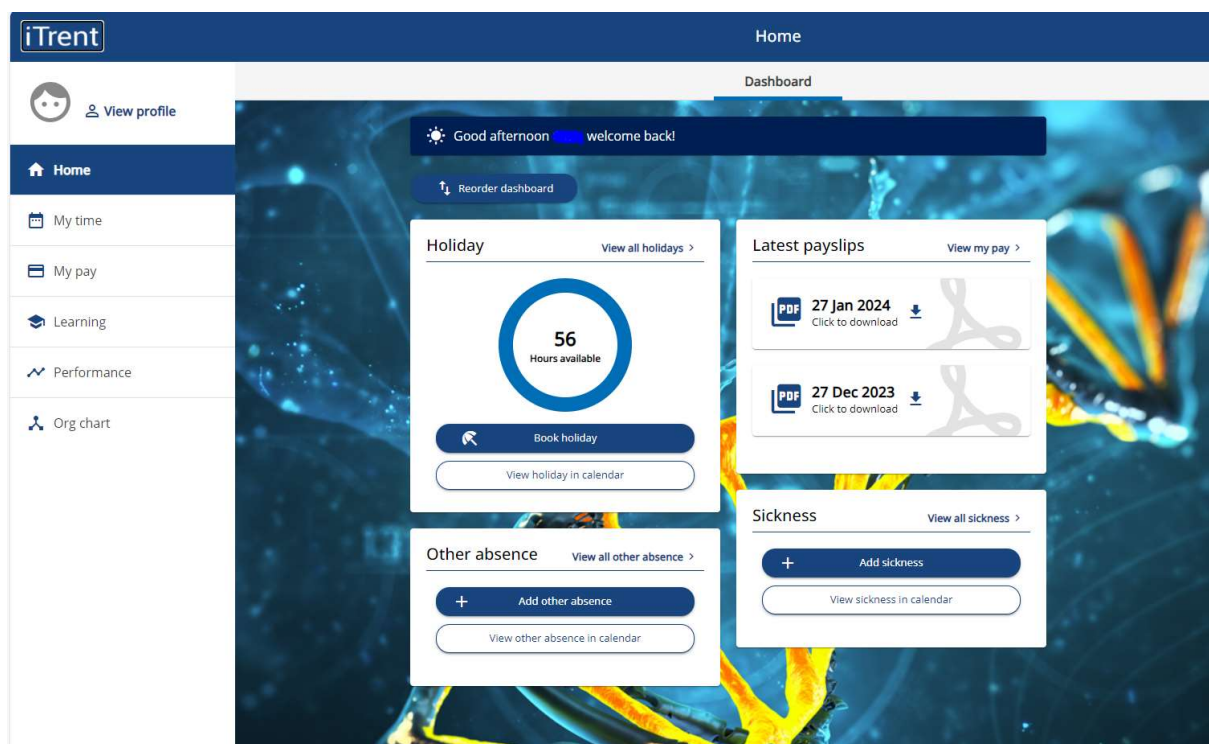
Please note some of the options will only be visible if you have the option on your payslip, i.e. arrears.

## Access

To access the interactive payslip, you will need to log onto the self-service function within My Workplace. The following icon is on your desktop, or you may have saved the link to ESS on your device.



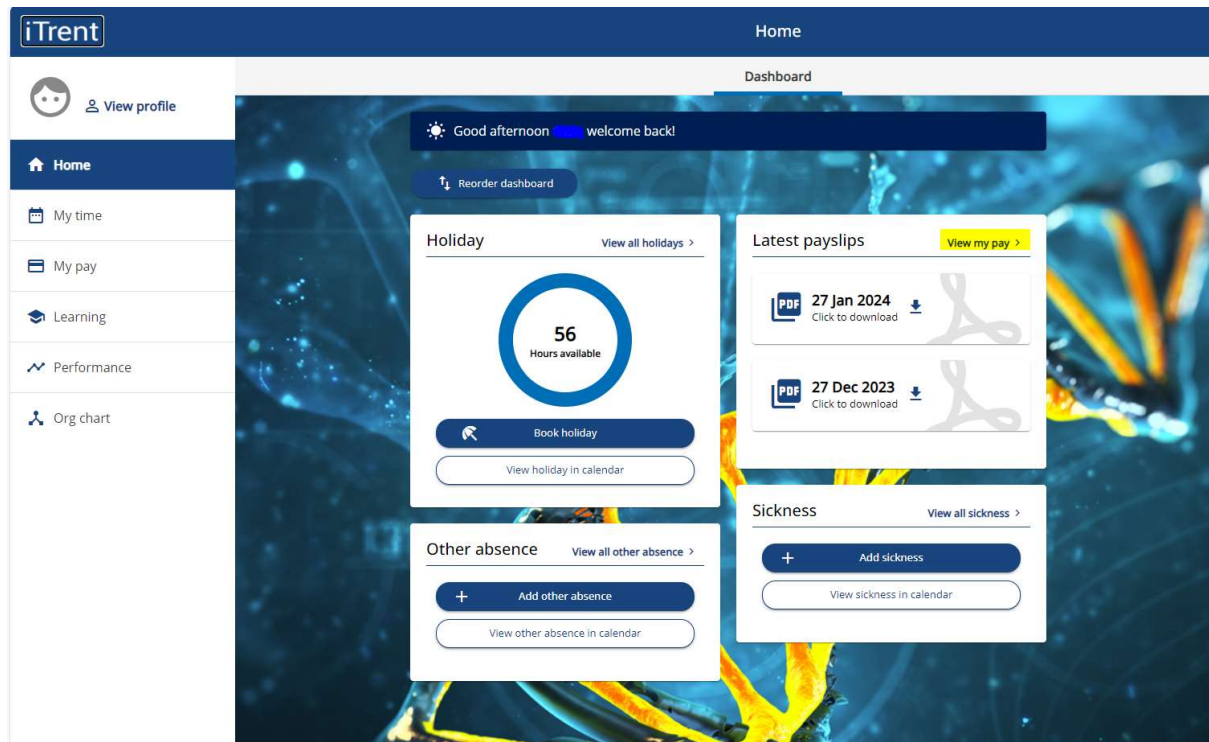
On access you will see a similar screen to the below



The access to interactive payslips can only viewed by looking at the online version and not the downloaded output.

Therefore, to access the online version,

Click on View my pay as highlighted below.



Once the payslips that are available to you are listed, click on the month you wish to view (not the download arrow)

## Payslips

[View my bank details >](#)

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

[Search](#)[Clear search](#)[Download all](#)

Pay date	Net pay	Download
27 Jan 2024	3,820.62	<a href="#">↓</a>
27 Dec 2023	3,757.39	<a href="#">↓</a>
27 Nov 2023	3,757.39	<a href="#">↓</a>
27 Oct 2023	3,757.40	<a href="#">↓</a>
27 Sep 2023	3,757.79	<a href="#">↓</a>
27 Aug 2023	3,757.39	<a href="#">↓</a>
27 Jul 2023	3,670.29	<a href="#">↓</a>
27 Jun 2023	3,669.88	<a href="#">↓</a>

Once you pick the month you wish to look at, you will note on your payslip items that you can interact with are indicated with an icon at the side as highlighted below.

< Back to My pay

Payslip details: 27 Jan 2024 Download

Employee Name		Tax Period	10
Reference No.		Tax Code	1389L Cumulative
		NI Number	
		NI Category	A

Payments				Deductions			This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Basic Pay				Tax			Taxable Payments This Period	
London Allowance				NI - A			Niable Pay This Period	
							Pensionable Pay This Period	
							<b>Year-to-date</b>	
							Description	Value
							Tax Paid YTD	
							NI Paid YTD - A	
							Taxable Pay YTD	
							Niable Pay YTD	
							Pensionable Pay YTD	

<b>Total Payments</b>	<b>Total Deductions</b>	<b>NET PAY</b>
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February 2024 deadline for claims is 6th Feb 2024

The items, that you can view by clicking on the blue circle with the letter i is as follows: -

Tax code- Details tax code change history and reason for change.

NI Category – Details of the NI category and any changes if applicable

Basic Pay – Details how the basic pay for that period has been calculated using the salary and hours.

London Allowance – Details how the london allowance has been calculated using the annual rate and hours.

Tax deduction – Details how the monthly tax deduction has been calculated.

NI deduction – Details how the monthly NI deduction has been calculated.

If you have arrears in a certain period, then the above elements will also have an additional line with Back Pay in brackets.

Basic Pay ⓘ

Basic Pay (Back Pay) ⓘ

London Allowance ⓘ

London Allowance (Back Pay) ⓘ

Basic Pay (Back Pay) ⓘ

London Allowance (Back Pay) ⓘ

The Back pay lines will also detail how the amount has been calculated.