

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.

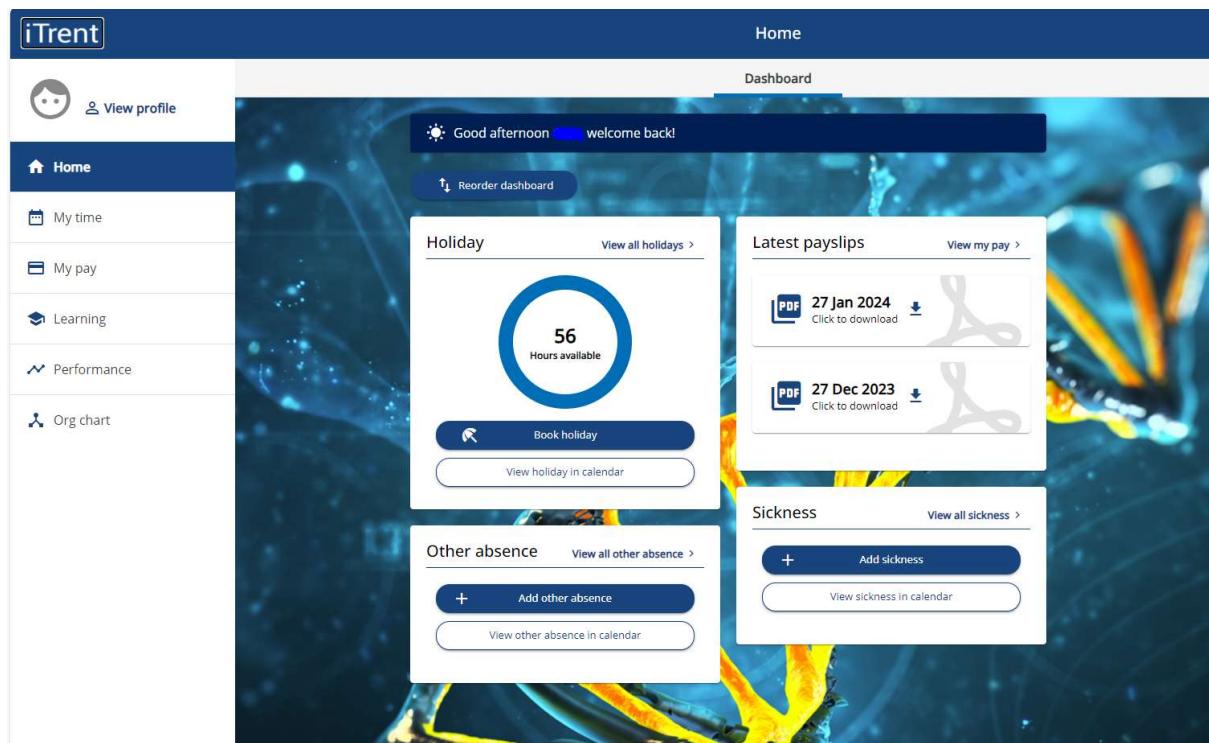
Please note some of the options will only be visible if you have the option on your payslip, i.e. arrears.

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.



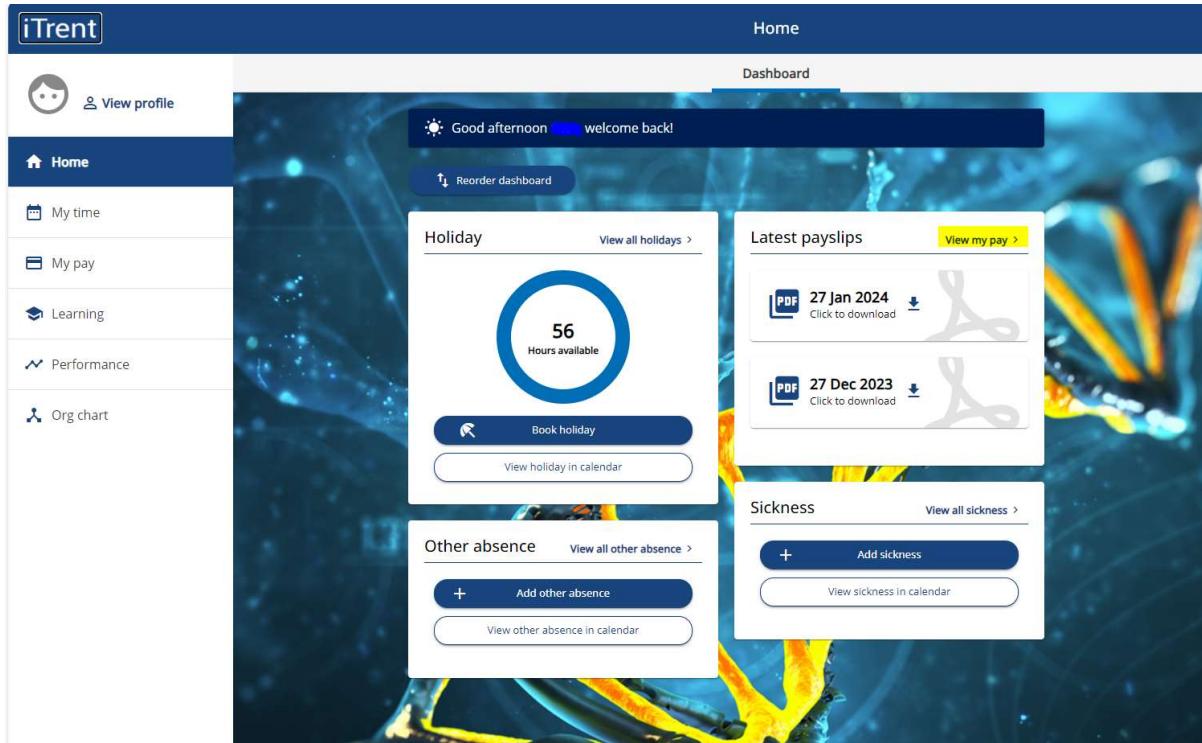
On access you will see a similar screen to the below

A screenshot of the iTrent self-service dashboard. The top navigation bar is dark blue with the iTrent logo on the left and 'Home' and 'Dashboard' tabs on the right. The dashboard has a dark blue background with a glowing, abstract neural network pattern. On the left is a vertical sidebar with icons for 'View profile', 'Home', 'My time', 'My pay', 'Learning', 'Performance', and 'Org chart'. The main content area is titled 'Dashboard' and includes four main sections: 'Holiday' (56 hours available, 'Book holiday' button), 'Latest payslips' (links to PDFs for 27 Jan 2024 and 27 Dec 2023), 'Other absence' (button to 'Add other absence'), and 'Sickness' (button to 'Add sickness').

The access to interactive payslips can only be 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.



The screenshot shows the iTrent Home dashboard. On the left, a sidebar lists 'Home', 'My time', 'My pay', 'Learning', 'Performance', and 'Org chart'. The main area features a 'Good afternoon' welcome message and a 'Reorder dashboard' button. It includes sections for 'Holiday' (56 hours available), 'Other absence' (Add other absence), and 'Sickness'. The 'Latest payslips' section is highlighted with a yellow box around the 'View my pay' link, which is located next to the pay stubs for '27 Jan 2024' and '27 Dec 2023'.

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 >](#)

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

Start date (dd/mm/yyyy)



End date (dd/mm/yyyy)



[Search](#)

[Clear search](#)

[Download all](#)

Pay date

Net pay

Download

27 Jan 2024

3,820.62



27 Dec 2023

3,757.39



27 Nov 2023

3,757.39



27 Oct 2023

3,757.40



27 Sep 2023

3,757.79



27 Aug 2023

3,757.39



27 Jul 2023

3,670.29

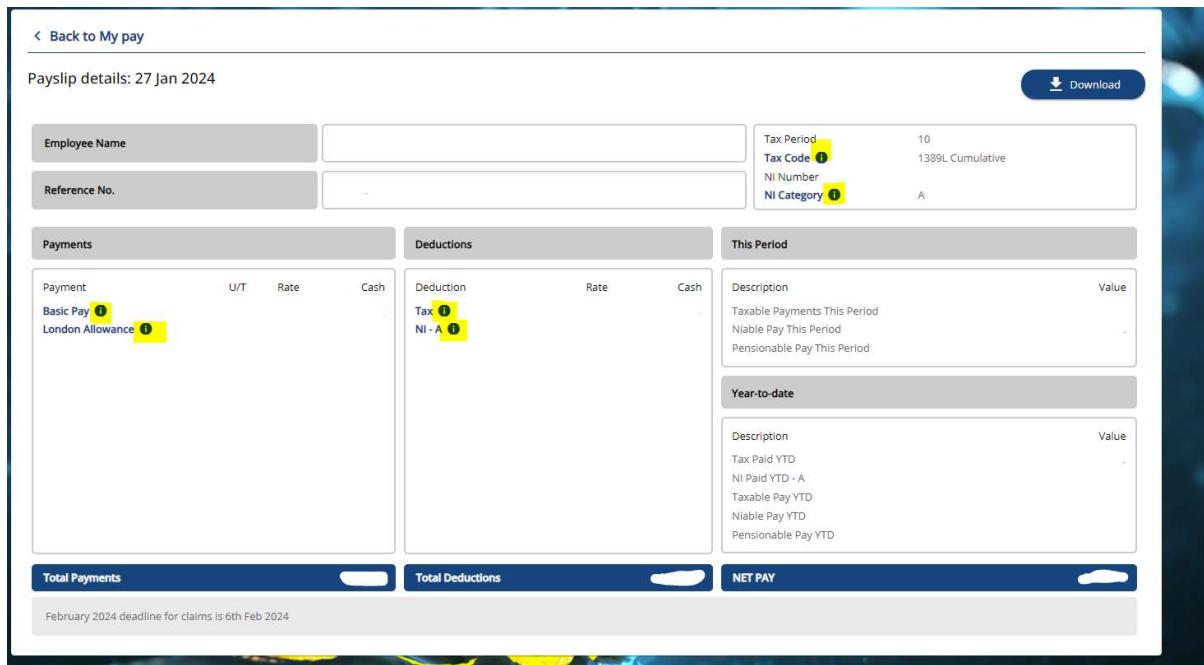


27 Jun 2023

3,669.88



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.



The screenshot shows a payslip interface with several interactive elements highlighted by yellow boxes with a blue 'i' icon. The highlighted items are:

- Employee Name:** Located in the top left, next to a 'Back to My pay' link.
- Reference No.:** Located in the top left, below the Employee Name.
- Tax Period:** Located in the top right, next to a 'Download' button.
- Tax Code:** Located in the top right, next to a 'Download' button.
- NI Number:** Located in the top right, next to a 'Download' button.
- NI Category:** Located in the top right, next to a 'Download' button.
- Basic Pay:** Located in the 'Payments' section.
- London Allowance:** Located in the 'Payments' section.
- Tax:** Located in the 'Deductions' section.
- NI - A:** Located in the 'Deductions' section.

The interface includes sections for 'Payments', 'Deductions', and 'This Period', with sub-sections for 'Year-to-date' and 'NET PAY'. At the bottom, it shows the 'Total Payments', 'Total Deductions', and 'NET PAY' amounts. A note at the bottom states: '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.