

Self Service User Guide

Payslips and P60

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VERSION HISTORY

Version	Date	Change Summary
1.0	February 2014	
2.0	May 2021	System update

Introduction

HR Connect is an online Employee Self Service system that provides staff with instant access to their personal data. This data includes, where available and relevant:

- Personal information including your contact details
- Information about your next of kin and emergency contacts
- Bank account details
- Absence and Holiday details, including holiday, sickness and other absence types
- Pay and P60 details, with easy access to payslips and P60 information
- Employment details, including your current and previous jobs
- Higher Education Statistics Agency (HESA) data
- Learning history, including a record of personal learning and future event bookings
- Goal & Performance, objectives, My contribution documents

Staff can update their own personal information, request leave, request a place on learning events and record personal learning activities.

Staff can update HR Connect to receive Payslips and P60 via email direct to the preferred email address, so they can retain for their personal records.

Data Protection and Confidentiality

As HR Connect contains detailed personal information it is important that you use it responsibly to ensure that the security of your information is maintained at all times.

When you have finished using HR Connect please always log out or close your web browser or tab. Unlike other web based systems HR Connect does not retain your login information and you will need to enter your username and password every time you access the system.

It is also important that you never let anyone else know your university username and password as this information would allow people to access your personal information with a risk of identity fraud. If you believe others may be aware of your password please change it immediately.

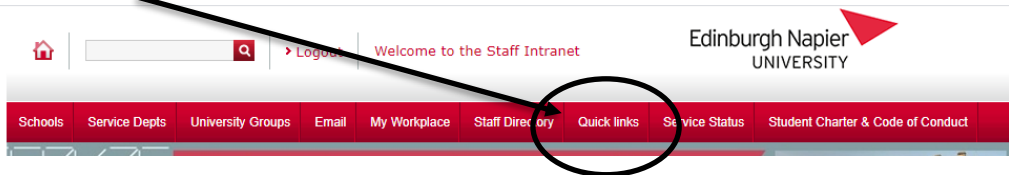
If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000). More details about information security can be found on the Staff Intranet.

Pay Details Page

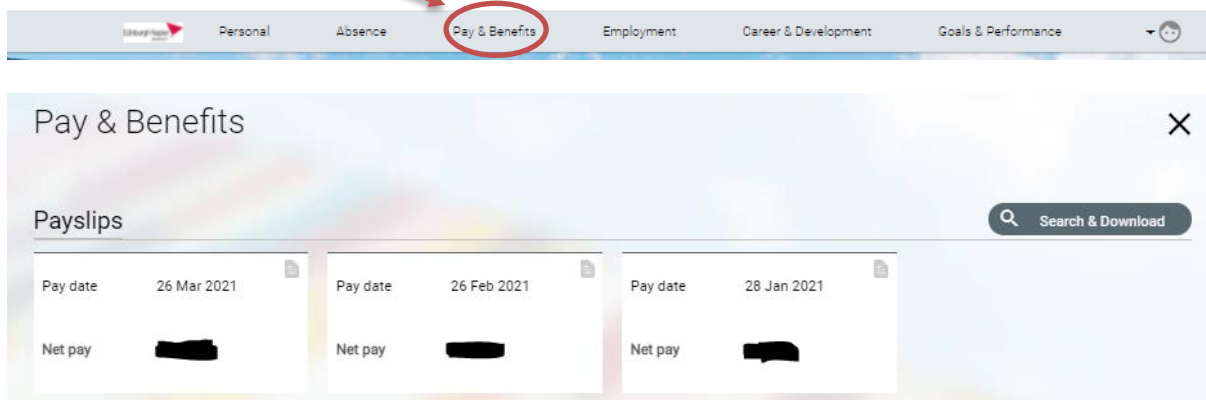
Payslips

Once you have logged onto HR Connect, Via the Staff Intranet:

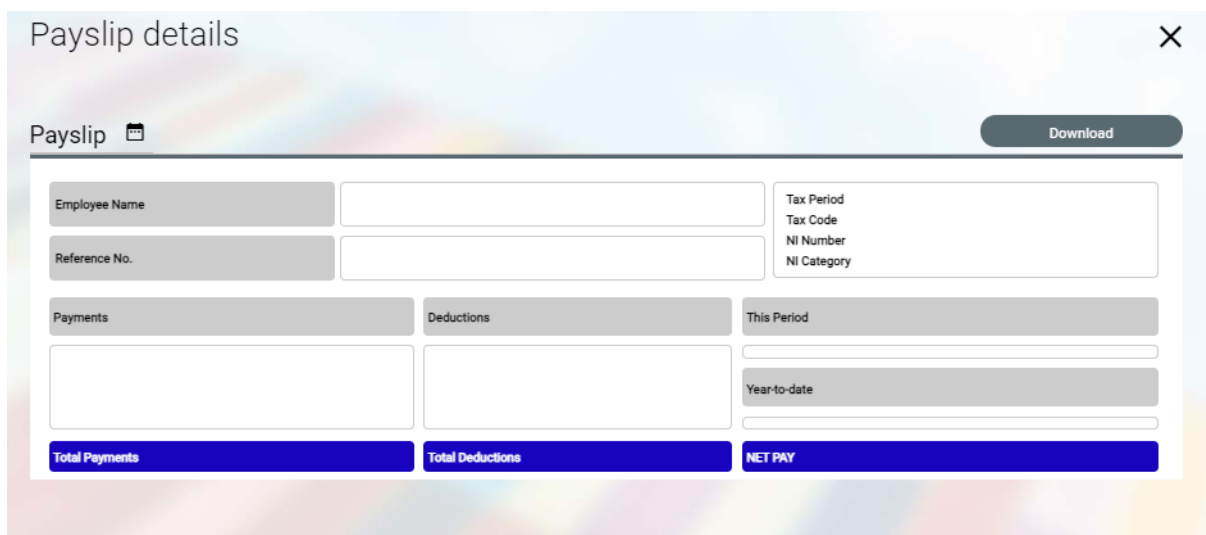
Under Quick Links > HR Connect Self Service



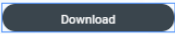
click on the 'Pay & Benefits' tab to access your Payslips (current and historical).



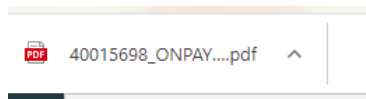
The 'Payslips' section displays a list of your payslips, with a note of your 'Net pay' in that month'. Click into any payslip to see further information.




Your payslip provides details of your tax code and a breakdown for that period - all payments and deductions being made. Cumulative values for the tax year are also shown.

Click  to export a PDF version of your payslip that you can save / print for your personal record. To protect your personal information please ensure you print to a secure printer.

This will appear at the bottom left-hand corner of your screen.



click on this to open in PDF format.



Frederick Red
1 The Street
EDINBURGH
EH1 1AA

PRIVATE AND CONFIDENTIAL

Payroll Name	Monthly	Paydate	28/08/2014
Employee Name	Frederick Red	Tax Period	5
Employee Number	40007783	Tax code	1000L / 1
		N.I. Code	A
Annual Salary			

Payments	Deductions	This Period																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>U/T</th> <th>Rate</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Basic Pay (Abs. payment)</td> <td></td> <td></td> <td style="text-align: right;">1,432.00</td> </tr> </tbody> </table>	Description	U/T	Rate	Cash	Basic Pay (Abs. payment)			1,432.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Tax</td> <td style="text-align: right;">119.40</td> </tr> <tr> <td>NI - A</td> <td style="text-align: right;">92.28</td> </tr> </tbody> </table>	Description	Cash	Tax	119.40	NI - A	92.28	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Taxable Payments</td> <td style="text-align: right;">1,432.00</td> </tr> <tr> <td>Employer's NI - A</td> <td style="text-align: right;">106.12</td> </tr> </tbody> </table>	Description	Cash	Taxable Payments	1,432.00	Employer's NI - A	106.12
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Payments	1,432.00	Deductions	211.68																			

NET PAY	1,220.32
Paid By	Cash

P60

click on the 'Pay & benefits' tab to access your P60 (current and historical).

The screenshot shows the top navigation bar of the HR portal with tabs for Personal, Absence, Pay & Benefits (circled in red with an arrow pointing to it), Employment, Career & Development, and Goals & Performance. Below the navigation bar is the P60 section, which displays a list of P60s for the years 2019/2020 and 2018/2019, each with a date range from 6th April.


The P60 section displays a list of your P60s. Click into any P60 to generate a PDF of your P60 that can be saved or printed.

The screenshot shows a printed P60 End of Year Certificate for Edinburgh Napier University. The certificate is marked as 'PRIVATE AND CONFIDENTIAL'. It includes the following information:

- Tax year to 5 April:** 2021
- Employer PAYE reference:** 961 / 7027438
- Pay and Income Tax details:** In previous employment(s) Pay [redacted], Tax deducted [redacted]; In this employment Pay £5,425.13, Tax deducted £1,269.25; Total for year [redacted].
- Employee's details:** Surname [redacted], Forenames [redacted], Works / payroll number [redacted], National Insurance number [redacted].
- Final tax code:** S1250L
- National Insurance contributions in this employment:** A table with columns for NIC table letter, Earnings at the Lower Earnings Limit (LEL), Earnings above the LEL up to and including the Primary Threshold (PT), Earnings above the PT up to and including the Upper Earnings Limit (UEL), and Employee's contributions due on all earnings above the PT. Row A shows values: LEL £1,040, PT £544, UEL £4,256, and contributions £510.69.
- Statutory payments included in the pay 'In this employment' figure above:** Statutory Maternity Pay £0.00, Statutory Paternity Pay £0.00, Statutory Shared Parental Pay £0.00, Statutory Adoption Pay £0.00, Statutory Parental Bereavement Pay £0.00.
- Employer's full name and address:** Edinburgh Napier University, Room 5.B.29 Sighthill Campus, Sighthill Court EDINBURGH EH11 4BN.
- Student Loan deductions:** £0
- Postgraduate Loan deductions:** £0
- Certificate by Employer / Paying Office:** This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc. Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.
- To the employee:** Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and universal credit or to renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.
- Do not destroy**

Pay slips / P60 emailed directly to you

In HR connect you can update your record so that your payslips and P60 are emailed direct to an email address of your choice.

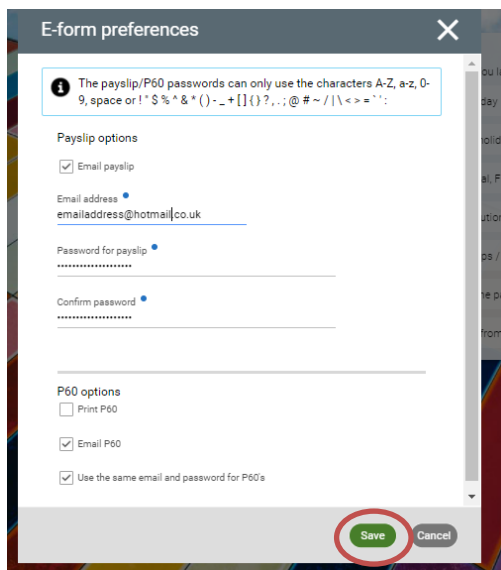
click on the  tab to access your Payslips (current and historical).



Select : 'E-Form preferences' from the drop down menu.

And you can then select to have payslips and / or P60 emailed to you direct.

Ticking then inputting you preferred email address and setting a password and click



HR Connect Update Records Support

If any of your information held on HR Connect is incorrect or out of date, you can update this direct on the system. All staff have a responsibly to report if they believe the payslip or P60 is incorrect. Please **email:** payroll@napier.ac.uk with any queries. If you are unable to access HR connect please contact the IS team for assistance:

Online: <https://napier.unidesk.ac.uk> **email:** ISServiceDesk@napier.ac.uk

Telephone: Ext: 3000 or (0131) 455 3000 externally