

# Self Service User Guide

## Pay and P60

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### VERSION HISTORY

Version	Date	Change Summary
1.0	February 2014	

## 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

Certain information has been retained from previous HR systems and where available and appropriate dates back to 2001.

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

Full details of what information can be accessed and updated can be found within the separate manuals covering each area of the system.

### **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

Once you have logged onto HR Connect, click on the 'Pay' home page to access your Pay and P60 records (current and historical).

The screenshot shows the HR Connect interface. At the top, there is a navigation bar with the following items: Personal, Absence, Pay (circled in red), Employment, and Learning. Below this is a red header bar with the word 'Pay' and a close button (X). The main content area is divided into two sections: 'Payslips' and 'P60'. The 'Payslips' section contains a table with the following data:

Pay date	Tax period	Net pay
19 Dec 2013	9	3,909.87
28 Nov 2013	8	2,925.03
31 Oct 2013	7	2,924.63
26 Sep 2013	6	2,925.03

The 'P60' section shows three cards for different tax periods:

- P60 2012/2013**: 6th April 2012 - 5th April 2013 (Monthly)
- P60 2011/2012**: 6th April 2011 - 5th April 2012 (Monthly)
- P60 2010/2011**: 6th April 2010 - 5th April 2011 (Monthly)

## Payslips

The screenshot shows the 'Payslips' section of the HR Connect interface. It contains a table with the following data:

Pay date	Tax period	Net pay
19 Dec 2013	9	3,909.87
28 Nov 2013	8	2,925.03
31 Oct 2013	7	2,924.63
26 Sep 2013	6	2,925.03

Your pay and P60 records are displayed as a mixture of cards and data grids on the page, depending on the number of records being displayed.

Please note that the sample pages shown are for a member of staff on pay scale 49.

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.

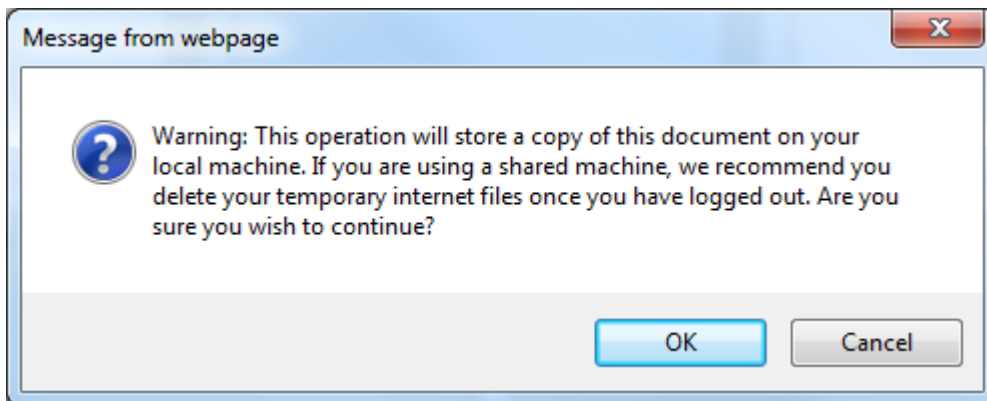
Payslip ✕

Payment	Cash	Benefit	Cash	Deduction	Cash
Basic Pay	4,436.09	Pensionable Pay	53,233.00	2012 STSS	448.05
				Tax	746.50
				NI - D	316.51

<b>Name:</b> Dr Joseph Bloggs <b>Pay date:</b> 28/11/2013  <b>Tax code:</b> 944L Cumulative <b>Tax month:</b> 8 <b>National Insurance category:</b> D <b>Legislation:</b> UK <b>Currency:</b> British Pound <b>National Insurance number:</b> WE111111B		<b>Total payments:</b> 4,436.09 <b>Total deductions:</b> 1,511.06  <b>Net pay:</b> 2,925.03	
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Click  to print off a copy of your payslip in this format. To protect your personal information please ensure you select a printer that you can retrieve the print from immediately.

Click  to download and print your payslip in a standard Adobe .pdf format. These payslips can then be saved and printed as required. Please take note of the security warning if opening the payslip on a shared PC.



Frederick Red  
1 The Street  
EDINBURGH  
EH1 1AA

PRIVATE AND CONFIDENTIAL

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

Payments				Deductions		This Period	
Description	U/T	Rate	Cash	Description	Cash	Description	Cash
Basic Pay (Abs. payment)			1,432.00	Tax	119.40	Taxable Payments	1,432.00
				NI - A	92.28	Employer's NI - A	106.12

Year-to-date	
Tax Paid YTD	238.80
Taxable Pay YTD	2,864.00
Niable Pay YTD	2,864.00

<b>Payments</b>	1,432.00	<b>Deductions</b>	211.68
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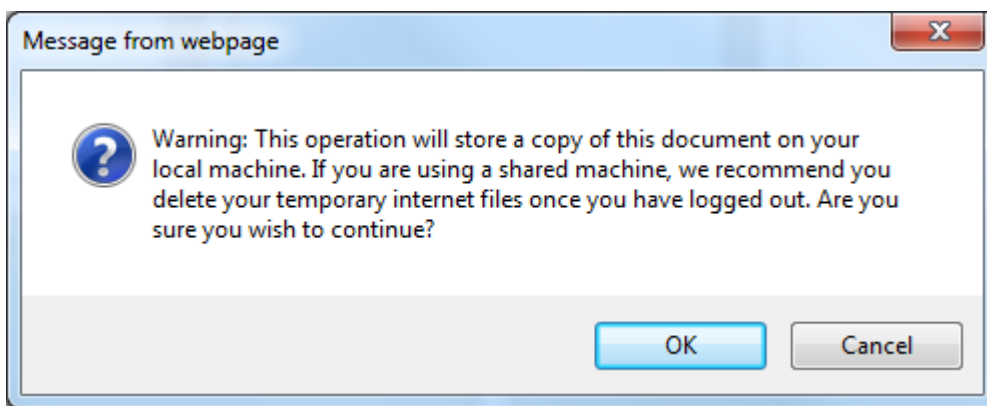
<b>NET PAY</b>	1,220.32
<b>Paid By</b>	Cash

**P60**

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



Please take note of the security warning if opening the P60 on a shared PC.



This is a printed copy of an eP60

### P60 End of Year Certificate

Tax Year to 5th April **2013**

**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 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 & Customs about any income that is not fully taxed, even if you are not sent a Tax Return.  
HM REVENUE & CUSTOMS

**The figures marked \* should be used for your Tax Return, if you get one**

**Employee's details**

Surname: BLOGGS  
Forenames: Joseph  
National Insurance number: WE 11 11 11 B  
Works / payroll number: 40000000

**Pay and Income Tax details**

	Pay	Tax deducted
In previous employment(s)	€0.00	€0.00
In this employment	* XXXX	* XXXX
Total for year	XXXX	XXXX

Employee's Widows & Orphans Life assurance Contributions in this employment: \* €0.00  
Final tax code:

**National Insurance contributions in this employment**

NIC letter	Earnings at the lower table Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Accrual Point (UAP)	Earnings above the UAP, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£	£ p
D	XXXX	XXXX	XXXX	XXXX	XXXX

**Statutory payments included in the pay 'in this employment' figure**

Statutory Maternity Pay	Ordinary Statutory Paternity Pay	Additional Statutory Paternity Pay	Statutory Adoption Pay
£ p	£ p	£ p	£ p
0.00	0.00	0.00	0.00

**Other details**

Student Loan Deductions in this employment (whole £s only): £0

To employee:  
Dr Joseph Bloggs  
1 The Street  
EDINBURGH  
EH1 1AA

Employer's full name and address:  
Edinburgh Napier University  
Room 7.B.37 Sighthill Campus Sighthill Court  
EDINBURGH EH11 4BN

Employer PAYE reference: /

**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, Ordinary Statutory Paternity Pay, Additional Statutory Paternity Pay or Statutory Adoption Pay is included.

P60(Substitute)(MHR12/13) Do not destroy

## HR Connect Help and Support

If any of your information is incorrect or out of date and you do not have access to update the information yourself please contact your manager in the first instance.

If you need any help, advice or assistance with the system please contact the HR Systems Team on ext. 3728 or email [HRConnect@napier.ac.uk](mailto:HRConnect@napier.ac.uk)