

How to access your interactive payslip?

Following the implantation of the [Napier pay offer](#), your March payslips are now available to review on [HR connect Self Service](#).

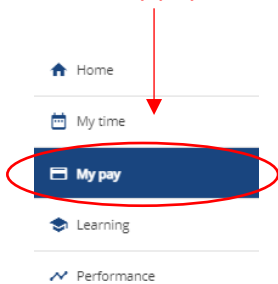
Please review this guide and the pay element breakdown on the interactive payslips to help you understand the vaules, if you still have queries following this, please contact payroll@napier.ac.uk with full details of your query.

We will be experiencing higher queries than normal as a result of the implementation of the local pay deal, therefore our response time, will be between 3 to 5 days whilst we support all University colleagues with enquiries relating to the local pay deal.

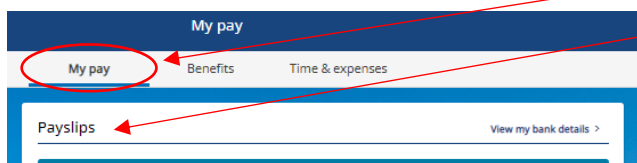
Your interactive payslip outlines full details of your new pay which is backdated to 1 October or your Napier start date, alongside details of your one-off payment.

To access your payslip: Login to: [HR Connect Self Service](#)

Select **My pay** section from the menu on the left hand side









The below Screen will appear – Check you are on the **My pay tab** and then **payslips** will appear.




Click on to most recent payslip: [28 March 2023](#)

Once you click on the payslip date you can review details of each element by clicking on the .

A screenshot of the 'Payments' section in the HR Connect Self Service interface. A table shows payment details for 28 March 2023. A red arrow points to the 'Basic Pay (Back Pay)' row, which has an info icon.

Payment	U/T	Rate	Cash
Overtime x1.25 (Back Pay) 			2.23
Overtime x1.25 	8.25	14.063	116.03
Overtime x1 	3.5	11.2451	39.37
Pay Settlement 2022 			949.00
Basic Pay 			1,758.16
Basic Pay (Back Pay) 			104.59
Basic Pay (Abs. payment) 			8.26

Basic Pay- will show your new monthly pay taking into account the accelerated increment point. (Service-related increments will continue to be applied as normal on top of this).

Basic Pay (Back Pay) -The backdated pay element reflects the additional increment applied from 01 October 2022 (or your start date if after this date) and you will see a breakdown for each month when you select the .

Basic Pay Calculation

Basic Pay is calculated as a twelfth of your annual salary. For part-time, this will be your pro-rated salary.

Mid Month Change

Where there is a contractual change during this month which will impact salary e.g. change of contractual hours, salary value change, your basic pay will be calculated based on the previous value up to the change date.

As a result of a backdated change to your salary, your pay from the 21/12/2022 has changed by £ 36.33.

As a result of a backdated change to your salary, your pay from the 28/11/2022 has changed by £ 36.33.

As a result of a backdated change to your salary, your pay from the 28/10/2022 has changed by £ 31.93.

Basic Pay (Abs.payment)- If you have been absent from work since 1 October your sickness absence rate has been re-calculated based on your new annual salary also not that if you have had this payment, it will reduce your Basic Pay element – so you need to add both the Basic pay and Basic Pay (Abs.payment) together to show your basic for whole month.

Basic Pay Calculation

Basic Pay is calculated as a twelfth of your annual salary. For part-time, this will be your pro-rated salary.

Mid Month Change

Where there is a contractual change during this month which will impact salary e.g. change of contractual hours, salary value change, your basic pay will be calculated based on the previous value up to the change date.

Due to your Sickness, your pay is as follows:

Date	Offset	Payment
28/11/2022	-1.65	1.65
29/11/2022	-1.65	1.65
30/11/2022	-1.66	1.66
01/12/2022	-1.65	1.65
02/12/2022	-1.65	1.65

Overtime / Allowances - Payments you are due for the month will be paid based on your new salary/hourly rate.

If you have worked Overtime since 01 October 2002 and paid prior to March 2022 you will see the difference in the rate being paid in a **back pay element**.

[Overtime x1.25 \(Back Pay\)](#) ⓘ

2.23

Pay Settlement 2022- is the one-off element of the [Napier pay offer](#), details of this is held within the ⓘ section.

Please review the values and breakdown information comparing to your previous payslips amounts from October to understanding the differences paid this month for your backpay.