

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
3.0	March 2022	New ESS update
4.0	April 2023	Review and P60 page and screen 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.

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.

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.

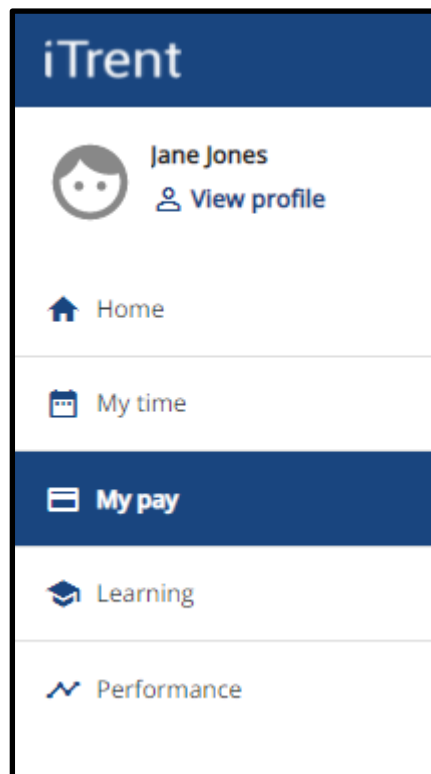
If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000).

More details about information security can be found on the Staff Intranet.

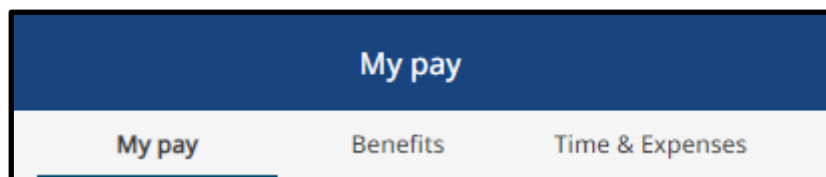
Pay Details Page

Payslips

Once you have logged into HR Connect, click on 'My Pay', located on the left-hand side of the screen.



The page will default to the 'My Pay' tab where there will be a Payslips card and a P60 card.



Within the 'My Pay' section there will be a Payslips card.

The screenshot shows a 'Payslips' section with a 'View my bank details >' link. A blue banner contains an information icon and the text: 'Searching with neither Start date nor End date will return all payslips.' Below this are two date input fields: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', each with a calendar icon. There are two buttons: 'Search' and 'Download all'. Below the buttons is a table with two columns: 'Pay date' and 'Download'. The table contains two rows: one for '28 Jan 2022' and one for '22 Dec 2021', each with a download icon.

This will show you a list of your payslips which have been generated.

You can use the search function to filter down which payslips are returned. If you click on search with neither a start date nor an end date all payslips will be returned.

To download all payslips, click on . If you want to download an individual payslip, click on the download icon next to the relevant payslip.

This is a close-up of the table row for '28 Jan 2022'. The 'Download' column contains a blue download icon (a downward arrow inside a square) which is circled in red to indicate it should be clicked.

To view your payslip, click on the payslip pay date.



The 'Payments' section of your payslip will provide you with details of any gross payments made.

Payments			
Payment	U/T	Rate	Cash
Holiday Pay Hourly			6.95
Basic Pay i			2,259.67
Claim Basis Hours i	4	14.3851	57.55
Total Payments			2,324.17

The payslip has interactive functionality. When you see the i icon you can click on this to view more details regarding the payment and how it has been calculated.



Basic Pay Close X

Basic Pay Calculation
Basic pay is calculated as a FTE (full time equivalent) of your annual salary.

Mid period change
Where there is a change during the period which will impact salary, the part month is calculated based upon the number of calendar days in the period.

Basic pay for the period 01/01/2022 to 31/01/2022 is £2,259.67. This is based upon an annual salary of £27,116.00 and contractual hours of 36.25

Is this helpful? Yes No Cancel

The 'Deductions' section of your payslip will provide you with details of any deductions from your pay such as your pension, tax and NI.

Deductions		
Deduction	Rate	Cash
Tax i		228.20
NI - A i		183.26
Student Loans		59.00
Lothian Pension Fund 2015	5.8	134.40
Total Deductions		604.86

The payslip has interactive functionality. When you see the i icon you can click on this to view more details regarding the deduction and how it has been calculated.



Tax Close X

Calculating your taxable pay
 You have been issued a non-cumulative tax code of 1257L. This instructs that tax is calculated using the pay in this period only.
 Your taxable pay this period is £2,189.77.

Calculating your tax allowance
 Your tax free allowance this period of £1,048.26 is deducted from your taxable pay this period of £2,189.77. You will pay tax on £2,189.77 - £1,048.26 = £1,141.51.

Calculating your tax due
 Your taxable pay of £1,141.51 is split between the applicable tax bands and tax is calculated as:

Tax bands/rates	Applicable pay	Tax due
20%	1,141.00	228.20

You are required to pay tax this period of £228.20.

For more information on tax visit <https://www.gov.uk/income-tax>.

Is this helpful? Yes No Cancel

The 'This Period' section of your payslip will provide you with an overview of the total taxable payments, your pensionable pay and your employers NI contributions.

This Period	
Description	Value
Taxable Payments	2,189.77
Pensionable Pay	2,317.22
Employer's NI - A	219.03

The 'Year-to-date' section of your payslip will provide you with a year-to-date overview of your tax, NI, taxable pay and Niable pay.

Year-to-date	
Description	Value
Tax Paid YTD	228.20
NI Paid YTD - A	205.52
Taxable Pay YTD	3,115.26
Niable Pay YTD	3,306.64

Your total net pay for the payslip month will be shown at the bottom right.

NET PAY	1,719.31
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General tax and NI information such as your tax code and NI number can be viewed at the top right of your payslip.

Tax Period	10
Tax Code ⓘ	1257L Week 1/Month 1
NI Category ⓘ	A

The payslip has interactive functionality. When you see the ⓘ icon you can click on this to view more details regarding your tax and NI.

Tax Code Close X

A history of your tax details is below.

For more information visit www.gov.uk/tax-codes

Effective from	Tax Code	Tax basis	Reason
20 Dec 2021	1257L	Week 1/Month 1	Information presented when starting employment

Cancel

You can also download your payslip from the payslip itself by clicking on 'download'.

[< Back to My pay](#)

Payslip details: 28 Jan 2022 Download

Employee Name Jane Jones

Reference No. -----

Tax Period 10

Tax Code 1257L Week 1/Month 1

NI Number 123456789

NI Category A

Payments				Deductions			This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Holiday Pay Hourly			6.95	Tax		228.20	Taxable Payments	2,189.77
Basic Pay			2,259.67	NI - A		183.26	Pensionable Pay	2,317.22
Claim Basis Hours	4	14.3851	57.55	Student Loans		59.00	Employer's NI - A	219.03
				Lothian Pension Fund 2015	5.8	134.40		

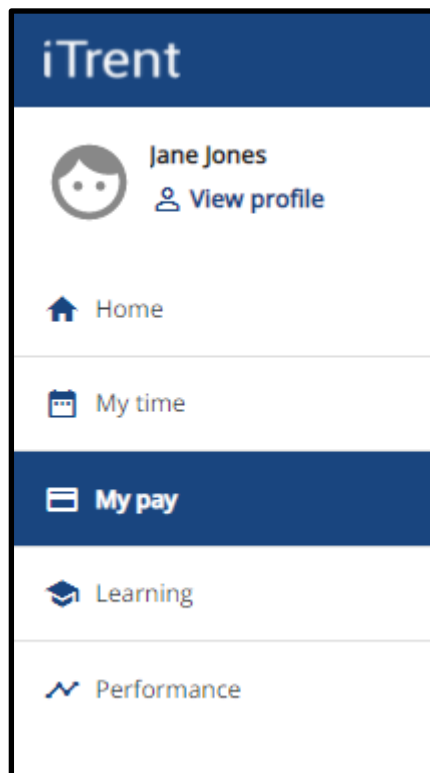
Total Payments 2,324.17

Total Deductions 604.86

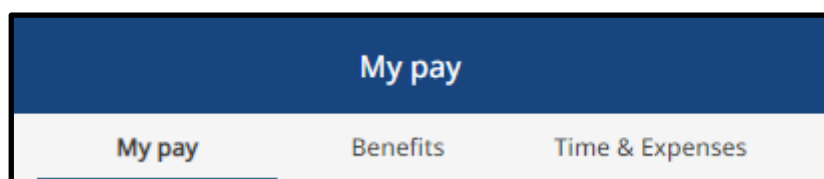
NET PAY 1,719.31

P60







Once you have logged into HR Connect, click on 'My Pay', located on the left-hand side of the screen.



The page will default to the 'My Pay' tab where there will be a Payslips card and a P60 card.




Within the 'My Pay' section there will be a P60 card.

P60		
Tax year	Employment period	
2020/2021	6th April 2020 - 5th April 2021 (Monthly)	
2019/2020	6th April 2019 - 5th April 2020 (Monthly)	
2018/2019	6th April 2018 - 5th April 2019 (Monthly)	
2017/2018	6th April 2017 - 5th April 2018 (Monthly)	
2016/2017	6th April 2016 - 5th April 2017 (Monthly)	
2015/2016	6th April 2015 - 5th April 2016 (Monthly)	


This will provide you with a list of your P60's which have been generated.

To download an individual P60, click on the download icon next to the relevant P60.

P60		
Tax year	Employment period	
2020/2021	6th April 2020 - 5th April 2021 (Monthly)	

Once this has been downloaded you will be able to open and view.

Sending your payslip and P60 to your email

To set up your payslip and/or P60 to be emailed out to yourself automatically, click on the utility menu icon  and go to settings>e-form preferences.

Tick the 'Email payslip' check box. Enter the email address you wish your payslip to be sent to each month. Enter and confirm the payslip password. When the payslip is sent to your email address it will be in a PDF format and will be password protected. You will need this password to open the PDF copy of the payslip.

E-form preferences Close X

The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & * () - _ + [] { } ? , . ; @ # ~ / | \ < > ` ' :


Payslip options

Print payslip


Email payslip

*Email address (required)

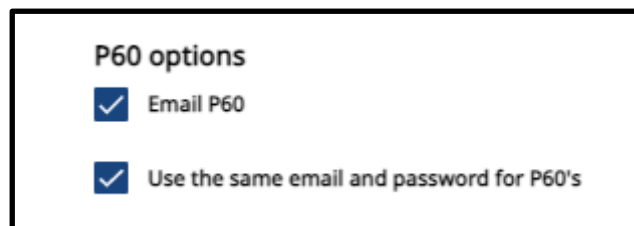
*Password for payslip (required)

*Confirm password (required)

If you would like your P60 emailed direct when they are made available at the end of each financial year, check the box 'Email P60' along with 'use the same email and password for P60's'. Your P60 will then be sent out to the same email address and require the same password to access as your payslips. It is recommended that you send your P60 to the same email address as your payslips.



P60 options

- Email P60
- Use the same email and password for P60's

Once you have entered the required information, click save at the bottom of the screen. Please ensure that you remember your password to access. If you forget your password, it can be updated from the same screen as above. However, you will not be able to access any PDF copies generated and sent to you previously with your new password. Alternatively, these can be re-downloaded as shown in the ['viewing and downloading payslip's](#) section of this guide.

HR Connect update records and 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 responsibility to report if they believe the payslip or P60 is incorrect. Please email: payroll@napier.ac.uk with any queries. If you are unable 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.