


## How to View Your Payslip

Your payslip will be available to view each month via ESR Employee Self Service (ESS). Historic payslips and your P60 are also available to view via ESS for the duration of your employment with the Trust.

It is recommended that you save a copy of your payslip each month as you will not be able to access Employee Self Service or your electronic payslip/P60 once you have left the Trust.

Login to ESR using one of the following:


The **ESR app** on the intranet



The **My ESR** internet link

<http://my.esr.nhs.uk>

The **My ESR** app from a mobile or tablet device



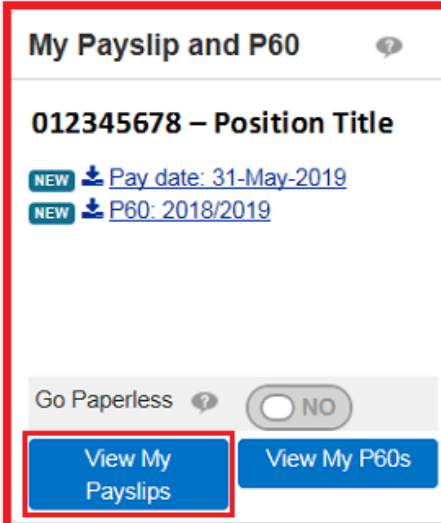
When prompted enter your username and password or login via your smartcard.

Log in via Username Password

Log in via Smartcard

From the portal page, within the **My Payslip and P60** portlet, select **View My Payslips**.

This portlet also allows you to view your P60s.



**My Payslip and P60**

012345678 – Position Title

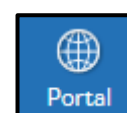
**NEW** [Pay date: 31-May-2019](#)

**NEW** [P60: 2018/2019](#)

Go Paperless  NO

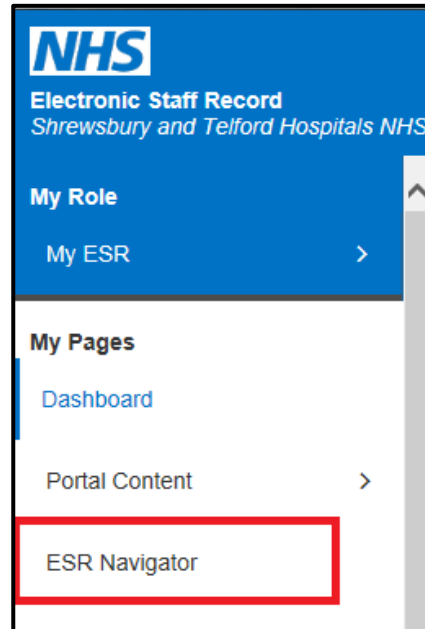
**View My Payslips** **View My P60s**

At any point you can return to the Portal by selecting the **Portal** icon from the blue ribbon at the top of the page.

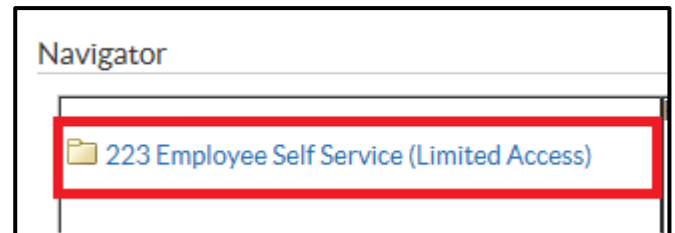


You can also access your payslip or P60 via the **ESR Navigator** on ESR

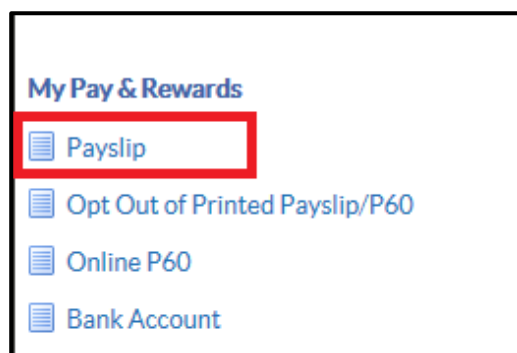
From the **My Pages** menu, select  
**ESR Navigator**



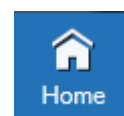
From the Navigator select  
**223 Employee Self Service  
(Limited Access)**



Under the **My Pay and Rewards**  
section, select **Payslip**



At any point you can return to the Navigator menu by selecting the  
**Home** icon from the blue menu ribbon at the top of the page



When the search window opens select the **Assignment Number** required using the drop down.

By default the most current payslip will be displayed; if required amend the **Year** and **Payslip** date using the drop downs.

Select **View Payslip** to view the payslip.

*NB the payslip dropdown menu may be blank if an assignment hasn't been worked for the relevant month eg a bank assignment that has not been worked.*

When prompted, either **Open** or **Save** your payslip.

ASSIGNMENT NUMBER	EMPLOYEE NAME		LOCATION				
20000237	Miss Sally Sath						
DEPARTMENT	JOB TITLE	PAYSCALE DESCRIPTION					
Ward 1	Staff Nurse Band 5	Review Body Band 5					
	SALVAGE	INC. DATE	STANDARD PRS.	PT SALVAGE			
	25298.00		37.5	25298.00			
	TAX OFFICE NAME		TAX OFFICE REF	TAX CODE			
	Dummy Office Name		999/Z9999	NONCUM			
			AB123456A	NI NUMBER			
PAY AND ALLOWANCES (- = MINUS AMOUNT)				DEDUCTIONS (A INDICATES REFUND)			
DESCRIPTION	WDEARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE OF
Basic Pay	162.95	162.95	12.9378	2108.17	PAYE	215.60	
					NI A	172.34	
					NHS Pension 9.3%	196.06	
Year To Date Balances (This Employment Only)				This Period Summary			
GROSS PAY		TAXABLE PAY		PENSIONABLE PAY		TAXABLE PAY	
2108.17		1912.11		2108.17		1912.11	
NI LETTER		TAX PAID		TAX PERIOD		NON-TAXABLE PAY	
A		215.60		7		0.00	
NI PAY		PREVIOUS TAXABLE PAY		FREQUENCY		TOTAL PAYMENTS	
2108.17		0.00		Monthly		2108.17	
NI CONTRS		PREVIOUS TAX PAID		PERIOD END DATE		TOTAL DEDUCTIONS	
172.34		0.00		30 NOV 2017		584.00	
PENSIONABLE PAY		PENSION CONTRS		PAY DATE		NET PAY	
2108.17		196.06		25 NOV 2017		1524.17	
SO REF NUMBER		EMPLOYEE NO.		PAY METHOD			
		20000237		BACS			