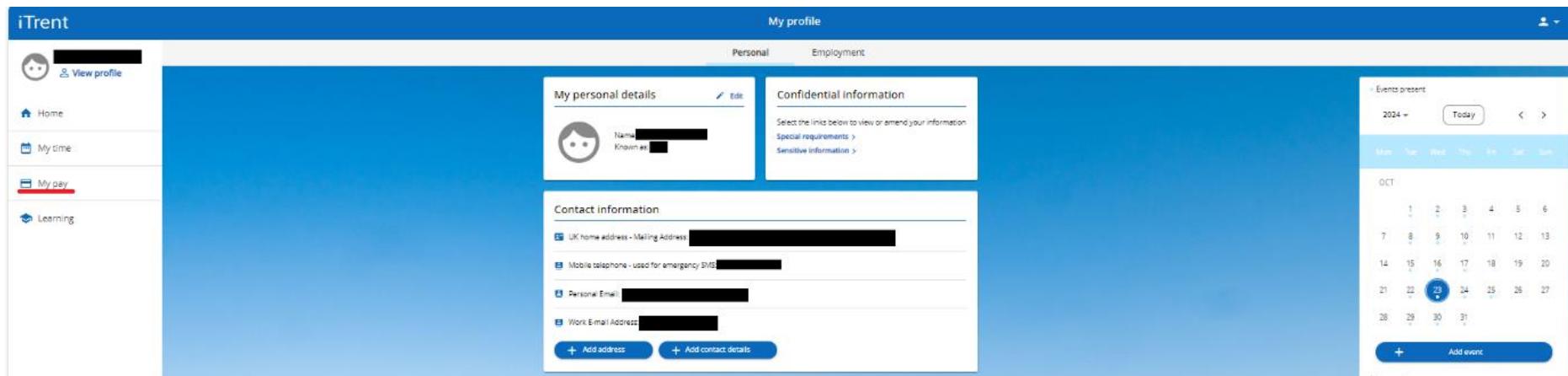


How to – Access your Payslips and other Payroll documents

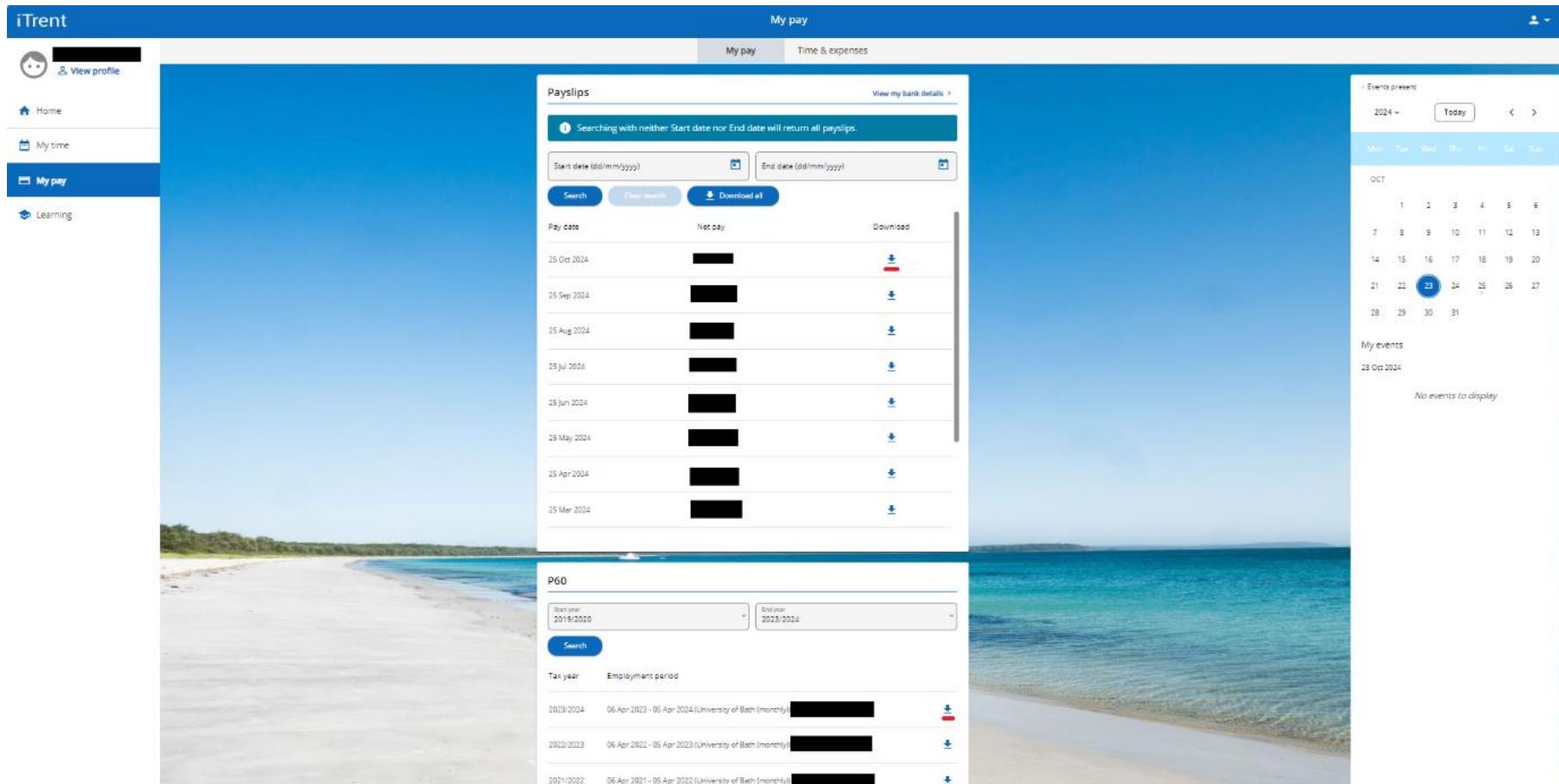
Please login to ESS.

Click on 'My Pay' in the top left corner.



The screenshot shows the iTrent My Pay profile page. The left sidebar has a 'My pay' link highlighted in red. The main content area is titled 'My profile' and contains sections for 'Personal' and 'Employment'. Under 'Personal', there are 'My personal details' (with a 'Name' field showing 'Knowles [REDACTED]') and 'Confidential Information' (with links for 'Special requirements' and 'Sensitive information'). Under 'Employment', there is a 'Contact information' section with fields for 'UK home address - Mailing Address', 'Mobile telephone - used for emergency SMS', 'Personal Email', and 'Work Email Address', each with a redacted value. At the bottom of this section are buttons for '+ Add address' and '+ Add contact details'. To the right, there is a calendar for October 2024 with a red circle on the 23rd, and a button '+ Add event'.

On this screen you can find your Payslips and your P60 documents.



The image shows the iTrent interface with a beach background. The left sidebar includes 'View profile', 'Home', 'My time', 'My pay' (selected), and 'Learning'. The main content area has tabs for 'My pay' and 'Time & expenses'. The 'My pay' tab is active, displaying the 'Payslips' section. It shows a list of payslips with columns for 'Pay date', 'Net pay', and 'Download'. The 'Download' column contains blue download icons with red arrows pointing down. The 'P60' section below it also has a 'Download' column with similar icons. The right sidebar shows a calendar for October 2024 with the 23rd highlighted, and a message 'No events to display'.

Payslips

Start date (dd/mm/yyyy) [] End date (dd/mm/yyyy) []

Search Clear search Download all

Pay date	Net pay	Download
25 Oct 2024	[REDACTED]	
25 Sep 2024	[REDACTED]	
25 Aug 2024	[REDACTED]	
25 Jul 2024	[REDACTED]	
25 Jun 2024	[REDACTED]	
25 May 2024	[REDACTED]	
25 Apr 2024	[REDACTED]	
25 Mar 2024	[REDACTED]	

P60

Start year: 2019/2020 End year: 2023/2024

Search

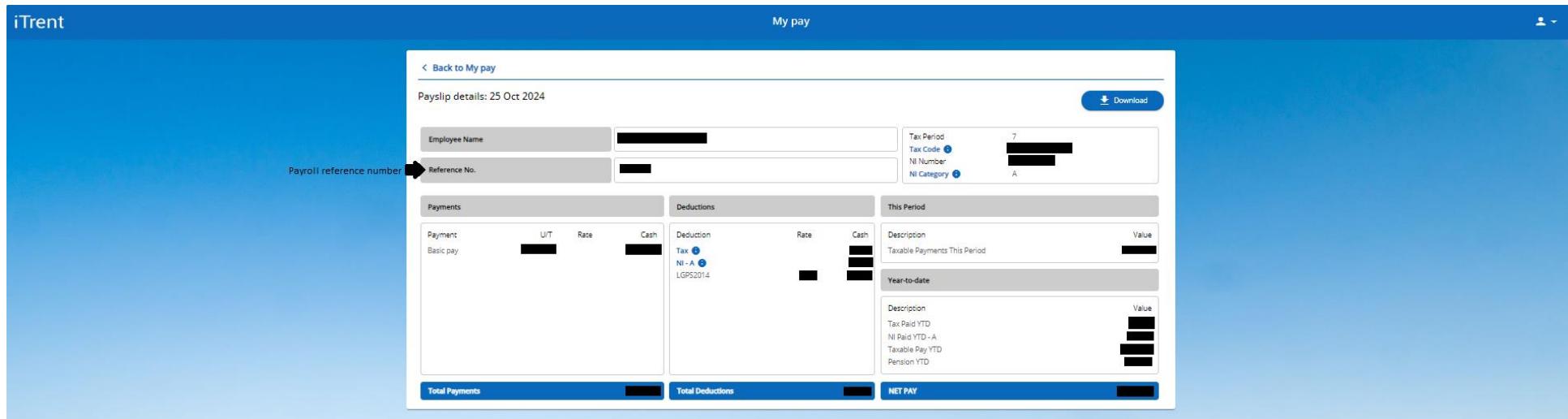
Tax year	Employment period	Download
2023/2024	06 Apr 2023 - 05 Apr 2024 (University of Bath (monthly)) [REDACTED]	
2022/2023	06 Apr 2022 - 05 Apr 2023 (University of Bath (monthly)) [REDACTED]	
2021/2022	06 Apr 2021 - 05 Apr 2022 (University of Bath (monthly)) [REDACTED]	

To download your payslip or P60 please click on the arrow pointing down.

The image shows the iTrent software interface. The top navigation bar includes the iTrent logo, a user profile icon, and a dropdown menu. The main menu on the left has options: Home, My time, My pay (which is selected and highlighted in blue), and Learning. The central content area is titled 'My pay' and contains a 'Payslips' section. This section has a search bar for 'Start date' and 'End date', a 'Search' button, a 'Clear search' button, and a 'Download all' button. Below the search bar is a table with columns 'Pay date', 'Net pay' (represented by black redacted boxes), and 'Download' (with a download icon). The table lists pay dates from '25 Oct 2024' down to '25 Mar 2024'. To the right of the payslip list is a calendar for October 2024, showing days from 1 to 31. The date '25 Oct 2024' is highlighted with a blue circle. Below the calendar, under 'My events', it says '25 Oct 2024' and 'No events to display'. The background of the main window features a scenic image of a beach and ocean.

To view your payslips please click on the date of your payslip you want to view. I.e. '25 Oct 2024'.

On your payslips you are able to view the breakdown of your pay, Tax code and Payroll number is referred to as 'Reference No.'



The image shows the iTrent 'My pay' interface. At the top, it says 'iTrent' and 'My pay'. Below that, it says 'Payslip details: 25 Oct 2024'. There is a 'Download' button with a speaker icon. A red arrow points to the 'Payroll reference number' field, which contains a redacted value. The interface is divided into sections: 'Payments', 'Deductions', and 'This Period'. The 'Payments' section shows 'Basic pay' with redacted U/T, Rate, and Cash values. The 'Deductions' section shows 'Tax' (redacted), 'NI - A' (redacted), and 'LGPS2014' (redacted). The 'This Period' section shows 'Description' and 'Value' for 'Taxable Payments This Period' (redacted). The 'Year-to-date' section shows 'Description' and 'Value' for 'Tax Paid YTD', 'NI Paid YTD - A', 'Taxable Pay YTD', and 'Pension YTD' (all redacted). At the bottom, there are buttons for 'Total Payments' (redacted), 'Total Deductions' (redacted), and 'NET PAY' (redacted).