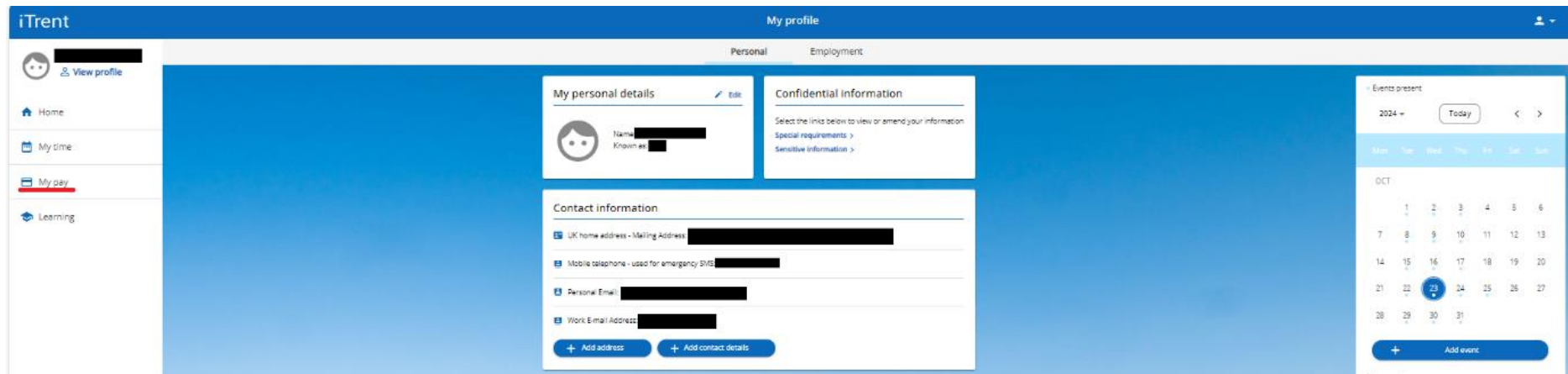


How to – Access your Payslips and other Payroll documents

Please login to ESS.

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



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

The screenshot displays the iTrent 'My pay' interface. The left sidebar contains navigation links: Home, My time, My pay (selected), and Learning. The main content area is divided into two sections: 'Payslips' and 'P60'.

Payslips Section:

- Header: 'Payslips' with a link 'View my bank details'.
- Message: 'Searching with neither Start date nor End date will return all payslips.'
- Search filters: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)'.
- Buttons: 'Search', 'Clear search', and 'Download all'.
- Table:

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

P60 Section:

- Header: 'P60'.
- Search filters: 'Start year' (2019/2020) and 'End year' (2023/2024).
- Button: 'Search'.
- Table:

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

Right Sidebar:

- Header: 'Events present'.
- Calendar: Shows the month of October 2024. The 23rd is highlighted.
- Section: 'My events'.
- Text: '23 Oct 2024' and 'No events to display'.

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

iTrent

My pay

My payTime & expenses

View profile

Home

My time

My pay

Learning

Payslips

View my bank details >

1 Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Search

Clear search

Download all

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

Events present

2024 = Today < >

Mon

Tue

Wed

Thu

Fri

Sat

Sun

OCT

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

My events

23 Oct 2024

No events to display

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.'.

iTrent My pay ⌵

< Back to My pay

Payslip details: 25 Oct 2024 Download

Employee Name [REDACTED]

Reference No. [REDACTED] Payroll reference number

Tax Period 7
Tax Code [REDACTED]
NI Number [REDACTED]
NI Category A

Payments				Deductions				This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value	
Basic pay				Tax			Taxable Payments This Period		
				NI - A					
				LGPS2014					
Year-to-date									
Description								Value	
Tax Paid YTD									
NI Paid YTD - A									
Taxable Pay YTD									
Pension YTD									
Total Payments				Total Deductions				NET PAY	