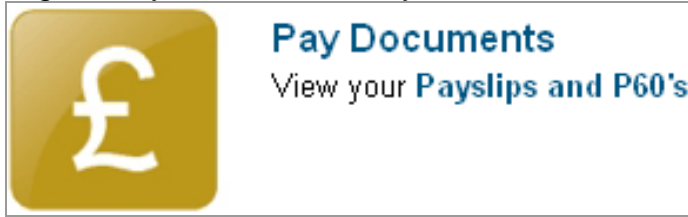


Pay Documents - Payslips & P60s

myhr Log into MyHR and click 'Pay Documents':



myhr Click on the payslip or P60 you wish to view:

Payslip Documentation			
Period	Financial Tax year	Pay Date	Payslip Page(s)
03	2011	24/06/2011	1
02	2011	24/05/2011	1
01	2011	21/04/2011	1

You can click on any of the 4 columns' links to view the payslip for that month:
eg for June 2011, you can click 03, 2011 (on the same row), 24/06/2011 or 1 (on the same row)

View Payslips for: To view payslips prior to the current tax year, click the drop down arrow and change the year

Page 1 All

Annual Documentation	
Financial Year	P60
2009	[View]
2010	[View]

Click [View] for the P60 you wish to view

myhr When viewing a payslip or P60, you have the option to print it – to do this, click [Print] at the bottom of the screen.

myhr If you have any queries regarding your payslips or P60's, please contact your Payroll Officer or telephone x3697.

myhr When you have finished viewing a payslip or P60, click [Back] to return to the Pay Documents screen.