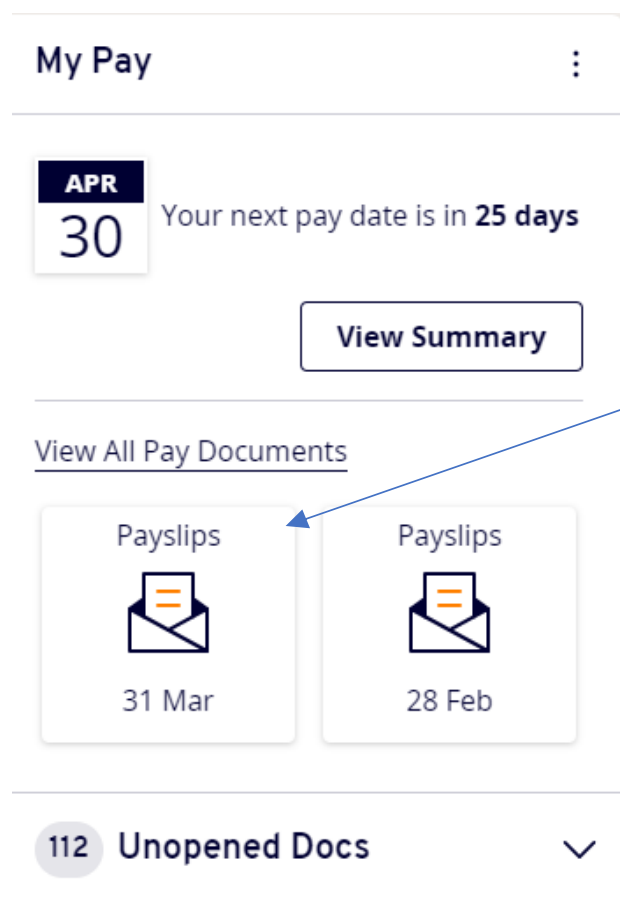


Guidance Notes for My Pay

When logging into My Employment, the My Pay widget will be on your dashboard. You will need to click on the three dots and then click on the down arrow to expand, access to your last two payslips will show as below:



Click on a payslip to open it
i.e. 31st March 2023

Tax Code: 1257L

NI Code: A

Pay Date: 31/03/2023

Tax Period: 2022/12

Payment Method: BACS/FPAY

Employee Address: 1 Manor Drive, HOLLYWOOD,
CV1 5RR

Pay Frequency: Monthly

Employer Address: Council House, Earl street,
Coventry, CV1 5RR

Gross Pay	PAYE Tax	NIC	Others	Net Pay
£2,791.70	£307.60	£209.12	£205.40	£2,069.58
YTD £33,500.40	YTD £3,691.20	YTD £2,739.24	YTD £2,464.78	YTD £24,605.18

⇄ PAYMENTS
1028910 Manager

Description	Units	Rate	Amount
Salary	-	-	£2,990.70
Total			£2,990.70

EMPLOYEE DEFAULT POST

Description	Units	Rate	Amount
Pru SCAVC	-	-	£-199.00
Total			£-199.00

↓ DEDUCTIONS
1028910 Manager

Description	Amount
NI Contracted In	£224.03
LGPS 6.5%	£194.40
Prudential SCAVC	£1.00
Total	£419.43

EMPLOYEE DEFAULT POST

Description	Amount
Tax Paid	£307.60
Give As You Earn	£10.00
NI Contracted In	£-14.91
Total	£302.69

CUMULATIVE YEAR TO
DATE (YTD)

Description	Amount
LGPS Employee's YTD	£2,332.78
LGPS Employer's YTD	£8,218.45
Total Gross Payments	£33,500.40
Taxable Gross	£31,035.62
NI Contracted In	£3,531.85
Pensionable Gross	£35,888.40

The top bar shows a summary of the payments

- Your gross pay is shown in green
- Your deductions are shown in orange
- Your net pay figures are in navy blue

To view earlier documents

Go back to the dashboard screen and click on

[View All Pay Documents](#)

Or expand using the down arrow on unopened docs and click on either Payslips, Expenses or P60

The following list will appear. You can also click to view Payslips, Expenses or P60 under document type.

In the right hand corner there is a £ sign & a % sign, by clicking on the pound sign the screen will show as follows

🏠 / Dashboard / MyPay

All Pay Documents

MyPay Dashboard View All Pay Documents

View

Document Type

All

Opened

Unopened

Payslips

Expenses

P60

Results per page: 12 ▾

Showing 120 results

< 1 2 3 ... 10 >

☐ Pay Date	Document Type	Payments	Deductions	Net Pay	
☐ 31/03/2023	Payslip	£2,791.70	£722.12	£2,069.58	+ Compare 📄
☐ 28/02/2023	Payslip	£2,791.70	£722.12	£2,069.58	+ Compare 📄
☐ 31/01/2023	Payslip	£2,791.70	£722.12	£2,069.58	+ Compare 📄
☐ 31/12/2022	Payslip	£2,791.70	£722.12	£2,069.58	+ Compare 📄

If the percentage sign is ticked the screen will show as follows:

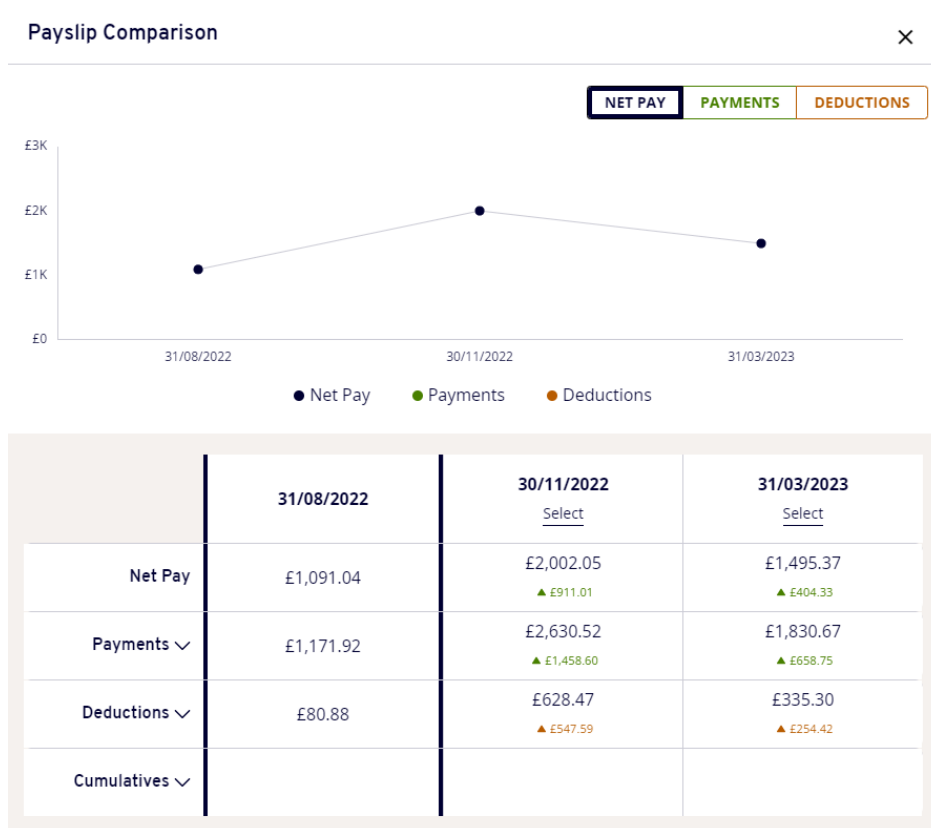
☐ Pay Date	Document Type	Payments	Deductions	Net Pay	
☐ 31/03/2023	Payslip	100%	26%	74%	+ Compare 📄
☐ 28/02/2023	Payslip	100%	26%	74%	+ Compare 📄
☐ 31/01/2023	Payslip	100%	26%	74%	+ Compare 📄
☐ 31/12/2022	Payslip	100%	26%	74%	+ Compare 📄
☐ 30/11/2022	Payslip	100%	29%	71%	+ Compare 📄

You can then click on row to view that particular dated payslip or PDF your payslip by clicking on the document button at the end of the row

There is also the option to compare each payslip. Any number of payslips can be chosen to compare the data. Click on each payslip required for the comparison.

☐ Pay Date	Document Type	Payments	Deductions	Net Pay	
☐ 31/03/2023	Payslip	100%	18%	82%	+ Compare
☐ 28/02/2023	Payslip	100%	18%	82%	+ Compare
☐ 31/01/2023	Payslip	100%	18%	82%	+ Compare
☐ 31/12/2022	Payslip	100%	18%	82%	+ Compare
☐ 30/11/2022	Payslip	100%	24%	76%	+ Compare
☐ 31/10/2022	Payslip	100%	17%	83%	+ Compare
☐ 30/09/2022	Payslip	100%	15%	85%	+ Compare

This will then provide you with a comparison of the selected months.



If you click on view summary which is back on the dashboard screen

My Pay ⋮

APR
30

Your next pay date is in **18 days**

[View Summary](#)

The system will show the following summary of the latest payslip. Again this display can be changed to £ or %

