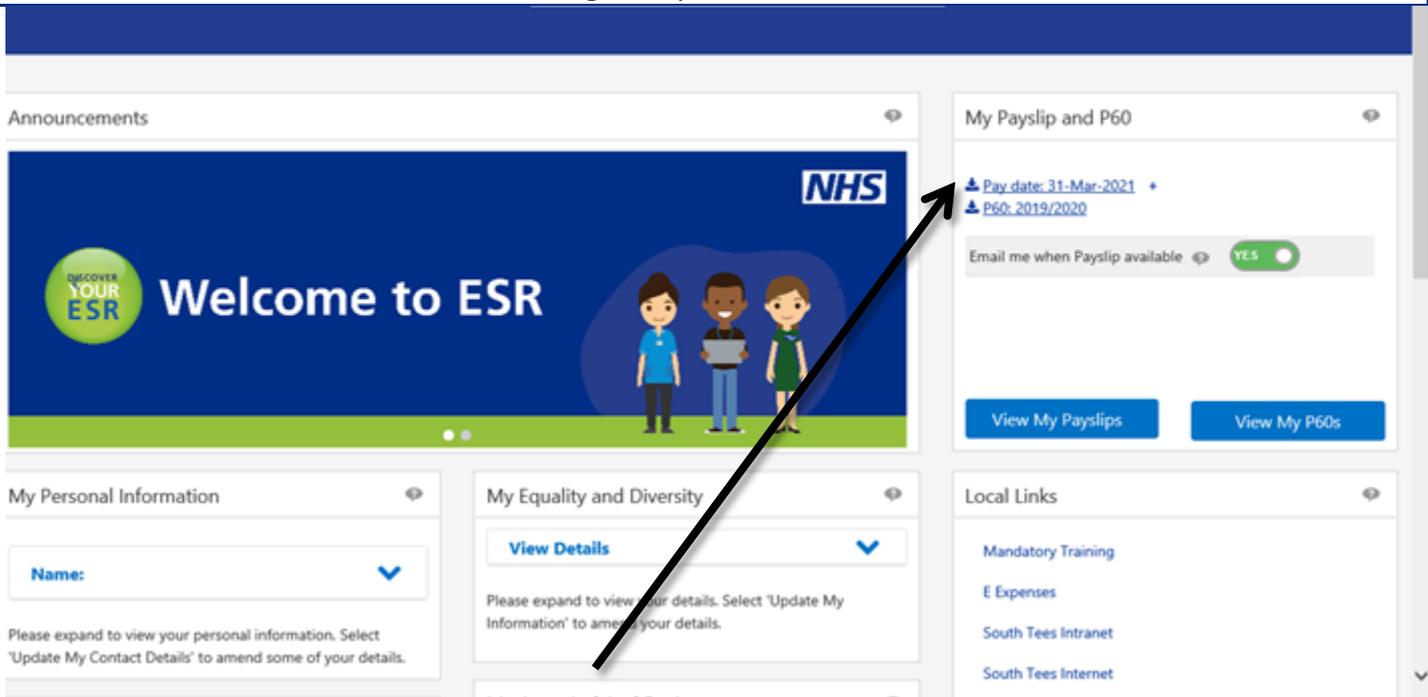


# How do I view my online payslip?

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

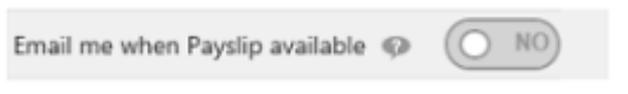
- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



The screenshot shows the My ESR Dashboard interface. On the left, there is an 'Announcements' section with a 'Welcome to ESR' banner featuring the NHS logo and three cartoon characters. Below this are 'My Personal Information' and 'My Equality and Diversity' sections. On the right, the 'My Payslip and P60' portlet is highlighted with a black arrow. This portlet displays the latest pay date as '31-Mar-2021' and the tax year as '2019/2020'. It also includes a toggle switch for 'Email me when Payslip available' which is currently set to 'YES'. At the bottom of the portlet are two buttons: 'View My Payslips' and 'View My P60s'. Below the portlet are 'Local Links' for 'Mandatory Training', 'E Expenses', 'South Tees Intranet', and 'South Tees Internet'.

- In your **My ESR Dashboard**, find the **My Payslip and P60** portlet in the upper right-hand corner of the page. You can download payslips from this portlet, which are then available in PDF format.

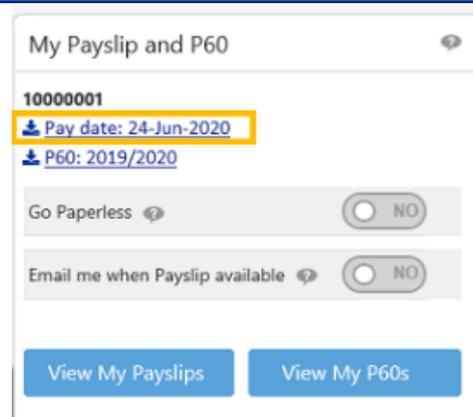
You can opt in to receiving an email notification when a new payslip is available to view by selecting **Yes** in the **Email me when Payslip available** field.



A close-up of the 'Email me when Payslip available' toggle switch. The toggle is currently in the 'NO' position, indicated by a white circle on the right side of the slider.

- Click the **Pay Date** link to view the latest payslip.

**NOTE:** In some cases, before you can open your payslip, the PDF will be downloaded to your computer. Please ensure that you save your payslip in a secure area and remove the downloaded file if you are using a public or shared computer.



This screenshot shows a closer view of the 'My Payslip and P60' portlet. The 'Pay date: 24-Jun-2020' link is highlighted with a yellow box, indicating it is a new payslip. Below this, there are two toggle switches: 'Go Paperless' and 'Email me when Payslip available', both currently set to 'NO'. At the bottom are the 'View My Payslips' and 'View My P60s' buttons.

**Newly-generated payslips will be highlighted with a 'New' icon.**

**As far back as August 2007 or since the month you started with the Trust.**

- You will be prompted to open or save your payslip.

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## Alternatively

The screenshot shows the NHS ESR dashboard. On the left, a navigation menu includes 'My Role', 'My Pages', and 'My Pay & Rewards', which is highlighted with a black arrow. The main content area features a 'Welcome to ESR' banner, 'My Personal Information', 'My Equality and Diversity', and 'My Appraisal And Reviews' sections. On the right, there are sections for 'My Payscale and P60' (showing a pay date of 26-Feb-2021 and a 'Go Paperless' toggle) and 'My Total Reward Statements' (showing a tax year of 2019-2020).

- Your payslip will be displayed. Use the scrollbar to move up and down the page.
- For more information, you can click the **My Pay & Rewards** button, which will take you directly to the **Payslip** page in ESR where your full payslip history is available.

The screenshot shows the 'My Pay & Rewards' search interface. The search fields are filled with: Assignment Number: 20000237, Position Name: 78272[Staff Nurse Band 5][N6A], Year: 2018, and Payslip: 28-APR-2018 - Assignment 20000237 - Run 1.

- If you have more than one **Assignment**, you can select the required Assignment from the dropdown menu.
- The **Year** will default to the most current year for which there is a Payslip to view, but this can be amended using the dropdown menu.
- The **Payslip** will default to the most current month/week available; however, this can also be changed using the dropdown menu. To view a previous payslip, click the **dropdown arrow** in the **Payslip** field.
- Click the **View Payslip** button to proceed.
- You will be prompted to open or save your payslip.

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