

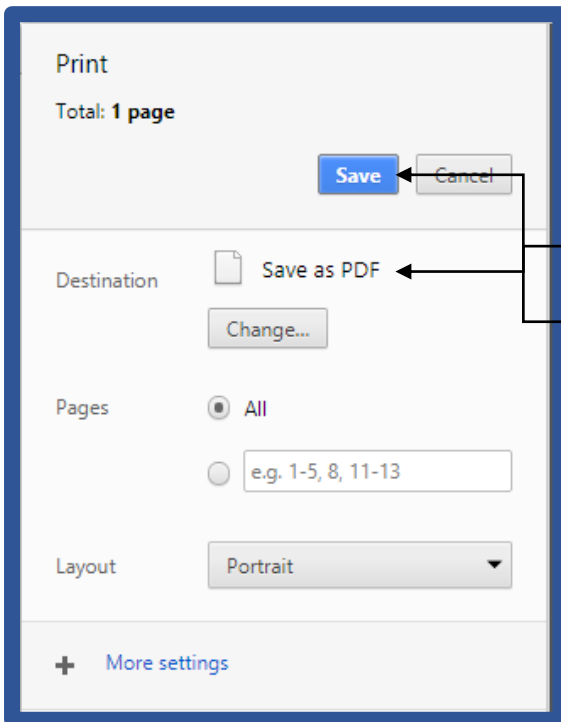
CoreHR Guide

Save or Print your payslip

This guide will show you how to save and print your payslip. If you would like to know how to access your pay information, please view the [guide](#) which will show you how to view your payslip and change your bank details.

Print/save a payslip

Once you have opened up your payslip, you will be able to print or save a copy for your information. In order to do this, you must ensure that you are using **Google Chrome** to access CoreHR. Once you have opened up your payslip, click on **Print**.



To save you payslip, make sure your Destination has **Save as PDF**. Then click on **Save** and you will get a PDF version of your payslip.

The image shows a screenshot of a payslip from Aberdeen City Council. The header includes the employee's name "Mrs Star Trainer", address "1 Long Street, AB9 5AD, United Kingdom", and contact information. It also lists personnel details: Personnel No: 000096, NI Number: EE567890C, Pay Group: LOCAL GOVERNMENT. The payslip date is 09-Nov-18 and the pay period is Sep-2018. The Aberdeen City Council logo is in the top right corner.

Gross Earnings				Details	
Description	Hours	Rate	Value	Pay Grade	Point
Salary			2,275.17	LOCAL GOV G12	1
Salary Arrears			2,275.17	Rate Current	27,302.00
Total Pay			4,550.34	Tax Code	51185L
Gross Pay for PAYE			4,550.34	Tax Basis	cumulative
				NI Letter	A

Deductions			Cumulatives (Year-To-Date)		
Description	This Period	Year to Date	Gross Earnings	Pre Tax Deductions	
Zzz Nest Employee Pension	45.50	45.50	4,550.34	Employee NI	377.56
Employee NI	377.56	377.56	Taxable Pay	Employee NI	377.56
Tax			4,550.34	Tax	0.00
Total Deductions	423.06	423.06			

Net Pay **GBP 4,127.28**

Message From Your Employer
At present there is no message

Pension Message
There is no Pension Message to display at present