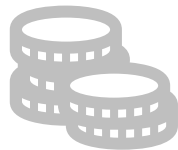


CoreHR Guide

Your Pay Information

All your payslips and P60 documents will be available to you electronically. In addition, you can also update your bank details. Please click on the relevant icon for further information.



Payslips



P60

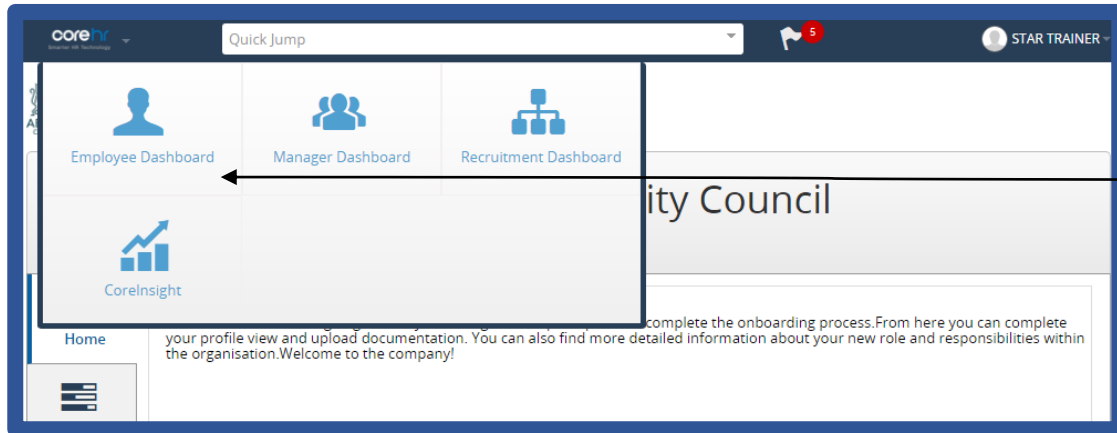


**Bank
Details**



**Save a
Payslip**

Payslips

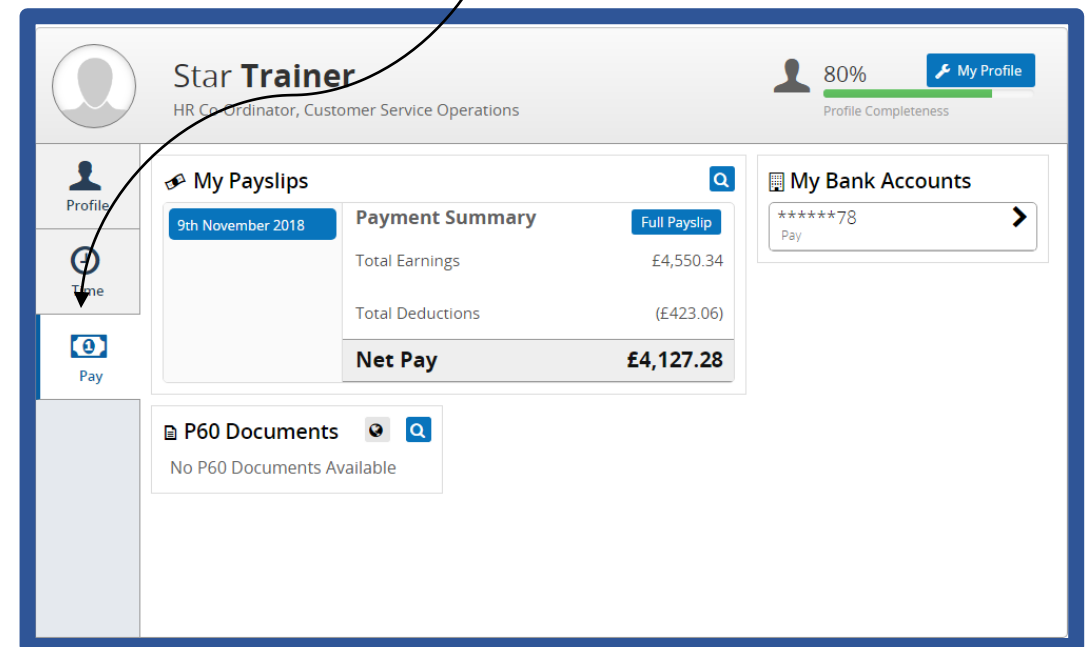


Once you are logged in, click on the **CoreHR Icon** and select the **Employee Dashboard**. You will see the screen below. Click on the **Pay** icon and it will load up a summary of your latest payslip.

If you want to view the full details, click on **Full Payslip**.

You will only be able to access your payslips for the last 4 months. However, the next slide details how you can view payslips further back than 4 months.

Please note – if any of your pay information is incorrect, please contact AskHR@aberdeencity.gov.uk



Main screen

Payslips – Viewing All Payslips

Star Trainer
HR Co-Ordinator, Customer Service Operations

80% Profile Completeness

My Profile

My Payslips

9th November 2018

Payment Summary

Total Earnings £4,550.34

Total Deductions (£423.06)

Net Pay £4,127.28

Full Payslip

My Bank Accounts

*****78

P60 Documents

No P60 Documents Available

To view all payslips that are stored in CoreHR, click on the **Magnifying Glass**.

You can then double click on the relevant Payslip that you would like to view.

Date Paid	Week No
27th June 2019	201913
30th May 2019	201908

You will only be able to access your payslips for the last 12 months.

Payslips

Pay Slip

Mrs Star Trainer
1
Long Street
AB9 5AD
United Kingdom
Cost Centre: H R Shared Service Centre

Personnel No: 000096
NI Number: EE567890C
Pay Group: LOCAL GOVERNMENT

Payslip Date: 09-Nov-18
Pay Period: Sep-2018

 [Print](#)

Gross Earnings				Details			
Description	Hours	Rate	Value	Pay Grade	LOCAL GOV G12	Point	1
Salary			2,275.17				
Salary Arrears			2,275.17				
Total Pay			4,550.34	<u>Rate Current</u>	27,302.00		
Gross Pay for PAYE			4,550.34	Tax Code	S1185L		
				Tax Basis	Cumulative		
				NI Letter	A		

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

Your electronic payslip will look like the one on the left hand side.

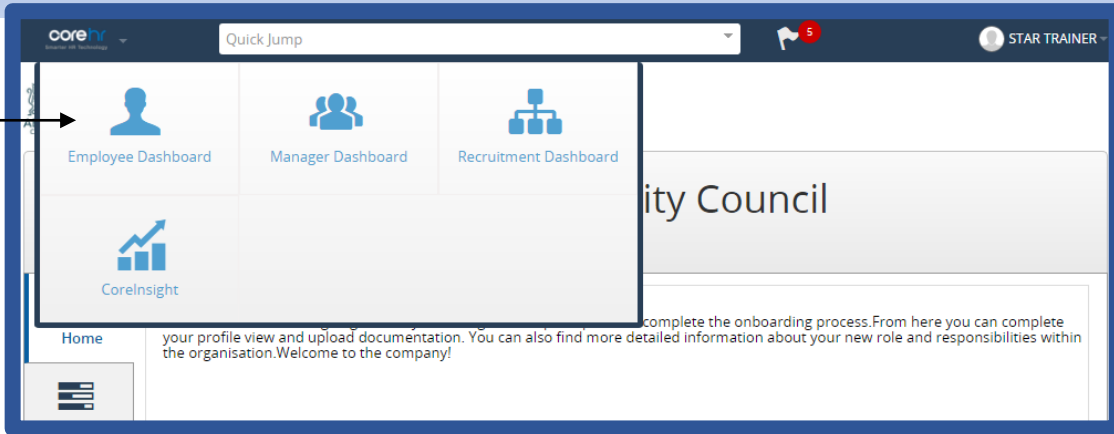
There are a few changes to note:

- Income tax is now referred to as **PAYE**
- The **tax reference number** is no longer shown on the payslip
- Your payslip now details your **pay grade** and **scale point** rather than your hourly rate. Hourly Rate Information can be found by clicking on the following link – <https://peopleanytime.aberdeencity.gov.uk/pay/salary/>.
For teachers – <https://peopleanytime.aberdeencity.gov.uk/teachers/pay-and-conditions-teachers/salary-scales-teachers/>
- Your payroll number is now referred to as your **Personnel No.**

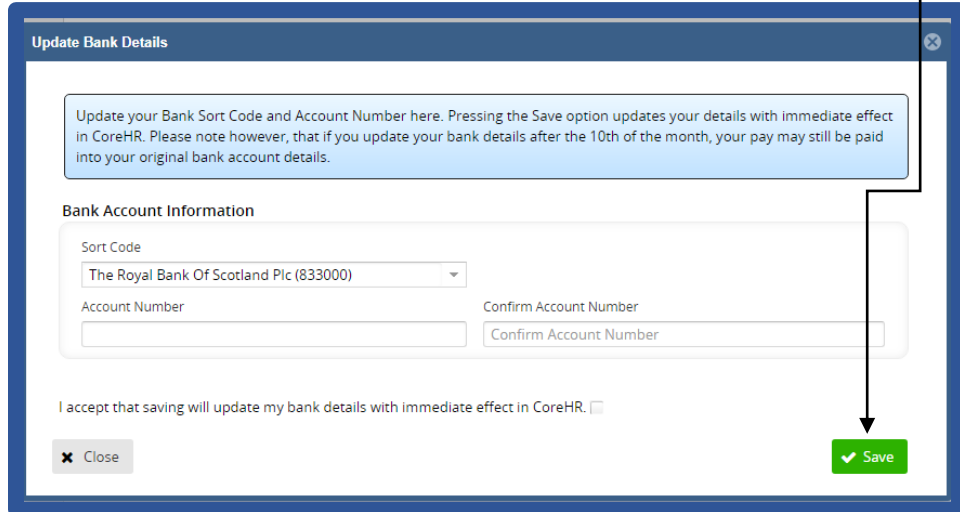
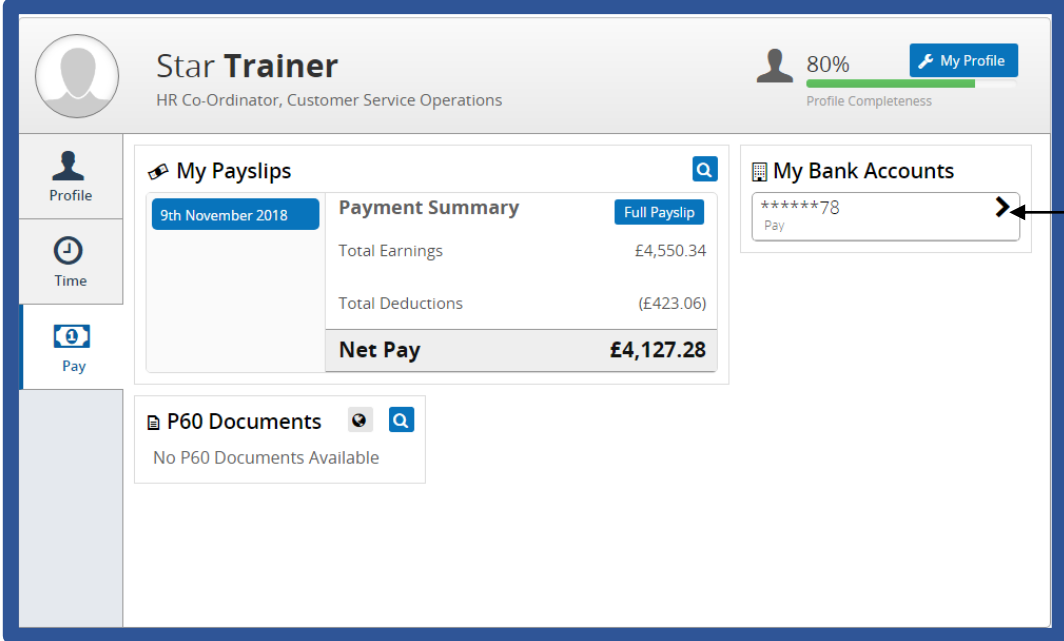
Main screen

Bank Details

There are different ways to update this information. It can be done via [My Profile](#) or **Employee Dashboard**.



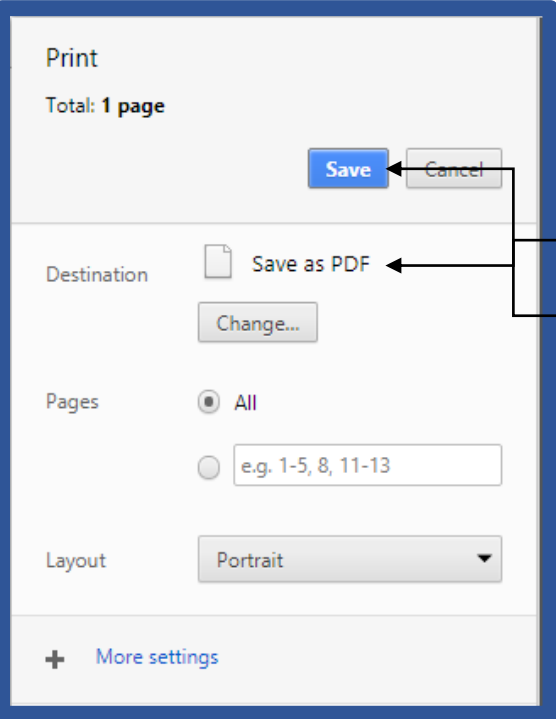
Click on the arrow under **My Bank Accounts**. You will see the box below. Complete the relevant information and click on **Save**.



Main screen

Save a payslip

You may want to email a copy of your payslip 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**.



Make sure your Destination has **Save as PDF**. Then click on **Save** and you will get a PDF version of your payslip which you can save and email.

Pay Slip

Mrs Star Trainer
1 Long Street
AB59 5AG
United Kingdom
Cost Centre: H R Shared Service Centre

Personnel No: 000096
NI Number: EE567890C
Pay Group: LOCAL GOVERNMENT

Payslip Date: 09-Nov-18
Pay Period: Sep-2018

ABERDEEN CITY COUNCIL

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	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