

GUIDANCE ON REQUESTING TO OPT OUT OF ONLINE PAYSLEIPS AND/OR P60

INTRODUCTION

Aberdeen City Council recognises that making online payslips and/or the electronic P60 available via CoreHR may not meet the personal needs of a small number of employees.

A request to opt out of online payslips and/or the electronic P60 may therefore be made to the Chief Office – Customer Experience.

The provision of online payslips and electronic P60s via CoreHR represents significant costs and efficiency savings to Aberdeen City Council. Every printed payslip and P60 is an ongoing cost to the authority, therefore appropriate justification must be provided

Providing payslips and electronic P60 online will meet statutory employment, equalities and PAYE regulations in all but a small number of cases. Chief Office – Customer Experience therefore reserves the right to deny any request. All decisions are final.

REQUEST TO OPT OUT OF ONLINE PAYSLIPS AND/OR P60

Note: To be forwarded to the Chief Office – Customer Experience, Corporate Governance, Business Hub 18, 4th Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB or Email payrollmail@aberdeencity.gov.uk for consideration.

Employee Name:	Employee No:
Job Title:	Service:
Contact Number:	Email Address:

I wish to opt out of online payslips/ I wish to opt out of the electronic P60

Delete as appropriate

Justification for Request: Please supply detailed reason/s.

Signature: **Date:**

For official use only:

Authorisation

I authorise/do not authorise the above request to opt out of online payslips/P60s: Delete as appropriate

Signature: _____ **Date:** _____
Chief Officer – Customer Experience

Notes On Process

A request to opt out of online payslips and/or electronic P60s will not be considered unless a formal request has been submitted on this form.

This form is for opting out of the online payslip and electronic P60 ONLY. Employees are still expected to use the other services provided by CoreHR as they become available. Use of CoreHR is NOT optional where an employee has been identified to be granted access to CoreHR.

The form should be completed by the employee and sent to Chief Office – Customer Experience for consideration following which it will be sent to the HR Service Centre for implementation.

The HR Service Centre will inform the employee by email of the decision of the – Customer Experience and, where applicable, from when the opt out will take effect. All decisions are final.

The submitted form will be retained in the employee's personal file.