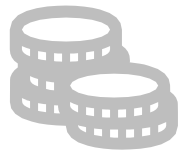


CoreHR Guide

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

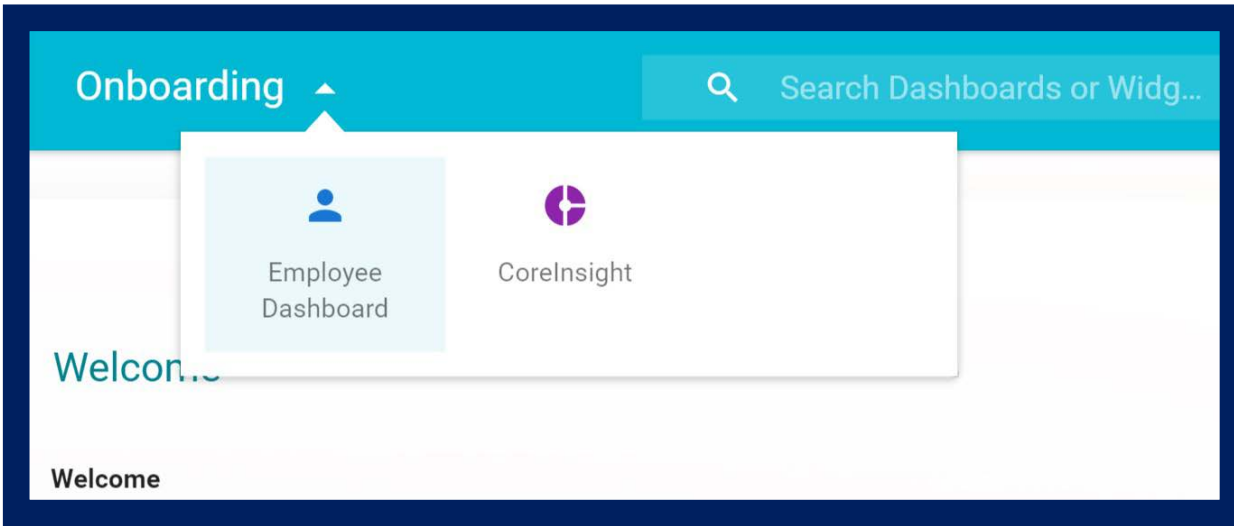


**Bank
Details**



**Save a
Payslip**

Payslips

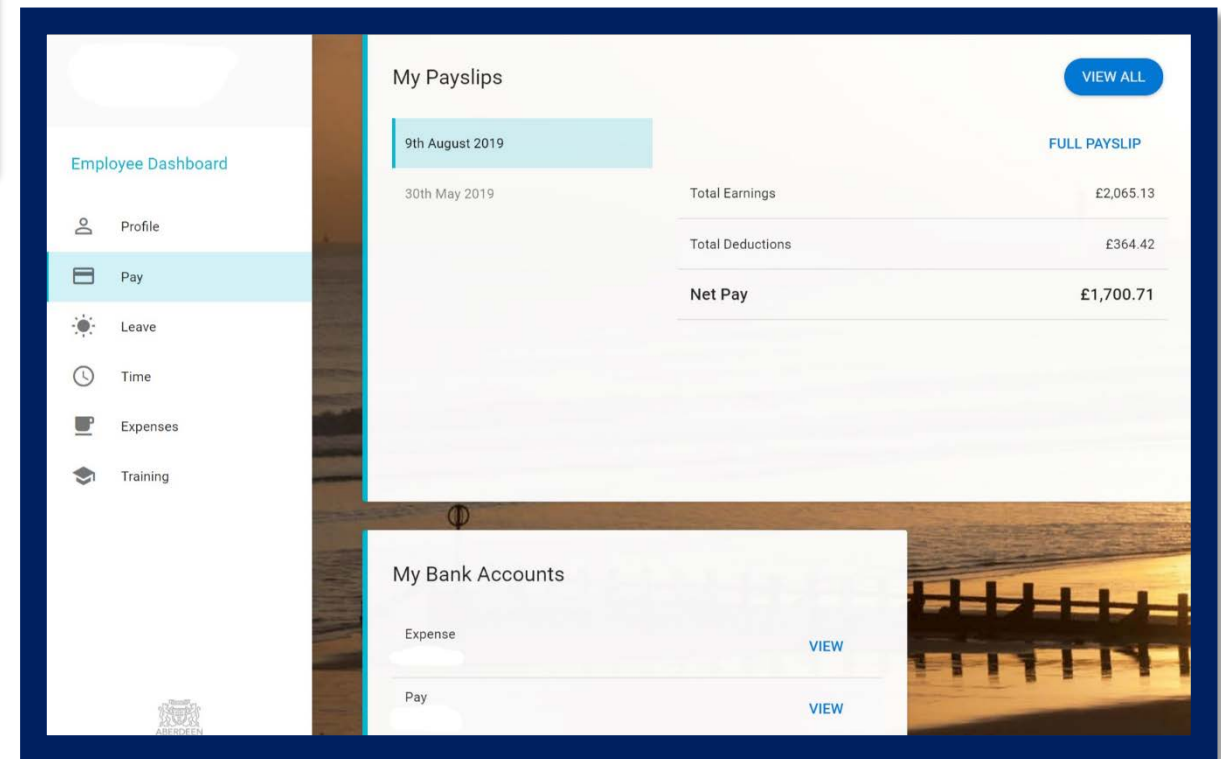


If you want to view the full details, click on **Full Payslip**.

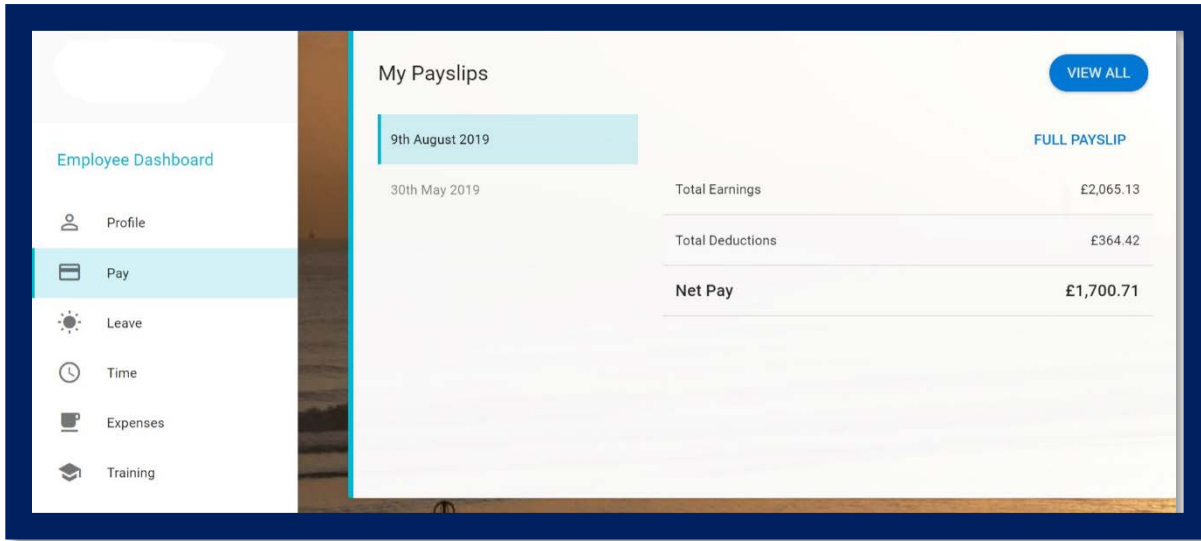
You will only be able to access your payslips for the last 6 months. However, the next slide details how you can view payslips further back than 4 months.

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

Once you are logged in, click on the **Onboarding button** 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.



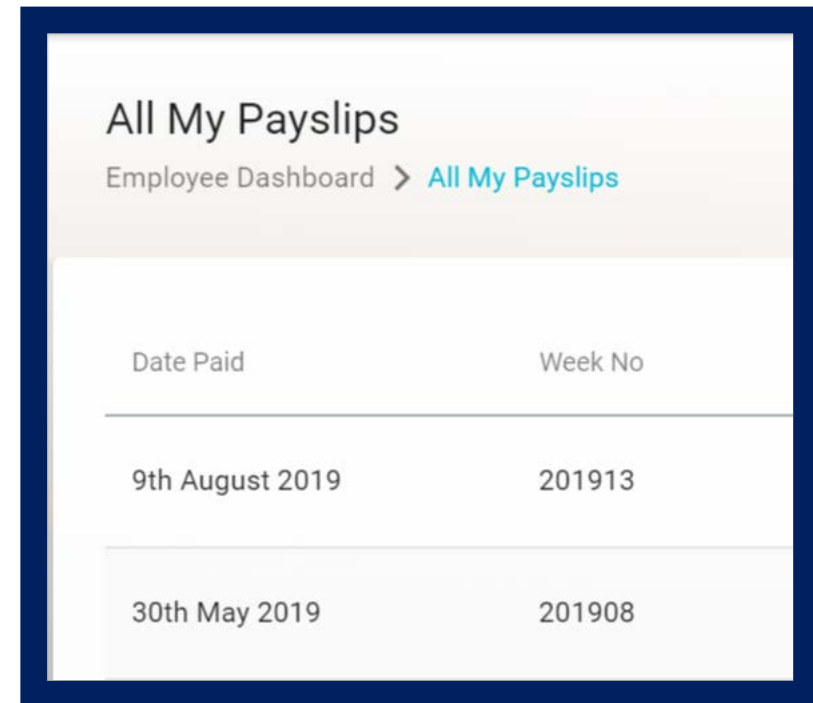
Payslips – Viewing All Payslips



To view all payslips that are stored in CoreHR, click on the **View All** button.

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

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



Payslips

Mrs Star Trainer
1
Long Street
AB59 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 G10	Point:	3
Payroll Officer			2,095.56	Rate Current:	25,146.68		
Annual Leave Sal Sac			-22.48	Tax Code:	S1256L		
Total Pay:			2,073.08	Tax Basis:	Cumulative		
Gross Pay for PAYE:			1,953.63	NI Letter:	A		

Deductions			Cumulatives (Year-to-date)			
Description:	This Period:	Year to Date:	Gross Earnings:	10,365.39	Pre Tax Deductions:	597.25
Lgpps Employee Pension	119.45	597.25	Taxable Pay:	9,768.14	Employee NI:	768.65
PAYE	179.46	897.31	Tax:	897.31		
Employee NI	153.73	768.65				
Total Deductions:	452.64	2,263.21				

Net Pay: GBP 1,620.44

Message From Your Employer:
Enquiries regarding your pay call (01224)523939 or E-mail payrollservices@aberdeencity.gov.uk You are expected to check your payslip to ensure the payment is correct. Unusual amounts should be reported without delay to payroll section for clarification. We may use/share your data to prevent/detect fraud

Pension Message:
There is no Pension Message to display at present.

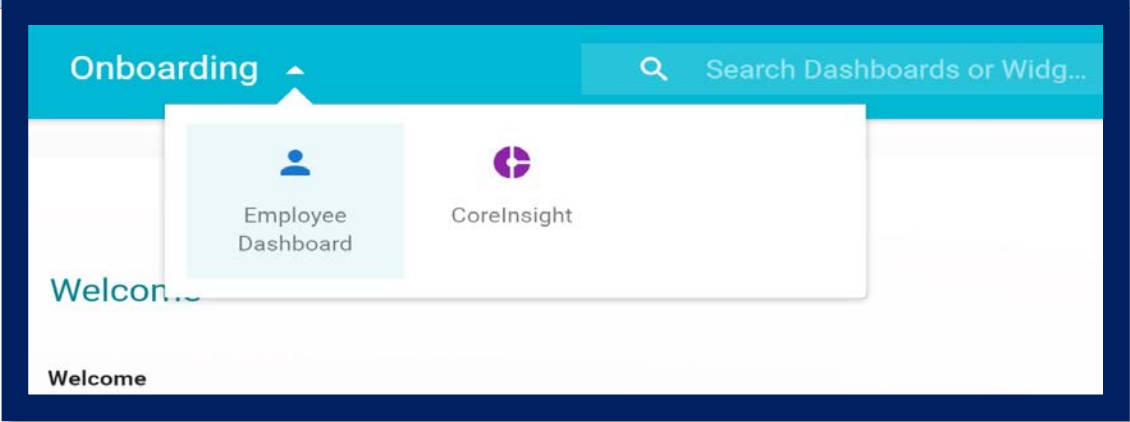
Your electronic payslip will look like the one on the left hand side.

There are a few changes to note:

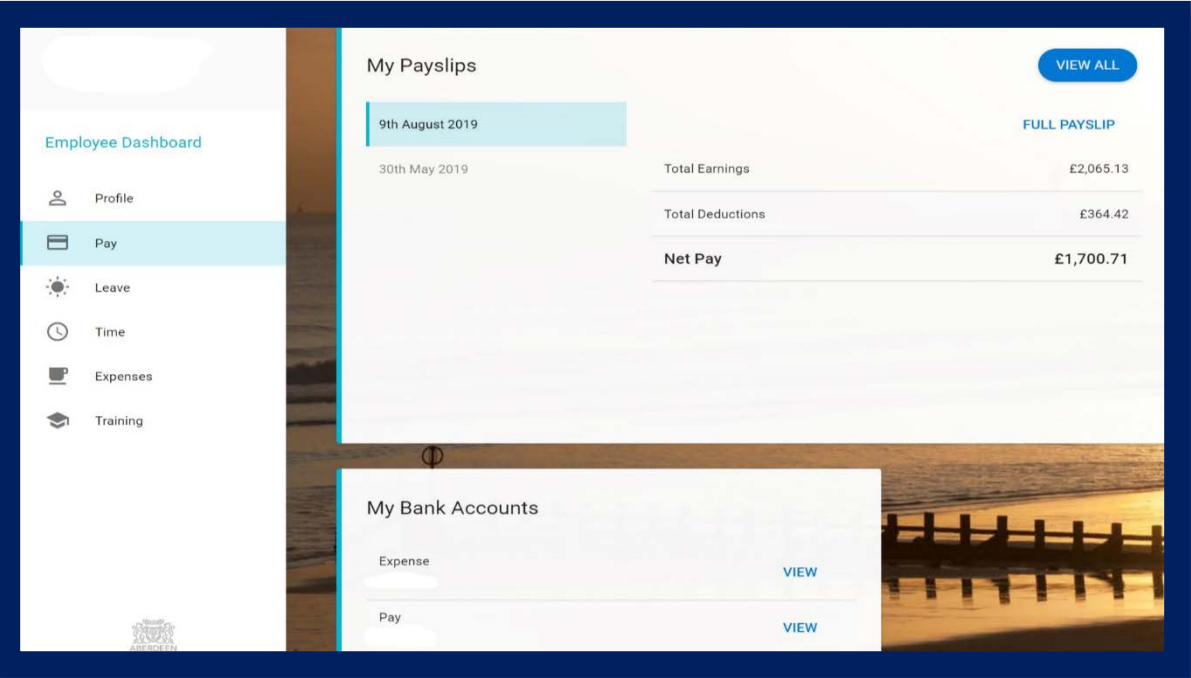
- Income tax is now referred to as **PAYE**
- The **tax reference number** is no longer shown on the payslip
- Your payslip now details your **pay grade** and **scale point** rather than your hourly rate. Hourly Rate Information can be found by clicking on the following link – <https://peopleanytime.aberdeencity.gov.uk/pay/salary/>.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

Bank Details

You can update your Bank Account Details through CoreHR. This can be done through **Employee Dashboard**.

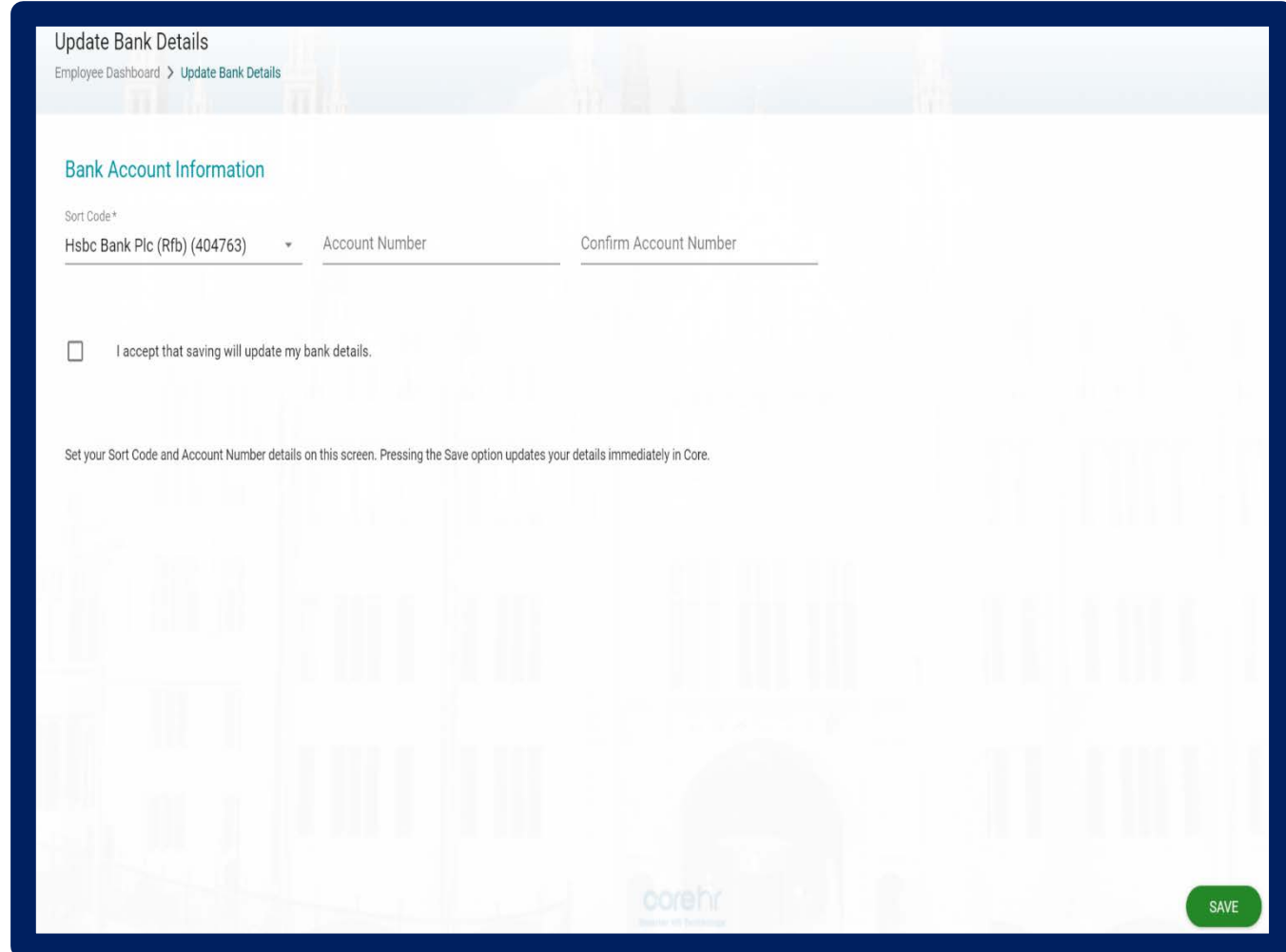


Click on **View** under **My Bank Accounts**.



Save Bank Details

You will see the box below. Complete the relevant information, click the box beside **I accept that saving will update my bank details** and then click on **Save**.



The screenshot shows a web form titled "Update Bank Details" with a breadcrumb trail "Employee Dashboard > Update Bank Details". The form is titled "Bank Account Information" and contains the following elements:

- A "Sort Code*" dropdown menu currently showing "Hsbc Bank Plc (Rfb) (404763)".
- An "Account Number" text input field.
- A "Confirm Account Number" text input field.
- An unchecked checkbox with the text "I accept that saving will update my bank details."
- A small instructional text: "Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core."
- A green "SAVE" button in the bottom right corner.
- The "corehr" logo in the bottom right corner.

Save a payslip

You may want to email a copy of your payslip for your information. In order to do this, click **Download PDF**.

You can then save your Payslip to your OneDrive, and email it as an attachment if you so wish.

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1
Long Street
AB59 5AD
United Kingdom
Cost Centre: H R Shared Service Centre

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

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