



corehr

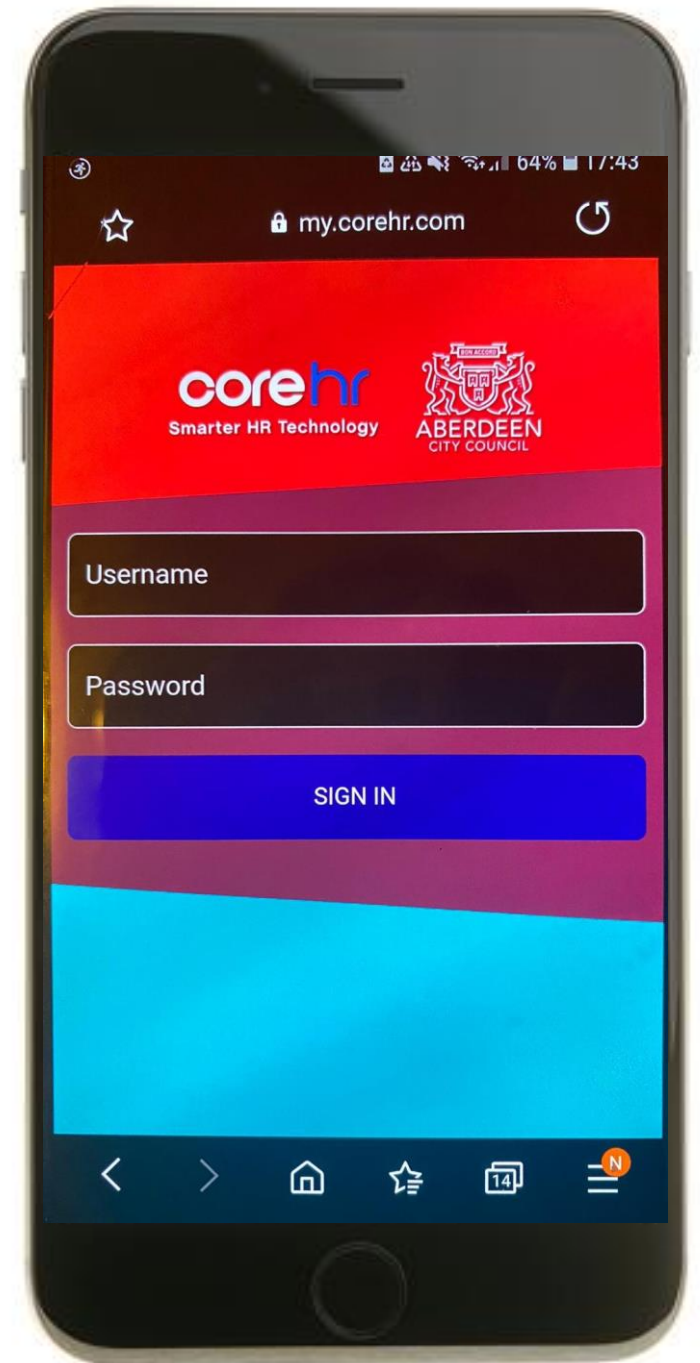
Smarter HR Technology

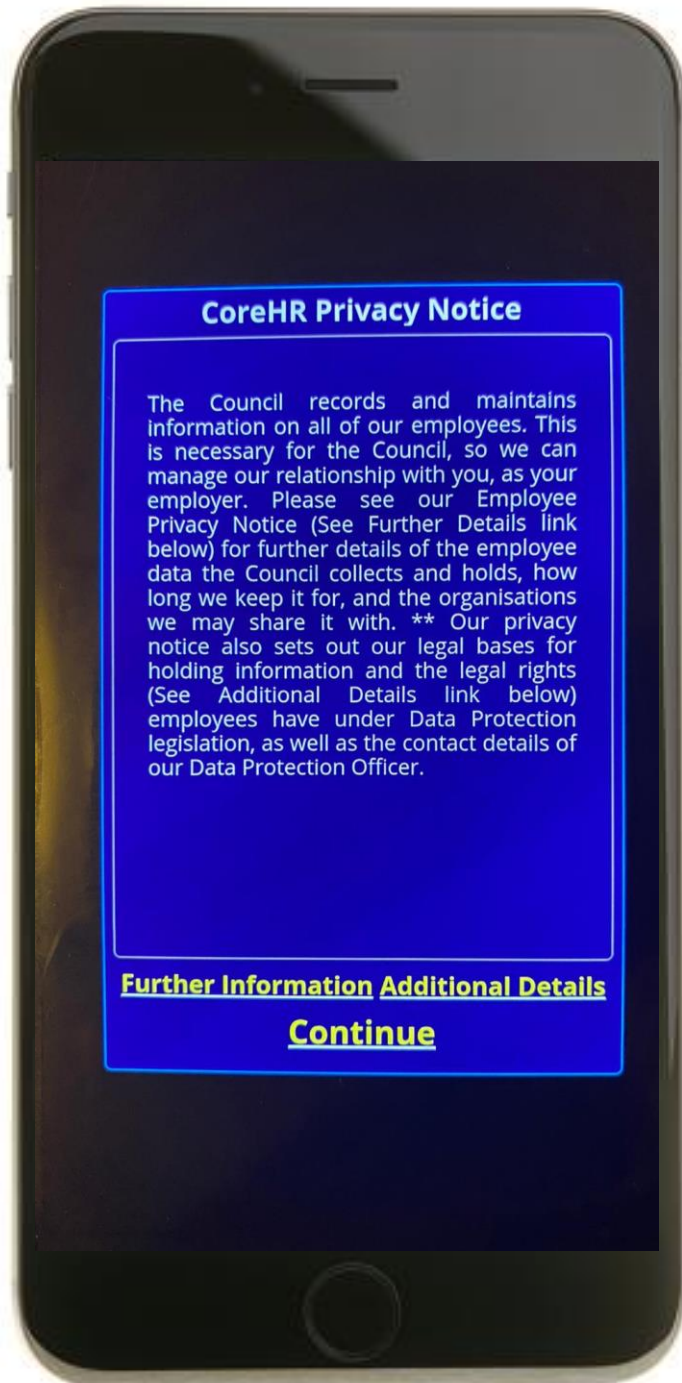
This is a guide on how to log into CoreHR on your mobile, smartphone or tablet and view your payslips and update your pay information

The link to CoreHR Portal will be made available to you through the CoreHR People Anytime Page. The link will take you to the main log in page.

You will receive your username from the Cluster that you work in and will receive your password in a letter in the post.

Please note – you will need to enter the password exactly as it appears on the letter, including the spaces.





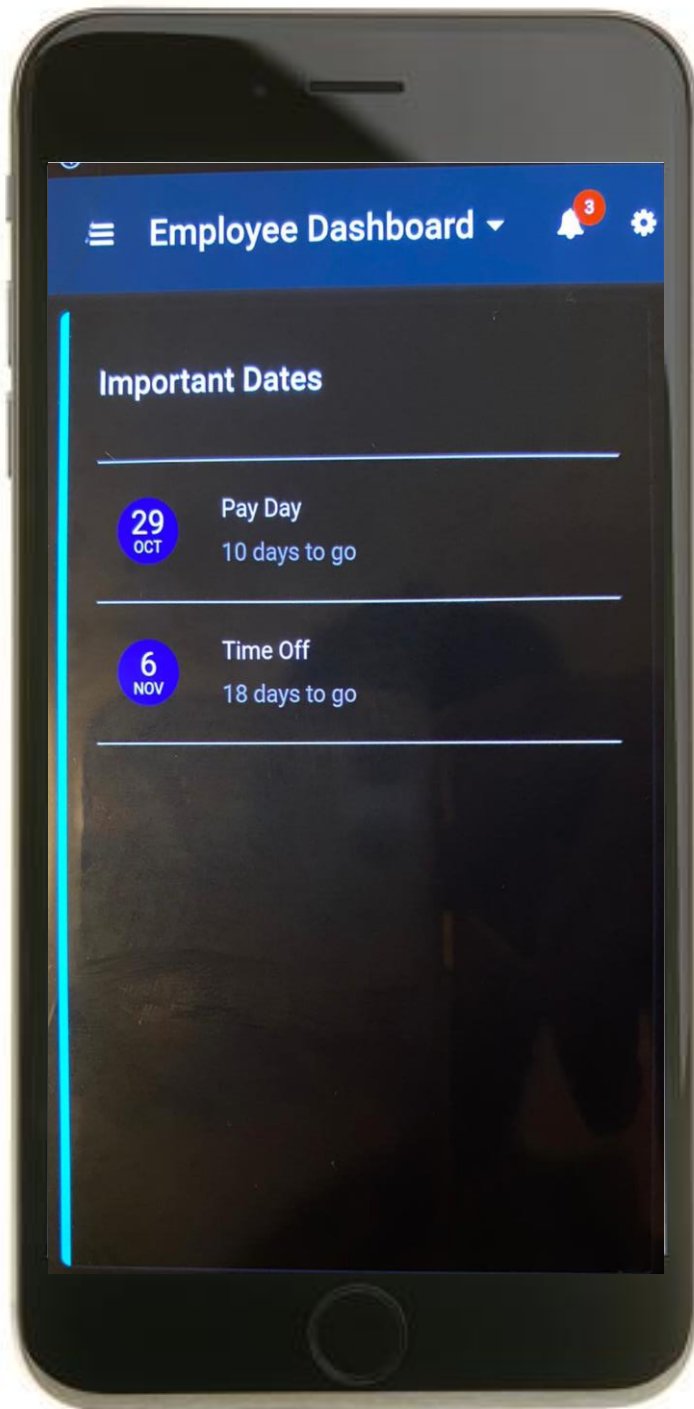
CoreHR Privacy Notice

The Council records and maintains information on all of our employees. This is necessary for the Council, so we can manage our relationship with you, as your employer. Please see our Employee Privacy Notice (See Further Details link below) for further details of the employee data the Council collects and holds, how long we keep it for, and the organisations we may share it with. ** Our privacy notice also sets out our legal bases for holding information and the legal rights (See Additional Details link below) employees have under Data Protection legislation, as well as the contact details of our Data Protection Officer.

[Further Information Additional Details](#)

[Continue](#)

When you first login, you will see this GDPR Message. Please select Continue to proceed.

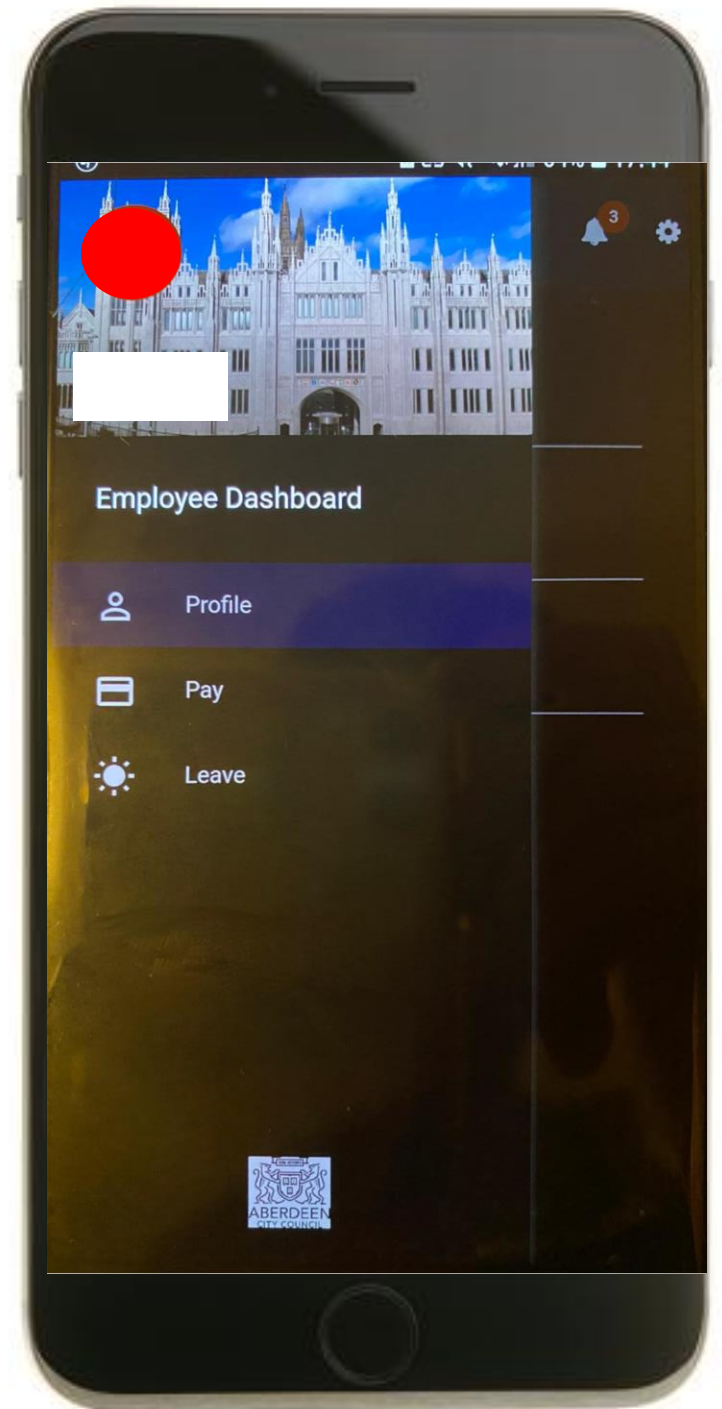


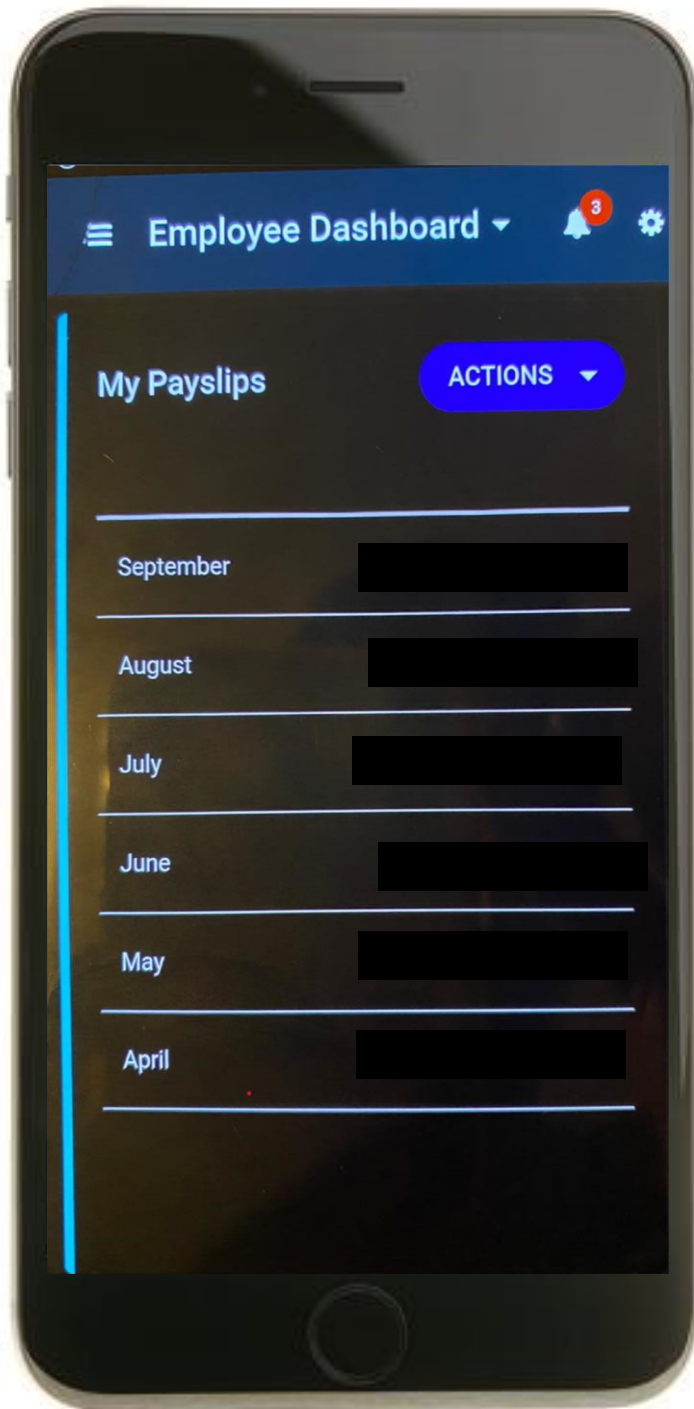
Once you have logged in, you will be taken to the **Employee Dashboard**.

From here, you will be able to see Important Dates, such as next Pay Date and next Time Off.

To view your payslip and pay information, please press on the **Three Lines** in the top left-hand corner of the screen to bring up the image on the right.

Please press on the **Pay Icon**.

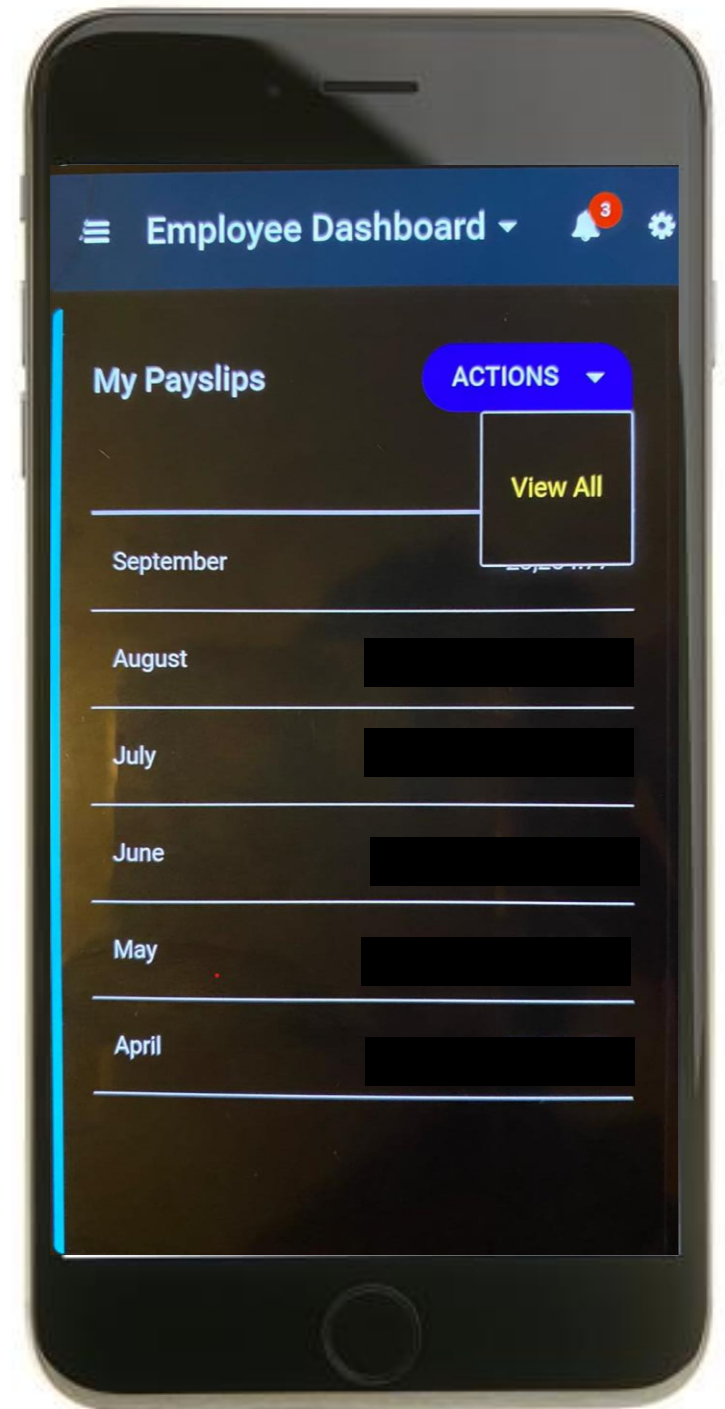




Payslips

To view all your payslips that are stored in CoreHR, press on the drop-down arrow beside the **Actions Button**.

Please select **View All**.

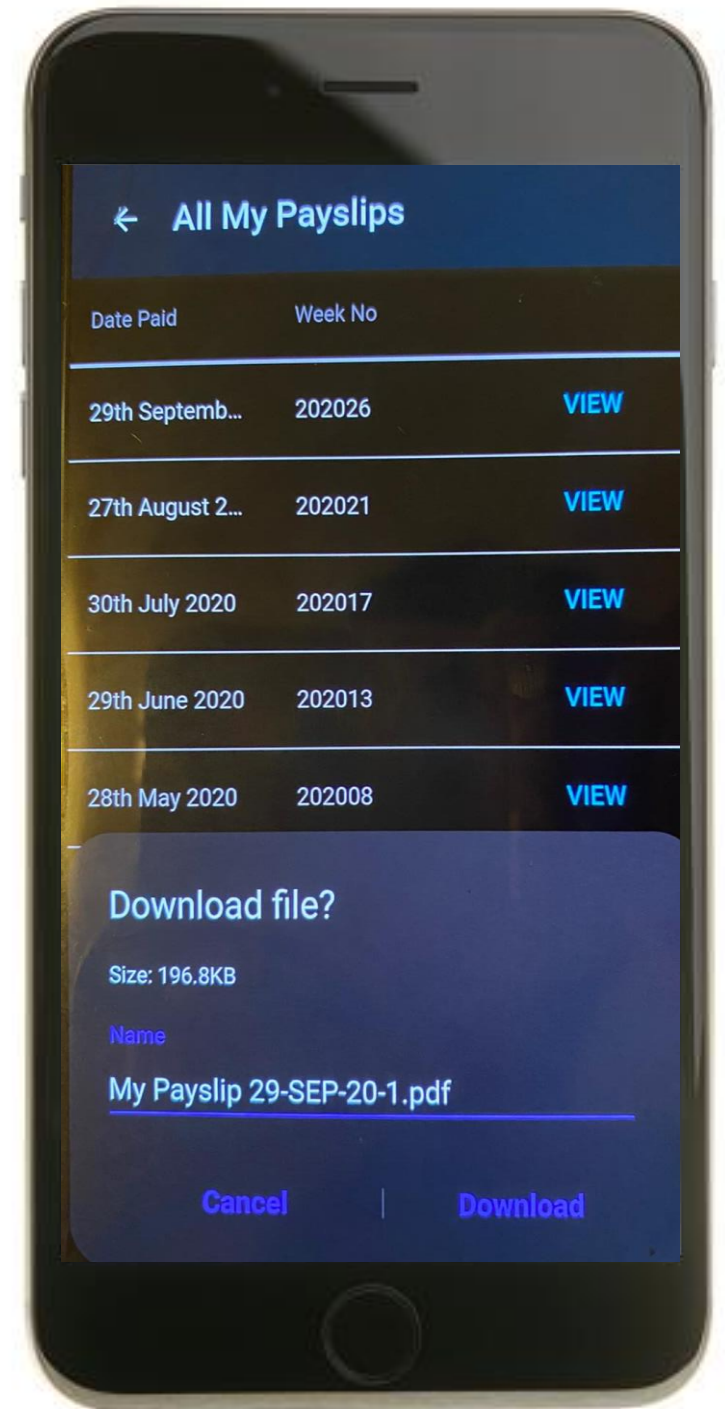




Payslips

You can press **View** to download individual payslips onto your device.

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



Personnel No:	000096	Payslip Date:	09-Nov-18
NI Number:	EE567890C	Pay Period:	Sep-2018
Pay Group:	LOCAL GOVERNMENT		

Details		
Hours:	Rate:	Value:
		2,095.56
		-22.48
		2,073.08
		1,953.63

Cumulatives (Year-to-date)		
This Period:	Year to Date:	
119.45	597.25	
179.46	897.31	
153.73	768.65	
452.64	2,263.21	

Message From Your Employer:		
Enquiries regarding your pay call (01224)523939 or payrollservices@aberdeencity.gov.uk You are expected that the payment is correct. Unusual amounts should be reported to the payroll section for clarification. We may use/share your details for this purpose.		

Pension Message:		
There is no Pension Message to display.		

GBP 1,620.44



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

There are a few changes to note:

1. Income tax is now referred to as PAYE
2. The tax reference number is no longer shown on the payslip
3. Your payslip now details your pay grade and scale point rather than your hourly rate.

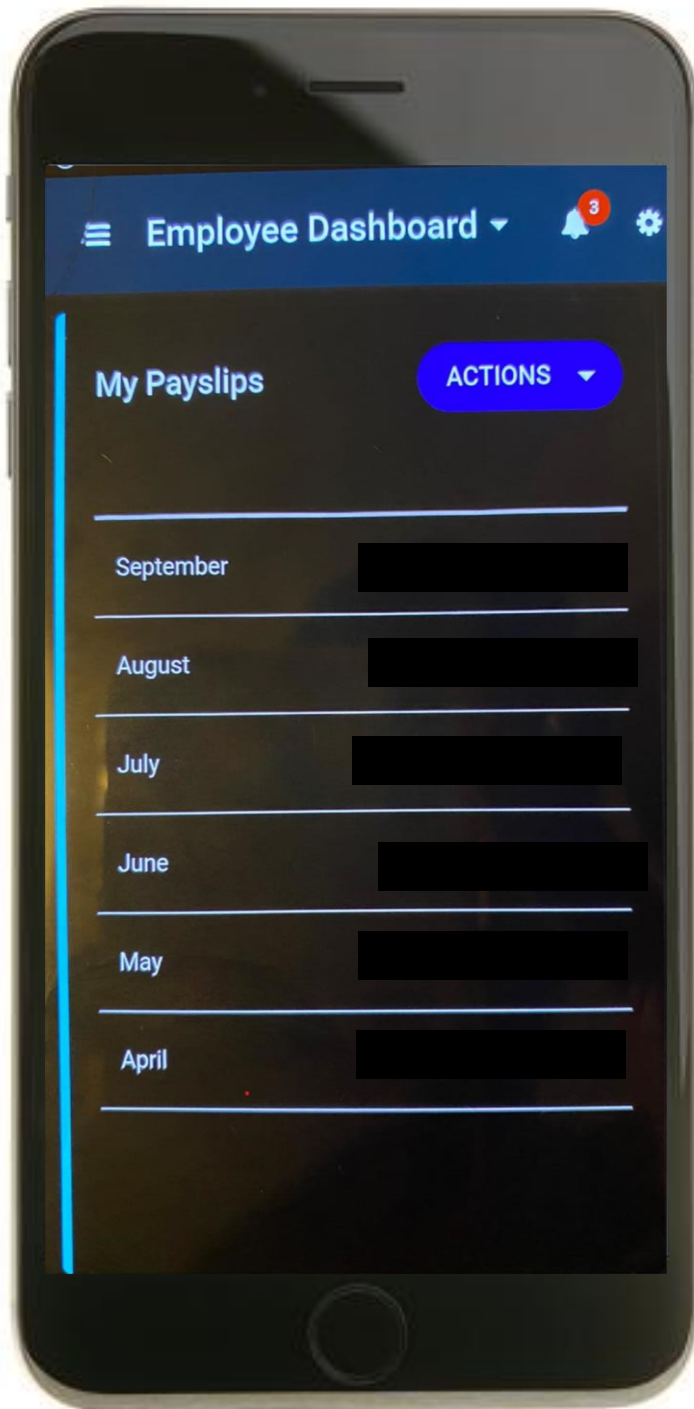
Hourly Rate Information can be found by clicking on the following link –

<https://peopleanytime.aberdeencity.gov.uk/pay/salary/>.

For teachers –

<https://peopleanytime.aberdeencity.gov.uk/teachers/pay-and-conditions-teachers/salary-scales-teachers/>

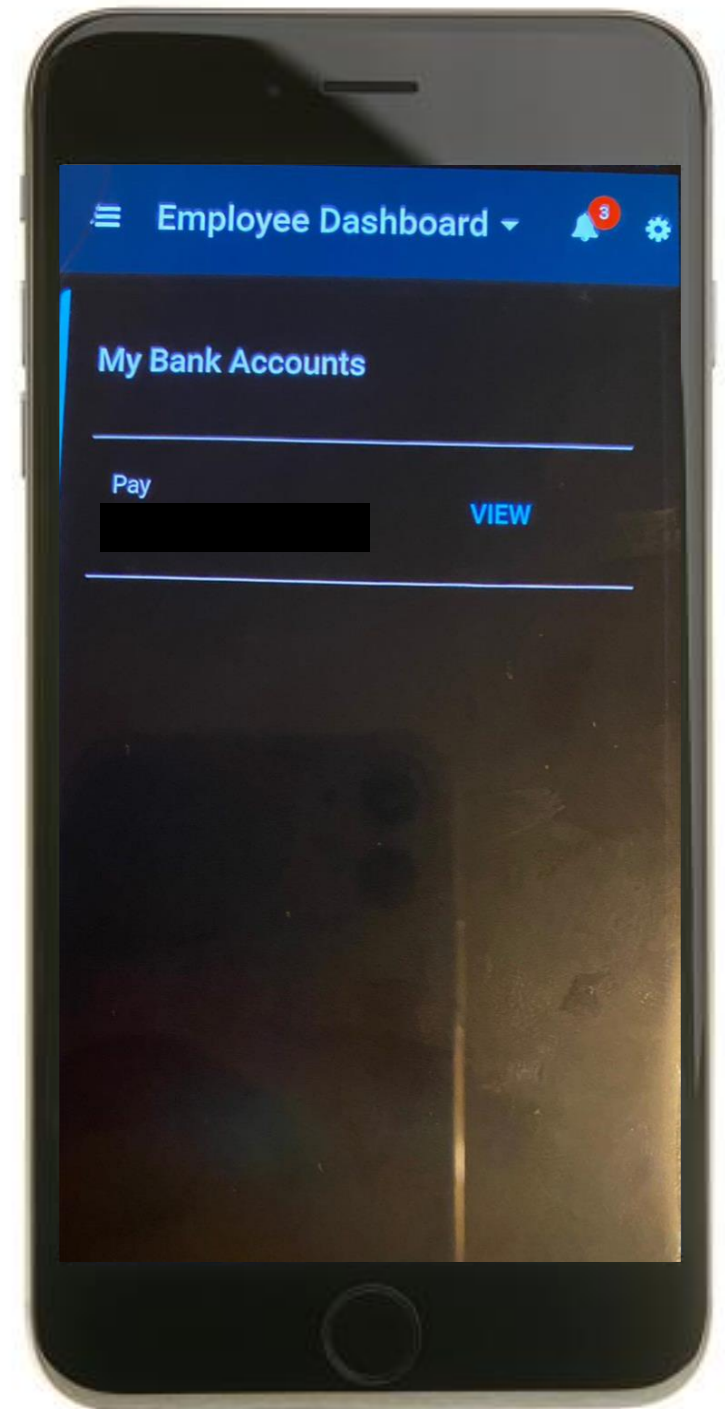
- Your payroll number is now referred to as your Personnel No.

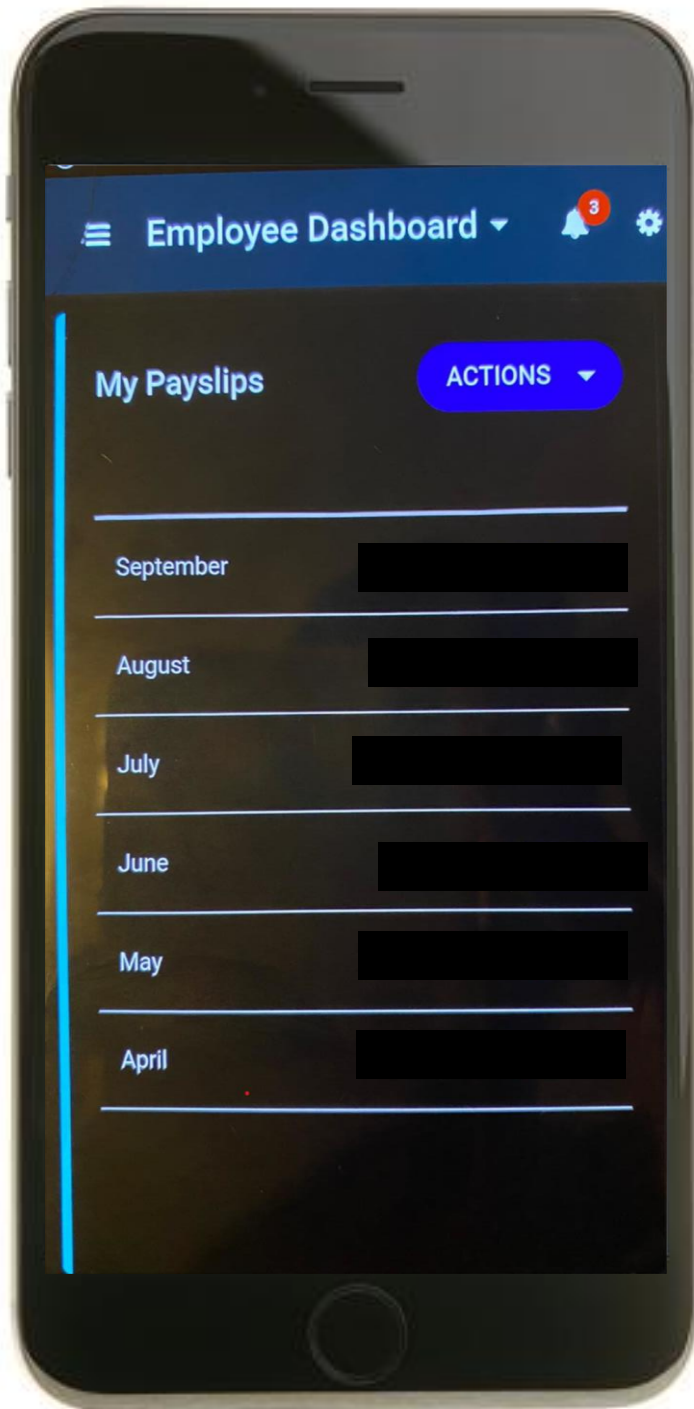


Bank Account Information

Back on the My Payslips Screen please 'swipe' to the left on your screen until you are at the My Bank Accounts.

Much like the payslip page, you can view and edit your bank account information by pressing on the View Button.





P60s

Back on the My Payslips Screen, please 'swipe' to the left on your screen until you are at the P60 page.

Much like the payslip page, you can view and download your P60 by pressing on the drop-down arrow button beside the **Actions Button** and pressing on **View All**.

