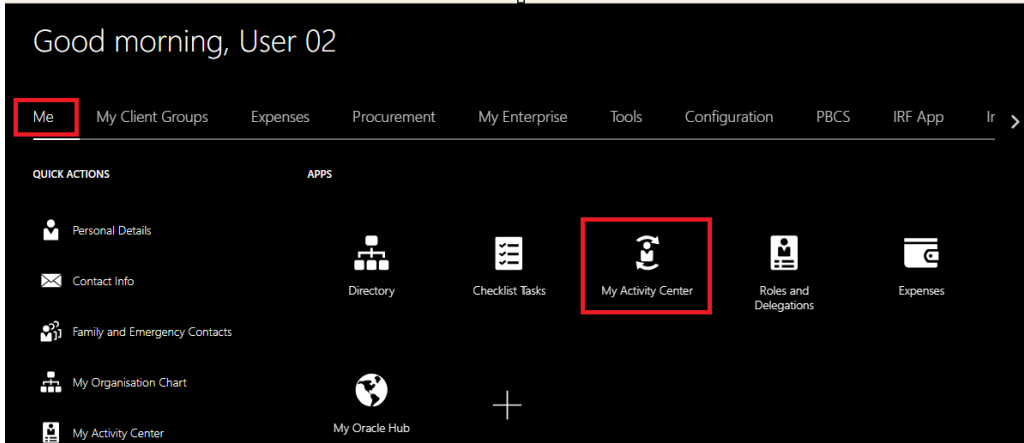


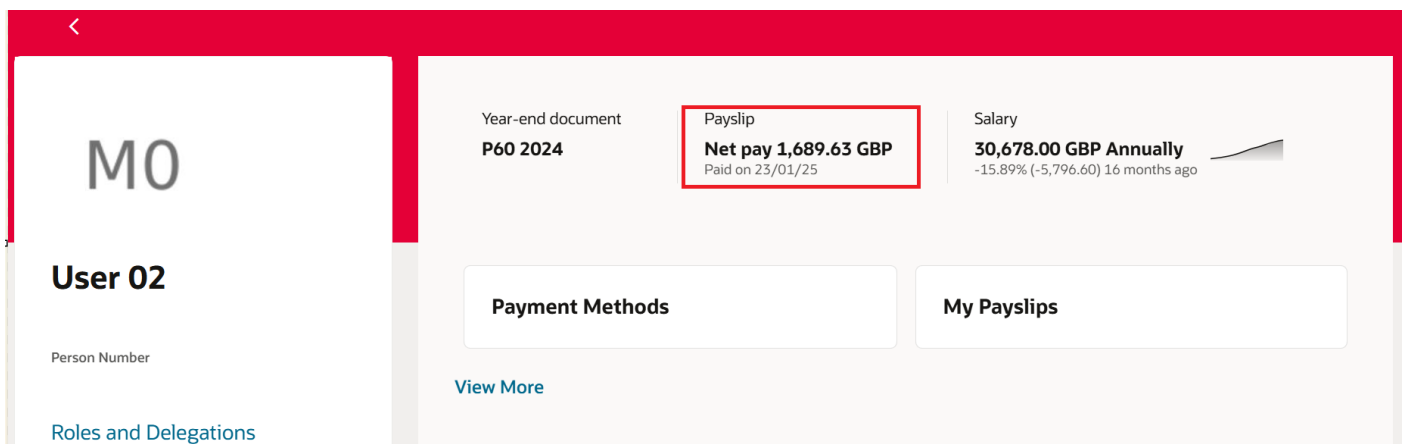
# View My Payslip

Images in this document are for illustrative purposes, displaying screenshots with positions and fields highlighted.

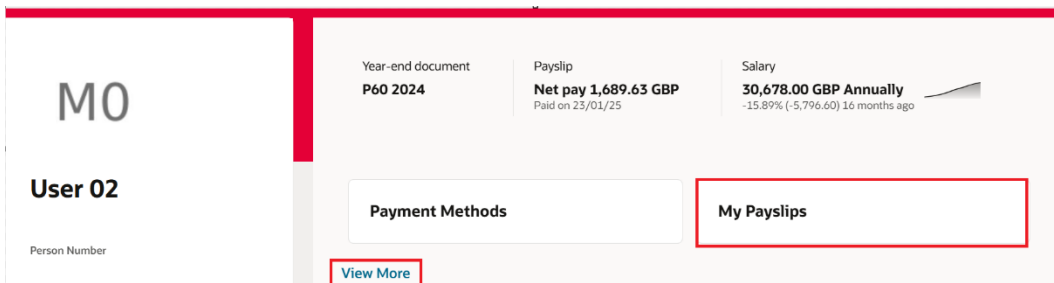
1. From the **My Oracle Home Page**, select **Me** and **My Activity Center**



2. Select **Payslip** from the top of the screen.

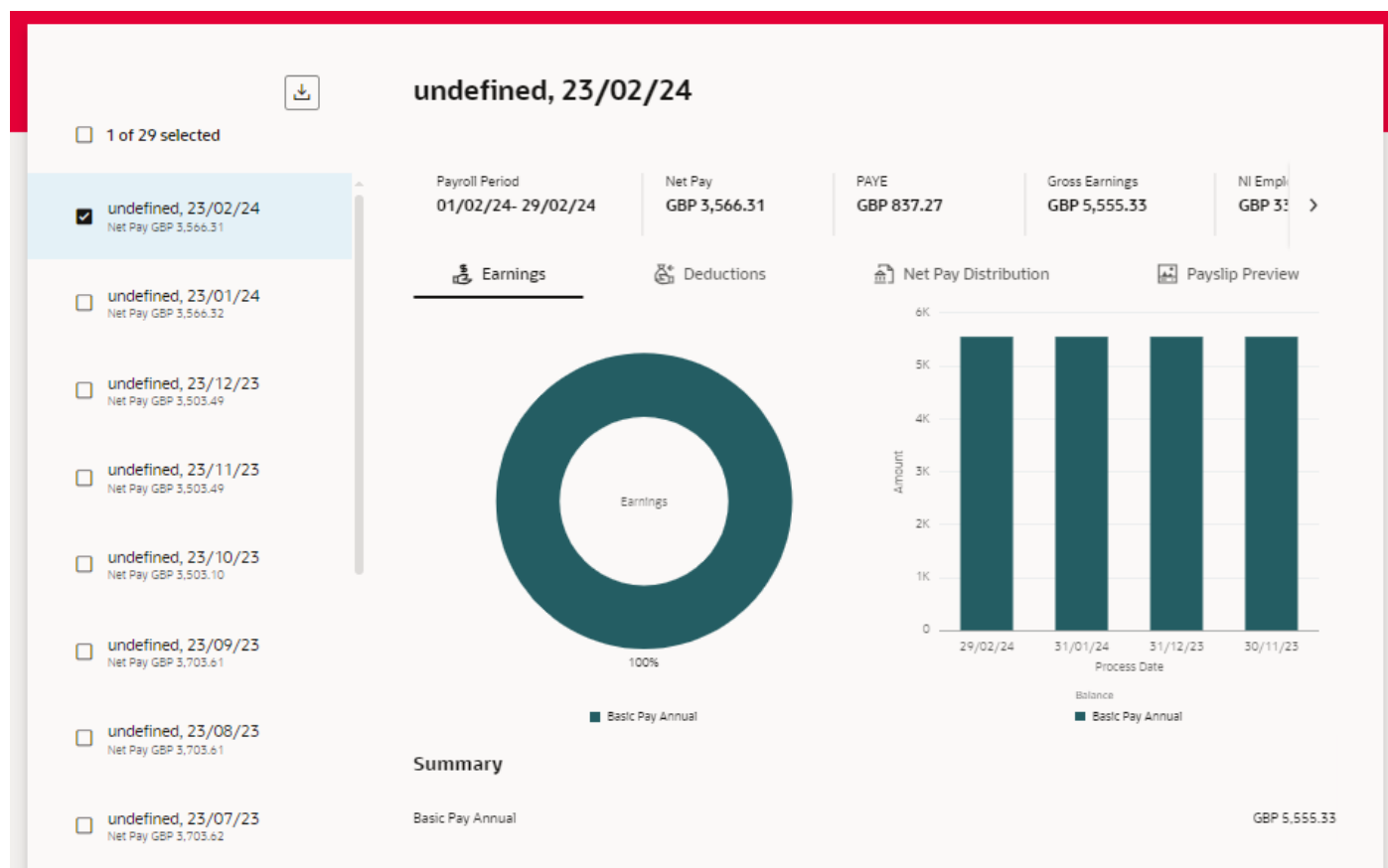


3. There is also a **My Payslip** tile which can be accessed from the centre of the screen. If this is not visible select **View More** to bring up a **Quick Actions** menu. Find **My Payslips** from the quick actions menu or use the **search bar** at the top of the menu, enter the **required term** and select **Enter** on the keyboard.



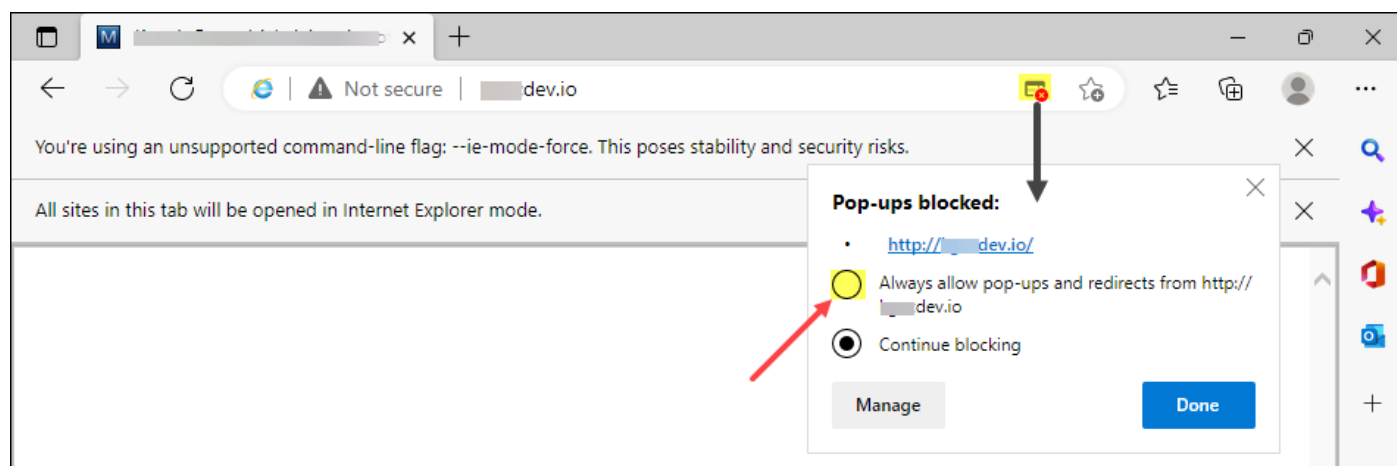
**Tip:** You can personalise the tiles that you see above to display your most used actions. From the Quick actions menu just click on the pin icon next to the action you want to pin. You can choose a maximum of 6 pins, to unpin just click on the pin icon again.

#### 4. The Payslip screen will be displayed



5. Check the tick box for the month you want to view or download  , check multiple tick boxes if you want to download  your payslip for more than one month.

N.B. The functionality to download 'All' payslips is not currently working. You can however download multiple payslips by selecting the tick boxes next to each. If this doesn't work, check your browser tool bar for a pop-up icon or message and select 'Always allow pop-ups' – see below.





Earnings

8. The **Earnings** tab displays the components that make up your Gross Earnings (pay before any deductions) broken down to show current month basic pay, allowances, backdated pay (retroactive) and any adjustments made for absences.

Deductions

9. The **Deductions** tab shows your pension contribution if you are in the pension scheme and any other deductions such as Salary Sacrifice.

Net Pay Distribution

10. The **Net Pay Distribution** tab confirms which account your salary has been paid into and the amount.

| Earnings | Deductions           | Net Pay Distribution          | Payslip Preview |
|----------|----------------------|-------------------------------|-----------------|
|          | BACS<br>GBP 2,346.67 | Account Number<br>[REDACTED]8 |                 |

11. A summary of your pay, tax and national insurance contributions for the selected month can be seen at the top of the page.

|                                     |                                            |                  |                         |                           |                                |
|-------------------------------------|--------------------------------------------|------------------|-------------------------|---------------------------|--------------------------------|
| 1 of 25 selected                    |                                            | Monday, 23/10/23 |                         |                           |                                |
| <input checked="" type="checkbox"/> | Monday, 23/10/23<br>Net Pay GBP 2,346.67   | <   /10/23       | Net Pay<br>GBP 2,346.67 | NI Employee<br>GBP 258.58 | PAYE<br>GBP 389.40             |
| <input type="checkbox"/>            | Saturday, 23/09/23<br>Net Pay GBP 2,346.67 |                  |                         |                           | Gross Earnings<br>GBP 3,202.83 |