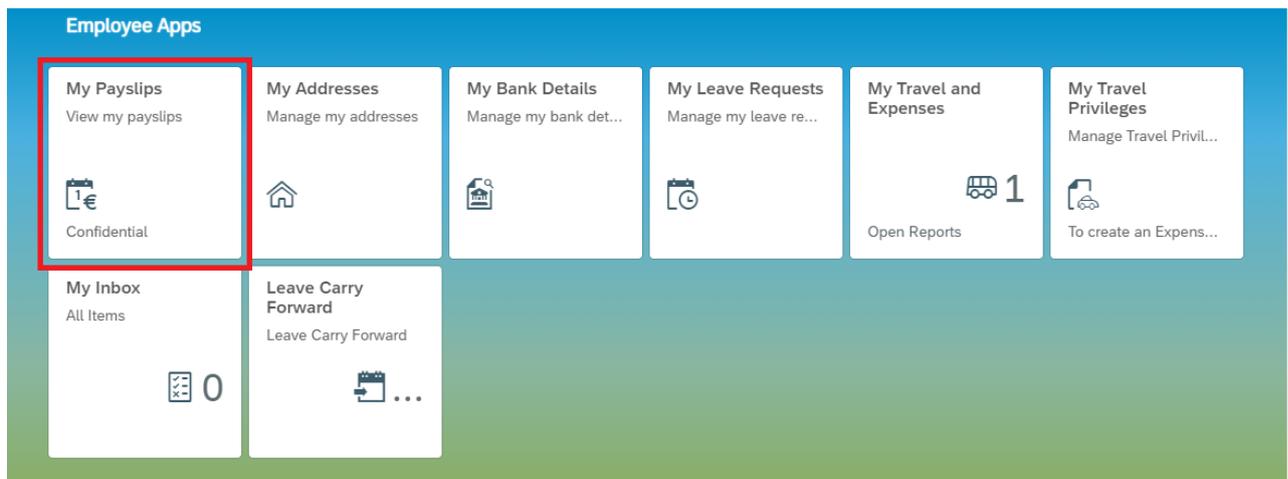




## My Payslips Tile

1. Log into HR & Payroll Self-Service.
2. Select the My Payslip Tile



3. The Payslip screen will look like the below:

Pay Date	Pay From – Pay To	Payroll Period	Gross Pay	Net Pay			
Payroll Year: 2024							
18.01.2024	Dec 25, 2023 – Jan 7, 2024	02/2024	3,472.33 EUR	1,555.21 EUR	Download Payslip		>
04.01.2024	Dec 11 – 24, 2023	01/2024	3,432.93 EUR	1,540.43 EUR	Download Payslip		>

4. To download a specific payslip, select 'Download Payslip'. To print a specific payslip, click the printer symbol.

18.01.2024	Dec 25, 2023 – Jan 7, 2024	02/2024	3,472.33 EUR	1,555.21 EUR	Download Payslip		>
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5. To view a payslip, hover over the payslip line and click it.
6. The payslip will show details like, the permanent address, gross pay, deductions and net pay. The current pay and year to date figures can also be found at the bottom of the payslip.

- Click the Explain payslip to see explanations of certain areas of the payslip. You can see the explanations by hovering over the red boxes.



Explain Payslip: NB. uses Specimen not Real data

Select Box to view the corresponding heading explanation

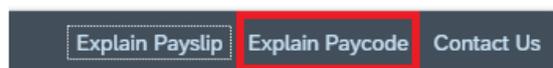
PRIVATE

Ms A N Other  
Address Line 1  
Address Line 2  
City

Name: Ms A N Other		Employer: Employer Name						
Pers. No: 12121212	Scale Points: 00	PPS No: 3434443E	Position: 4545					
Weekly Hours: 37.00	Hourly Rates: 36.6661	Basic Salary: 70,784.00	Next Increment: 00.00.0000					
Payroll Area: 281	Pay From: 16-10-2017	Pay To: 29-10-2017	Pay Dates: 09-11-2017					
Pay Period: 23								
Payments / Locofactat	Unit	T/N	Value	Deductions / A.dhatntf	Value	G/N	R/I	Balance
Basic Pay		T	2,572.86	ASC / PRD	148.05	G	I	3,373.30
				URC Payable	101.35	N	I	2,316.10
				Tax-paid	523.51	N	I	11,939.24
				Ee PRS2-GRB.	102.91	N	I	2,355.00
				Pension 160	95.28	G	I	2,180.63
				Pension 320	38.59	G	I	883.09

Cancel

- Click 'Cancel' to leave Explain Payslip.
- The Explain Paycode button lists the previous/old payslip description with the corresponding SAP Payslip description. It is also possible to search for a specific paycode in the search box. This button is only visible for users in the East and South East company code.

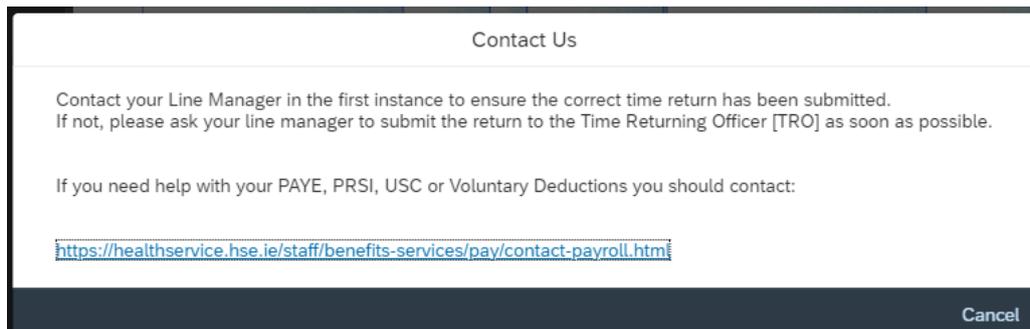


Explain Paycode

No.	Unipay Payslip Description	SAP Payslip Description
1	ALADNMH PERM	Comm Alce ADNMH
2	ALADPARA PERM	Adv Para Allow

- Click 'Cancel', to leave Explain Paycode.

11. The Contact us button will provide a link with contact information for the local payroll departments.



12. Click 'Cancel' to leave Contact us.

13. To move back to payslip home screen, click the arrow button next to the SAP logo.



14. To view previous online payslips received prior to SAP Payroll System, click 'View Previous Payslips' at the bottom right of the screen.



15. Click the back arrow or the SAP logo to return to the Home screen.

