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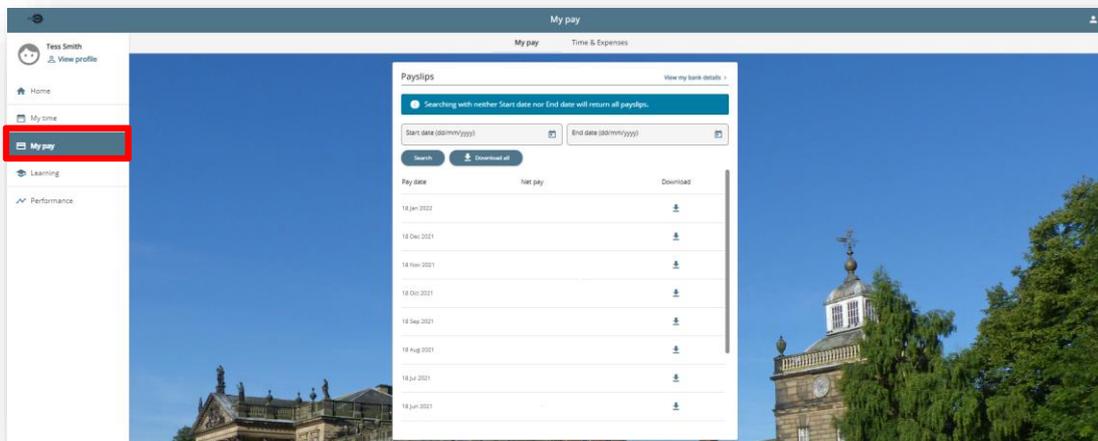
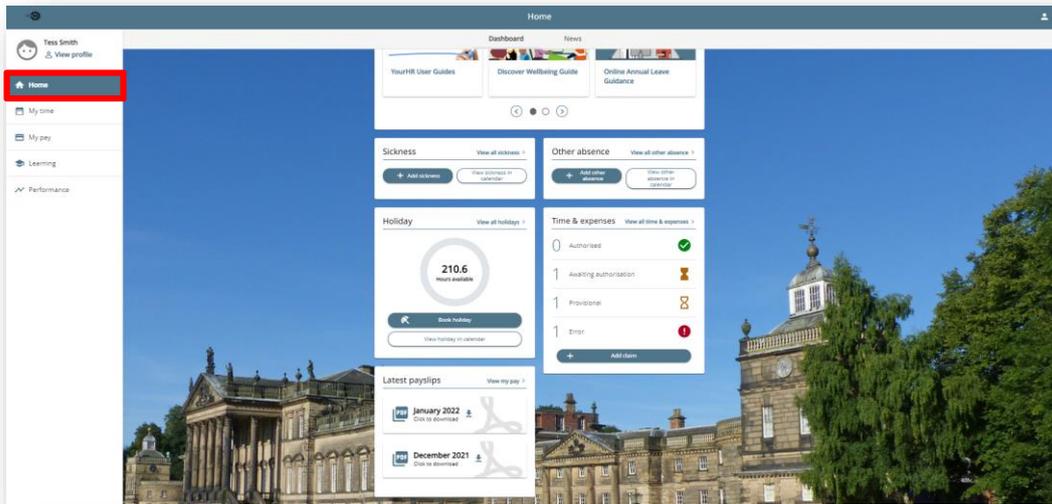


Note: You can jump to the section you need by clicking any of the headings listed above.

1 Introduction

1.1 General

YourHR allows you to view and download payslips online. You can access Payslips from the short cut on the Home screen when you first log in to YourHR or from the My Pay menu option.



Note: This document is updated regularly. Always refer to the latest version available from the User Guide section of the YourHR news carousel.

2 General Guidance

	If a field has a small downwards button next to it, click this to download the corresponding information.
	If a field has a small calendar button next to it, click this to enter the relevant date.

If you do not use the YourHR system for 60 minutes, the system will time out for security reasons.



Note: Do not use web browser navigation buttons.

3 Frequently Asked Questions

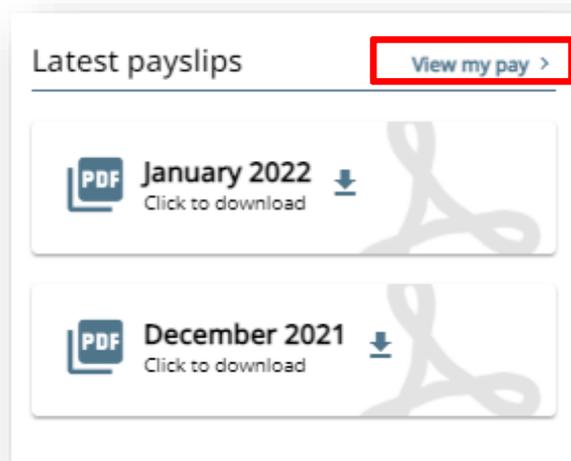
Click [here](#) to view frequently asked questions relating to the YourHR system.

4 Latest Payslips

The Latest Payslips tile is available from the YourHR Home screen.

You can download your two most recent payslips in PDF file format by using the View My Pay button and selecting a payslip to download it.

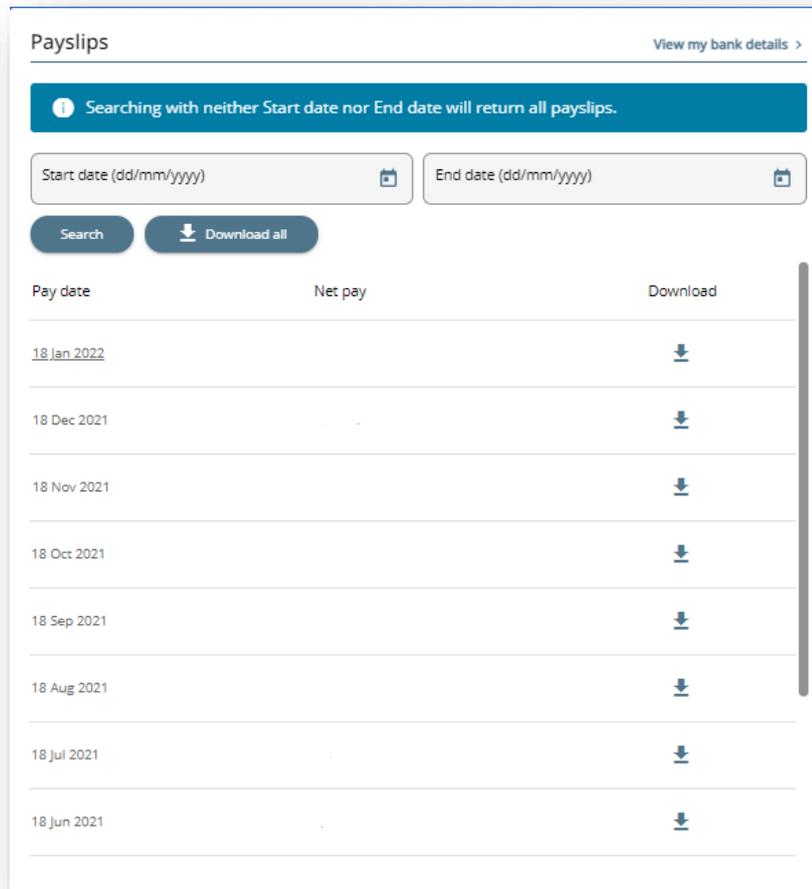
Select View My Pay to go to the Payslips page.



5 Payslips

These are available from View My Pay on the Latest Payslips tile on the Home screen or from the My Pay menu.

Payslips are displayed in Pay Date order. Click the download button to download the payslip for the selected month as a PDF file.



The screenshot shows the 'Payslips' interface. At the top right, there is a link 'View my bank details >'. Below this is a blue banner with an information icon and the text 'Searching with neither Start date nor End date will return all payslips.'. Underneath are two date input fields: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', each with a calendar icon. Below the date fields are two buttons: 'Search' and 'Download all'. The main content is a table with three columns: 'Pay date', 'Net pay', and 'Download'. The table lists payslips from 18 Jun 2021 to 18 Jan 2022. Each row has a download icon in the 'Download' column.

Pay date	Net pay	Download
18 Jan 2022		↓
18 Dec 2021		↓
18 Nov 2021		↓
18 Oct 2021		↓
18 Sep 2021		↓
18 Aug 2021		↓
18 Jul 2021		↓
18 Jun 2021		↓

Use the Start Date and End Date fields to search for payslips within a specific date range or select the Pay Date of a payslip to view the Payslip Details.

Payslips View my bank details >

Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

[Search](#) [Download all](#)

Pay date	Net pay	Download
18 Jan 2022		
18 Dec 2021		
18 Nov 2021		
18 Oct 2021		
18 Sep 2021		
18 Aug 2021		
18 Jul 2021		
18 Jun 2021		

- Click the Download button in the top-right hand corner on the Payslip Details page

< Back to My pay

Payslip details: 18 Jan 2022 [Download](#)

Employee Name	<input type="text"/>	Tax Period	<input type="text"/>
Reference No.	<input type="text"/>	Tax Code	<input type="text"/>
		NI Number	<input type="text"/>
		NI Category	<input type="text"/>

Payments				Deductions			This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Salary				Tax			Taxable Payments This Period	
Agreed Leave Purchase				NI - A			Pensionable Pay This Period	
				LGPS - South Yorkshire - Main			Employer's NI This Period - A	

Year-to-date	
Description	Value
Tax Paid YTD	
NI Paid YTD - A	
Taxable Pay YTD	
Niable Pay YTD	

Total Payments	1,721.90	Total Deductions	326.62	NET PAY	1,395.28
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When you download a payslip (via any of the above options), you will get a PDF file which also contains more detail than the online view. This includes the organisation's branding, your full name and address and the payment method for your salary.

Rotherham Metropolitan Borough Council

1 New Street
Newtown
South Yorkshire
T20 1ST

Home

PRIVATE AND CONFIDENTIAL

Payroll Name: RMBC Dirc PD 18th Paydate: 18/01/2022

Employee Name: _____ Tax Period: _____
Tax Code: _____
Reference No.: _____ N.I. Number: _____
N.I. Code: _____

Payments				Deductions		This Period
Description	U/T	Rate	Cash	Description	Cash	
Salary				Tax		Taxable Payments This
Agreed Leave Purchase				NI - A		Pensionable Pay This
				LGPS - South Yorkshire -		Employer's NI This

Year-to-date

Tax Paid YTD
NI Paid YTD - A
Taxable Pay YTD
Niable Pay YTD

Payments: _____ Deductions: _____

NET PAY _____

Paid By: BACS
Sort Code: _____
Account: _____



Note: The payslip image above is for example purposes only.

6 Change History

Date Revised	Date Approved	Summary of Changes	Author
	09/02/2022	Initial document creation	Elliott Carter