Log into MyHR and click ‘Pay Documents’:

Click on the payslip or P60 you wish to view:

You can click on any of the 4 columns’ links to view the payslip for that month:

eg for June 2011, you can click 03, 2011 (on the same row), 24/06/2011 or 1 (on the same row)

To view payslips prior to the current tax year, click the drop down arrow and change the year

When viewing a payslip or P60, you have the option to print it – to do this, click [Print] at the bottom of the screen.

If you have any queries regarding your payslips or P60’s, please contact your Payroll Officer or telephone x3697.

When you have finished viewing a payslip or P60, click [Back] to return to the Pay Documents screen.