Online Payslips

User Guide

How to access Online Payslips
How to find your login details
How to view your payslip
A guide to what is included on your payslip
How to print your payslip
How to save your payslip
How to save your payslip in Chrome browser
How to access Online Payslips

You can view your online payslip in Employee Self-Service.

To access your payslip please click on this direct link:
<https://www.epeople-fin.humanresources.ed.ac.uk/OA_HTML/AppsLogin>.

After clicking the direct link, you will land on the Oracle login page for Employee Self-Service.
How to find your login details

When you land on the login page, enter your username and password, and then click on the Login button.

Your username is your universal username (UUN) that you use to login to other services such as email.

When logging in for the first time, your password will not be recognised as the Oracle login page is not single sign on. For example, if you attempt to login with your staff UUN (e.g. jbloggs1) and then use the same password you use to log into myED or EASE, this will result in an error.

To remedy this, please click on Forgotten Password and enter your UUN in the User Name box and click on Forgot password button. This will send an email to your staff email account, which will include a link to allow you to change your password.

Please note: Student UUN’s (e.g. s12345) and the format "UUN@ed.ac.uk" and the format "Firstname.Lastname" and the format "ed\UUN" are not valid usernames and will produce an error.

If you are a staff member and do not have a staff email account please phone 0131 650 8126 for assistance with gaining your login details.

If you are a staff member and you do have a staff email account and you are unsure what your login details are, please use the Forgotten Password feature.

You can access the Forgotten Password feature by clicking on the direct link: <https://www.epeople-fin.humanresources.ed.ac.uk/OA_HTML/RF.jsp?function_id=1022239>.
**In this user guide tpay37 is an example username**

After you have entered your User Name and Password, click on the **Login** button.

If you are not sure of your **Password**, you can reset your password.  
If you are not sure of your User Name, you can request this.

- To reset the password, enter your universal username (UUN) in the User Name box and then click on the **Forgot Password** button.
- If you are unsure of what your username is, enter your staff email address in the Email box and click on the **Forgot User Name** button.
- It is only possible to "either" click on Forgot Password or Forgot User Name. It is not possible to do both actions at the same time.

After clicking on either Forgot Password or Forgot User Name, providing details have been entered correctly, you will receive an email in your staff email account. The email will include instructions on how to change your password to something more memorable.

You will receive the email from hr.systems@ed.ac.uk and the average wait time for receiving this email is 3-5 minutes. If you have not received an email after 10 minutes, please check your Spam/Junk/Clutter etc. folders as your email program may have filtered emails by this sender. If you have not received an email after 15 minutes, please email hr.systems@ed.ac.uk or telephone 0131 650 8126 for assistance.
How to view your payslip

After you have logged in, you will see the following screen:

The image below shows UOE Employee Self-Service in a collapsed state.

Click on the wording UoE Employee Self-Service to reveal two options being, Personal Information and Payslip.

Click on Payslip to view your online payslip.
When you enter Online Payslips, you will be given the option to select a payslip from the dropdown menu (1) or you can view a payslip in the “Quick Select Payslip” section (2). The “Quick Select Payslip” section displays up to 10 of the most recent payslips associated with your employment (this can include multiple assignments).

To select a payslip from the dropdown menu – click on the arrowhead to display the list and select the appropriate Assignment Run payslip that you wish to view. Click on the button to view the selected payslip.

If the required payslip is one of the last 10 produced, you can view the payslip by clicking on the symbol within the grey box with the appropriate date and run details from the “Quick Select Payslip” section.

You may see the following box appear at the bottom of your screen in Internet Explorer –

Please select “Open” and this will display the payslip.

How to view multiple payslips for the same month

Some employees will have more than 1 assignment or contract of employment within the University. An employee will have a payslip for each assignment they have received a payment against. For example, if an employee has 2 assignments paid in the same month Run 1 denotes the main (primary) assignment and Run 2 is the additional assignment. Select the appropriate Run and view as above.
A guide to what is included on your payslip

The online payslip has been designed to be much clearer and easier to understand. The University’s logo is incorporated to ensure there are no issues with banks etc., should they require proof of your earnings.

We have made some improvements to your payslips including:

- Guaranteed Hours – you will now know how many hours your payment will refer to. This will be shown as a plain time equivalent (x1). For example, if you worked 10 hours that are to be paid at 2.0 then this equates to 20 hours (10 x 2) and your payslips will show 20 hours.

- Multiple rows of payments – if multiple inputs for the same payment e.g. overtime then we will now collate them all and only show the total amount. This means there is no risk of running out of rows to show all your payments. Similarly, any back dated pay award will only show one value for each payment instead of a month by month breakdown.

- Balances – we will now show all employee and total (employee plus employer) pension contributions for all pension schemes. Balances are Year-to-Date i.e. the total for each item since April (or later if new assignment) to date including the current pay.

**Note 1 – Multiple assignments**

If you’re a multi-assignment employee then your earnings for tax and national purposes are aggregated together to determine the correct tax and national insurance. Once determined the deductions are split across your multiple assignments. This means that from month to month the allocation of tax and national insurance may vary by each assignment. Therefore, your net pay for each assignment could vary month by month as well.

The only way to correctly check your pay is to collectively look at all your payments together e.g. add all your tax deductions together to compare with the previous month.

**Note 2 – Scottish Tax Code**

If your tax code has an S in front of your code e.g. S1100L then HMRC have your status for tax purposes as a Scottish Taxpayer. This means that your tax calculation is partially determined based on rates and thresholds determined by the Scottish government. If it is set at a different rate, then Scottish taxpayers will pay a correspondingly higher or lower rate of income tax than elsewhere in the UK.

Definition of a Scottish taxpayer is determined by ‘close connection’ and is usually defined by ‘where an individual has their place of residence’. For the majority of staff this will be straightforward i.e. live in Scotland. However, there will be some cases where this may not be the case.

See [Finance Wiki](#) for further information.
Online Payslip Guide

**Employee details**
Employee and NI number is displayed here.
If you have multiple assignments then - 2, -3 etc. will be identified here. See note 1.
Your home address is shown here.
Please ensure this is up to date.

**Assignment Details**
Your assignment details including grade and annual salary is displayed here.

**Pay Details**
This is the pay period this payslip refers to. It confirms the start and end dates, pay day and pay method.
BACS = payment to your bank account.

**Tax Details**
Confirmation of your tax code, basis and NI category. See note 2.

**Payments**
All payments are listed here. If you are in a Salary Sacrifice (e.g. Pensionplus) Pension Scheme then your contributions are shown here as a negative value.

**Summary of Payments**
The total of all your payments is shown here. Also known as your Gross Pay.

**Element Further Information**
This box is not currently used.

**Tax Office Details**
This contains the HMRC postal address and phone number should you need to contact them.
The University’s Tax Reference Number is also shown here.

**Deductions**
Tax, National Insurance, Student Loans and any third party deductions e.g. trade union, credit union, are shown here.

**Total Deductions**
The total of all your deductions is shown here.

**Net Pay**
This is the difference between Summary of Payments and Total Deductions, and is the amount that you will be paid.

**Balances**
This shows your Year to Date (from April) totals.

**Payslip Message**
Any payslip message to staff will be displayed here.
How to print your payslip

Although it is possible to print a payslip, it can be viewed on screen at any time as a history of your payslips will always be available. Printing a payslip is applicable when applying for a mortgage or before ending employment with the University. You can print your payslip whilst it is on your screen.

Hover your mouse under the Go button and a grey bar will appear with various icons.

To print the payslip, click on the printer icon.

A print dialogue box will open to allow you to print to a printer of your choosing.
How to save your payslip

Although it is possible to save a payslip, it can be viewed on screen at any time as a history of your payslips will always be available. Saving a payslip is advisable before ending employment with the University.

You can save your payslip to your computer. Your payslip will save in PDF format.

Hover your mouse under the Go button and a grey bar will appear with various icons.

To save your payslip, click on the disc icon.

A save dialogue box will open.

Rename your file to something more meaningful (e.g. August 2016). Then press the Save button.
How to save your payslip in Chrome browser

Although it is possible to save a payslip, it can be viewed on screen at any time as a history of your payslips will always be available. Saving a payslip is advisable before ending employment with the University.

You can save your payslip to your computer. Your payslip will save in PDF format.

When you are using Chrome as a browser, if you click on the download icon, you may find this does not download in PDF format.

Therefore, click on the Print icon.

Select a destination printer. In this example, click on Change button to see a list of options.
In the list of options, in the Local Destinations section, you will see “Save as PDF”. Click on this option.

A save dialogue box will open.

Rename your file to something more meaningful (e.g. January 2017). Then press the Save button.