

E-Payroll "Self Service" Guidance Document

E-Payroll Self Service

Self Service is a function within the NHS Scotland e-Payroll system where you can check information about yourself that is held in the e-Payroll system. You can check your salary and pay history for the previous year plus other data held.

Electronic Payslips (e-Payslips)

As part of Self Service you will be able to view, print and/or save an electronic copy of your payslip. All NHSGG&C staff, other than those who do not have regular access to a PC, will receive electronic payslips from January 2019.

Once you receive your security envelope, to access this facility login in to your Self Service at the link below using the username and password provided, you will need to change your password before proceeding.

<https://workforce.mhs.scot.nhs.uk/eYou/Authentication/Login.aspx>



Shared Authentication for eExpenses, ePayroll, SSIS and Workforce.

Please enter a valid Username and Password

Username:

Password:

NOTICE TO USERS

This computer system is the property of NHSScotland. It is for authorised use only. Unauthorised or improper use of this system may result in disciplinary action.

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Using the e-Payroll System

Below is a view of the tabs currently holding information regarding your employment with NHSGG&C (***please note that this is not a real record nor does it relate to a real person***).

You will be able to view this on the left side of your screen once you have logged in.

E9888857	E70/EK/PS	Current	Weekly	
2060/01	AMBULANCE PARAMEDIC BAND 6	Re-Enrol Excl?	EW141414D	Last Day of Service
Contracted Hours/Effective Date	Superannuated?		SB Number	
16.66 16/07/2018	01 - 1SU		7065476	

Please note the details recorded may be subject to change and, in relation to salary/wage payments may not reflect the actual amount due or paid.

[Contact Pay Office](#)

- Absence
- Bank Details
- Basic Details
- Cumulatives
- Pay Details
- Service Record
- Superannuation
- Tax/NI/Student Loans
- Pay History

Employer			
PROJECT NON EES BOARD - expenses - USERS			
Date Commenced	Whole / Part Time / Bank		
29/03/2014	Part Time		
Contract Type	Contract Reason	Planned Contract End Date	
Fixed Term	Secondment Cover		
Partner Details			
Surname	Forename	Second Forename	NI Number
Addresses			
Employment Contact		For Payslip	Payslip?
GR 11 Baxter Park Terrace			Paper
Dundee			
DD4 6NN			

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• **Absence** – This tab allows you to view the pay related absence information recorded by your manager onto SSTs that has been sent to e-Payroll. Currently details are held for the last 3 complete years plus the current year.

• **Bank Details** – This tab allows you to view the bank details currently held by the Payroll Department that will be used to make any payments to you. These should be checked if you are a new employee or you have recently changed your bank account to ensure that the changes have been notified and applied correctly.

Please note that you may have different bank details held against different employments within NHS GG&C e.g. for a bank post, you should therefore ensure you are looking at the correct record within e-Payroll.

• **Basic Details** – This tab allows you to view the details of your address currently held in e-Payroll, this will be the same for all employments held. The bands running across the top of the screen show personal information such as your Date of Birth, National Insurance number, Home Address, Payroll number and some employment details such as your grade.

You will also be able to view your contract type e.g. fixed-term or permanent, along with your date of commencement and whether you are whole time, part time or on a bank contract.

• **Cumulative** – This tab allows you to view your earnings and deductions details for the last complete year and current financial year to date for you:

- Hours worked
- National Insurance
- Superannuation
- Taxable Pay/Tax paid/Student loan Repayments & Current tax coding
- Other (Any Statutory payment made to you such as SSP/SMP) Charitable donations, loan balances and overpayment repayments made.

• **Pay Details** - This tab allows you to view your current pay information e.g.

- Details of your Annual salary (Whole time equivalent value shown)
- Incremental date
- Basic/Enhanced and Overtime base rates
- Salary Protection Details
- Allowances & Deductions that will be applied each pay period
- Loan Details/Balances to date.

• **Service record** – This tab allows you to view the details of current and previous NHS employments as well as any employments that would affect your employment within the NHS.

• **Superannuation Details** – This tab allows you to view your superannuation/pension for your current employment.

- Date you joined the superannuation scheme (on the current post)
- Superannuation Percentage
- Details of the Pension scheme that you are in
- SB/Contract number
- Date of leaving the scheme (If applicable)
- Additional Superannuation scheme contribution details (If applicable)

- o Please note that this will not show your full superannuable service, for this information you would still need to contact the Scottish Public Pensions Agency (SPPA)

• **Tax/NI/Student Loans** - This tab allows you to view your details for Income Tax, NI and Student Loans e.g.

- o Details of your current tax coding
- o Date your student Loan started/ended & plan type
- o Total amount you have paid in student loan contributions this financial year
- o Details of any changes made to your tax code this financial year.

• **Pay History (and e-Payslips)** - If you select this tab, it will bring up the window shown below.

This tab will default to showing you the latest pay period. You can change the pay period by making a different selection within the drop down menu.

Please note that details held on the latest payslip may be subject to change

The screenshot shows the 'Pay History' page in the NHS Scotland cPayroll system. The page is titled 'cPayroll V 5.2.03 (UAT1)' and 'Welcome lemmonj2'. The main content area is divided into several sections:

- Employee Details:** Staff ID 9002315, Ms Jack Lemmon, Married Female, Date of Birth 06/06/1970, NI Number EW1414140. Other details include Second Forename John, Previous Surname Orange, Home Address 10 HIGH STREET, East Kilbride, Glasgow, Strathclyde, G55YUPP, Username lemmonj2, and Email Address nhsprojectteam.tayside@nhs.net.
- Contract Information:** E9888857, 2060/01, AMBULANCE PARAMEDIC BAND 6, Current, Weekly EW1414140, SD Number 7065476, Last Day of Service.
- Table of Payments and Deductions:**

Periodic	Payments	Deductions
Wk End 09/09/2018 W23 2018/19	Basic Hours: 49.98	Income Tax: 141.59
	3335 BASIC PAY ADJUSTMENT: 1,500.00	NI: 209.22

A red arrow points to the 'NI' deduction in the table. The sidebar on the left contains links for 'Absence', 'Bank Details', 'Basic Details', 'Cumulatives', 'Pay Details', and 'Service Record'. The top navigation menu includes 'Self Service', 'My Account', and 'Application'.

If a member of staff that has not already been changed to receive e-Payslips wishes to do so, then they must click on the "Opt In" button shown at the bottom of the screen:

Welcome to rresg4

Self Service - Pay History

Staff ID: 9003130, Mrs Gina Torres, Married Female, Date of Birth: 03/03/1981, NI Number: JM989898D

T9888100, X60/RT/IT, EXECUTIVE MANAGER GRADE A, Current, Weekly, JM989898D

Pay Period: Wk End 29/11/2015 W35 2015/16

Payments		Deductions	
Basic Pay	1,000.00	Income Tax	155.20
		NI	16.30
		Superannuation	127.00
		1001 : U.C.A.T.T.	10.01
		Total Deductions	308.51
Gross Pay	1,000.00	Net Pay	691.49

Do you wish to opt in to ePayslips and stop receiving paper payslips?

Once you have transferred to receiving e-Payslips, either automatically or by pressing the "Opt In" button, you will then see the prompt as shown at the bottom of the window to "View/Print/Save Payslip". Clicking this button allows you to view, print or save your actual e-Payslip.

Welcome to rresg4

Self Service - Pay History

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Gross Pay	1,000.00	Net Pay	691.49

You can also contact the payroll office directly by clicking the "Contact Pay Office" link shown above which will direct you to a message window.

Message to Pay Office

Submit

Appendix One

Example of your e-Payslip

NAME & ADDRESS			MESSAGES					
Cino Torra 2/L 11 Baxter Park Terrace (C) Dundee (C)						STAFF ARE REMINDED THAT THEY HAVE A RESPONSIBILITY TO CHECK THAT THEY ARE BEING PAID CORRECTLY. Please use the link 'Contact Pay Office' within Self Service to submit any queries. (C) indicate current value.		
STAFF PAY NUMBER	PAY DIV	GROUP CODE	PAY POINT	PAY SCALE/BAND PT	HOLIDAY WEEKS	PAID BY	PERIOD ENDING	PAY PERIOD
19888100	X8U	K1	II	C1/0A/00		BACS	29/11/2015	W35
TAX CODE	NI TABLE	NATIONAL INSURANCE NUMBER	SUPERANNUATION NUMBER	INCREMENTAL DATE	CONTRACTED HOURS			
0500P	L	JM989898D (C)	8144444/ (C)		37.50			
JOB DESCRIPTION	SCALE/BAND MINIMUM (£)	SCALE/BAND MAXIMUM (£)	CURRENT WTE SALARY (£)	TAXABLE PAY THIS PERIOD	NI PAY THIS PERIOD			
EXECUTIVE MANAGER GRADE A	43,926.00	59,865.00	52,142.66	873.00	1,000.00			
PAY AND ALLOWANCES				DEDUCTIONS		CUMULATIVE TOTALS		
DESCRIPTION	HOURS SESSIONS WORKED	HOURS SESSIONS UNITS PAID	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
BASIC PAY				1,000.00	INCOME TAX	155.20	TAXABLE PAY	7,835.22
					NATIONAL INSUR.	16.30	TAX	802.60
					SUPERANNUATION 12.70%	127.00	NATIONAL INSUR.	114.70
					U.C.A.T.T.	10.01	CARE SUPER PAY	8,940.08
							CARE SUPER UNITS	1,135.34
TOTAL PAY AND ALLOWANCES				1,000.00	TOTAL DEDUCTIONS	308.51	NET PAY	691.49
PROJECT BOARD 1 EES				Tax Reference Number: 5555555				

If you would like further information on Self Service and e-Payslips or if you are having problems accessing the system then please email payroll on:
GGCEPayroll.Team@ggc.scot.nhs.uk