View Payslips and Year End Pay Related Documents

The steps for how to view your payslips and year end pay related documents within Oracle Fusion will be outlined in this guide.



01

You can view your payslips and pay related documents such as your P60 in Oracle Fusion.

To access your payslips, navigate to the **Me** tab on the homepage and select the **Pay** tile.



02

You will now see the Pay homepage. From here, select the My Payslips tile.



The **Payslips** page will now be displayed. A summary of recent payslips will be presented.

Use the **drop-down arrow** to select the display time period, this could be the last three months, the last twelve months or you can input a specific date range.

Selecting a **payslip link** will download a copy of the payslip to your device.

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Note that only payslips issued in Oracle Fusion will be visible. Past payslips will not by migrated onto Fusion from SBS.

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Once the payslip has downloaded, select **Open File** to view the document.

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A copy of the payslip is now visible. Select the **Print** icon to print out a paper copy of the document.

The document is split over more than one page, therefore use the scroll bar to view all the information contained within the payslip

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To view a year end document such as a P60, return to the Pay homepage. From here select the **Year End Documents** tile.



The Year End Documents page is now displayed.

By default, the page displays any year end documents that have been issued within the last three years. You can select a specific date range to display by selecting the **drop-down arrow** and adding a date range.

When Oracle Fusion goes live, year end documents will not be migrated from SBS. As a result, no year end documents will be visible until after the end of this tax year in April 2025.

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