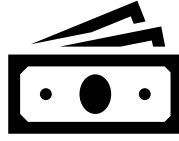


# View Payslips and Year End Pay Related Documents

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



1. Navigate to your pay information



2. View your payslips

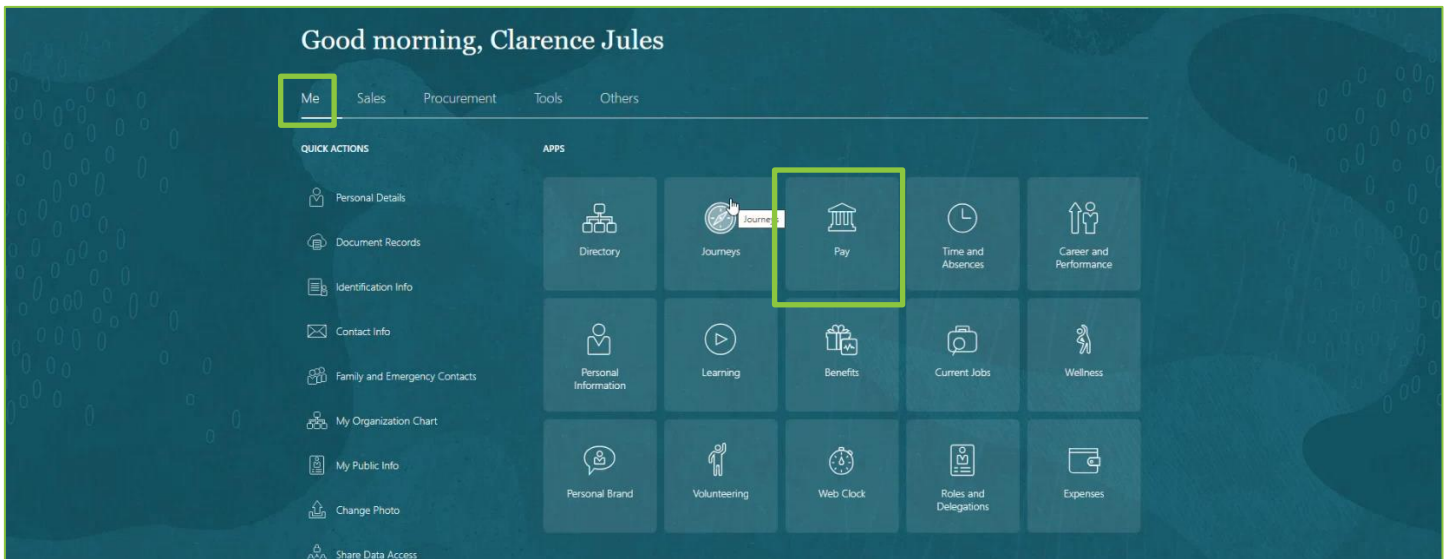


3. View year end pay documents

01

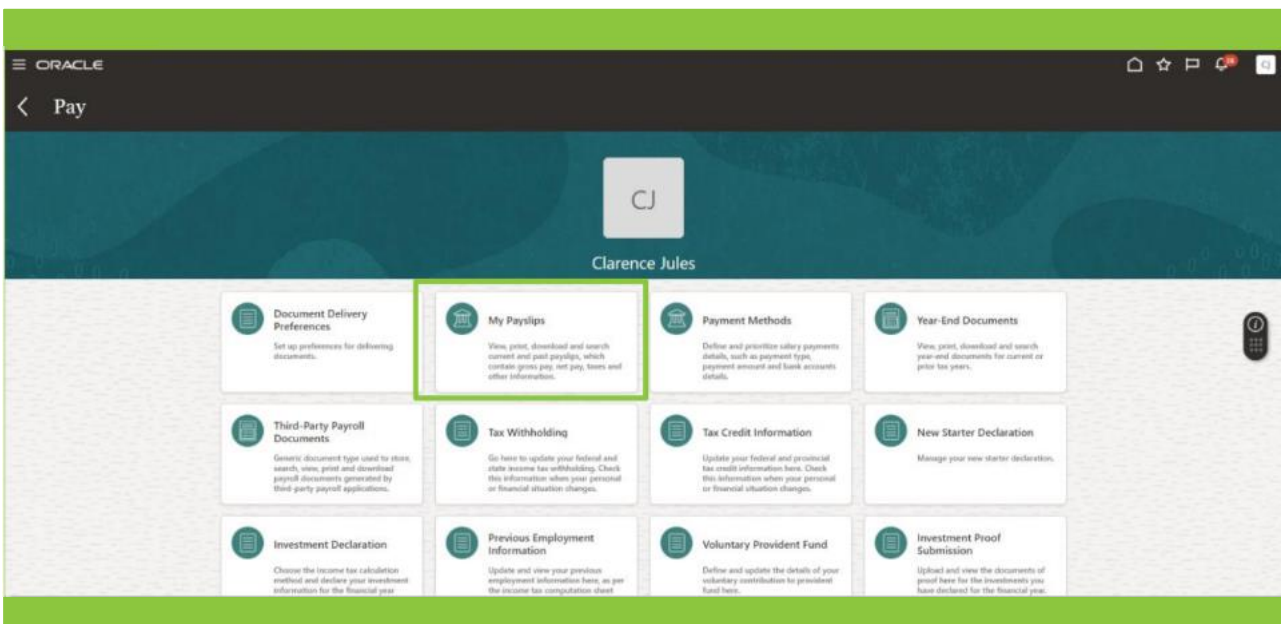
You can view your payslips and pay related documents such as your P60 in Oracle Fusion.

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.

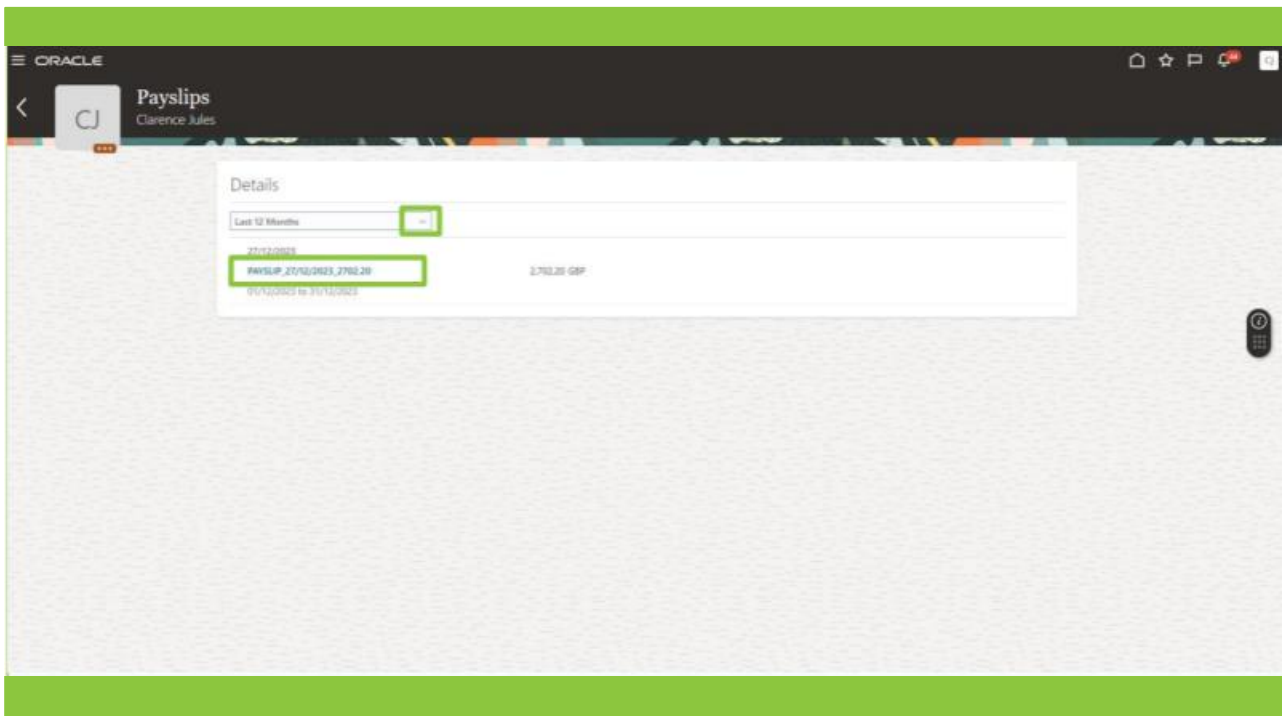



03

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.

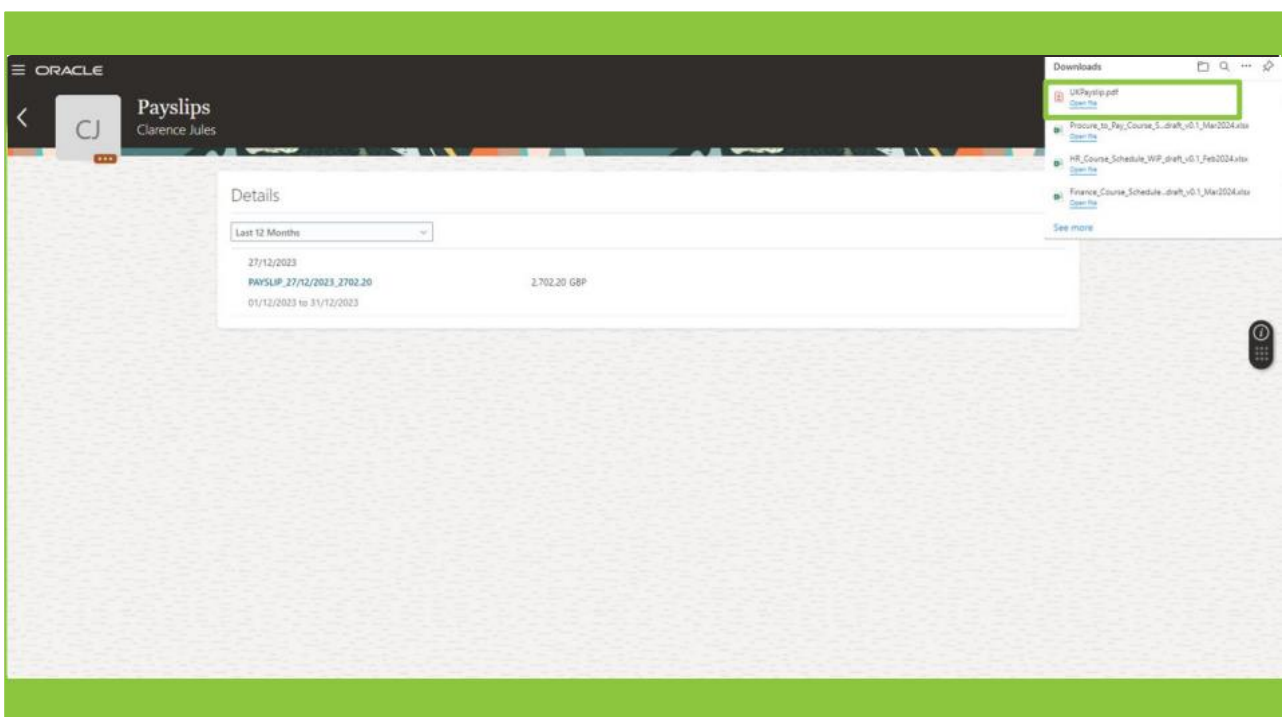
Selecting a **payslip link** will download a copy of the payslip to your device.



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

04

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



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

Employer Information	
Employer Name	Sandwell Metropolitan Borough Council
Employer PAYE Reference	AB/99
Employer Address	Freeth Street Oldbury B69 9ZZ United Kingdom
HMRC Office Name	
HMRC Office Phone	0300 200 3300
HMRC Address	United Kingdom

Tax Details	
Tax Code	1243L
Tax Basis	Cumulative
Previous Taxable Pay	
PAYE Pay Frequency	Calendar Month
Previous Tax Paid	
NI Priority Period Type	Calendar Month

Pay Period			
Period Type	Period Start Date	Period End Date	Period Number
Monthly Calendar	1-Dec-23	31-Dec-23	9

Earnings			
Description	Amount	YTD	
Salary Spinal	3,786.75	3,786.75	

Direct Payments			
Description	Amount	YTD	

PAYE and NI			
Description	Category	Amount	YTD
PAYE		498.40	4,518.80
NI Employee	A	328.65	2,901.82

Pre-Statutory Deductions	
Description	Amount
Pension Local Government Pension Scheme Employees Contribution	257.50
YTD	257.50

Other Deductions	
Description	Amount
YTD	

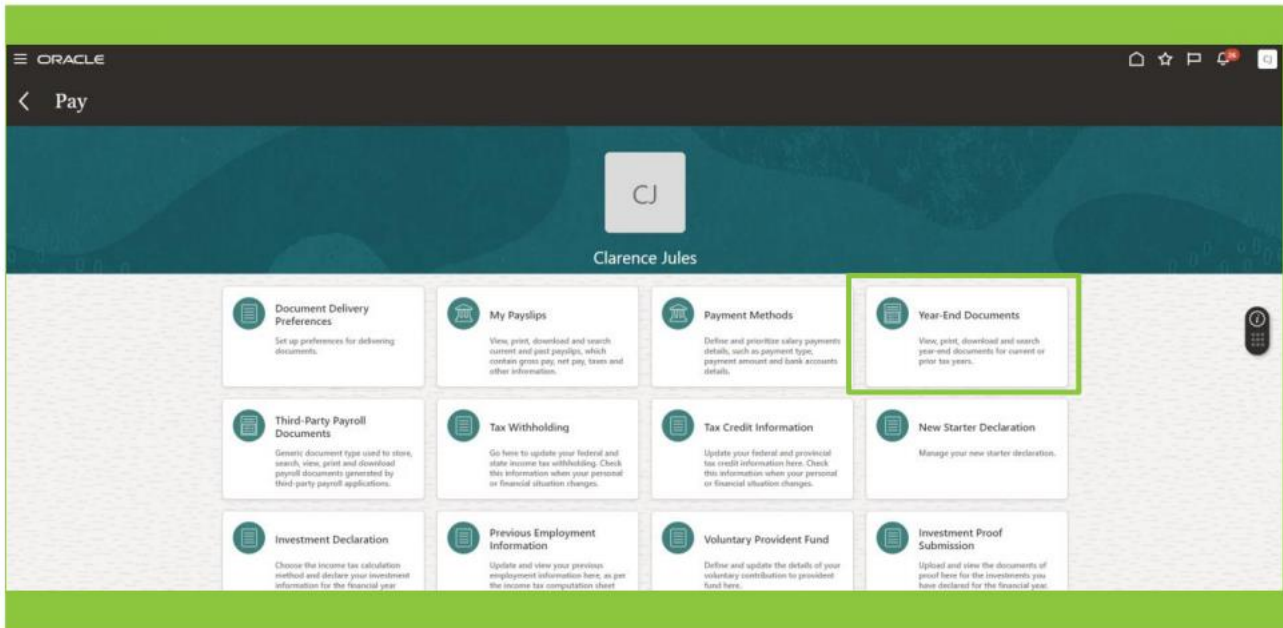
Summary		
Total Pay	Total Deductions	Net Pay
3,786.75	1,084.55	2,702.20

Net Pay Distribution					
Payment Type	Bank Name	Sort Code	Account Number	Currency	Payment Amount
BACS	BARCLAYS BANK UK PLC	609999	XXXX9999	GBP	2,702.20

Taxable Benefits			
Description	Reference	Amount	YTD

Balances			
Description	Run	Period To Date	YTD
Gross Earnings	3,786.75	3,786.75	34,253.23
Nilable Pay	3,786.75	3,786.75	34,253.23
PAYE	498.40	498.40	4,518.80
Taxable Pay	3,529.25	3,529.25	31,924.01

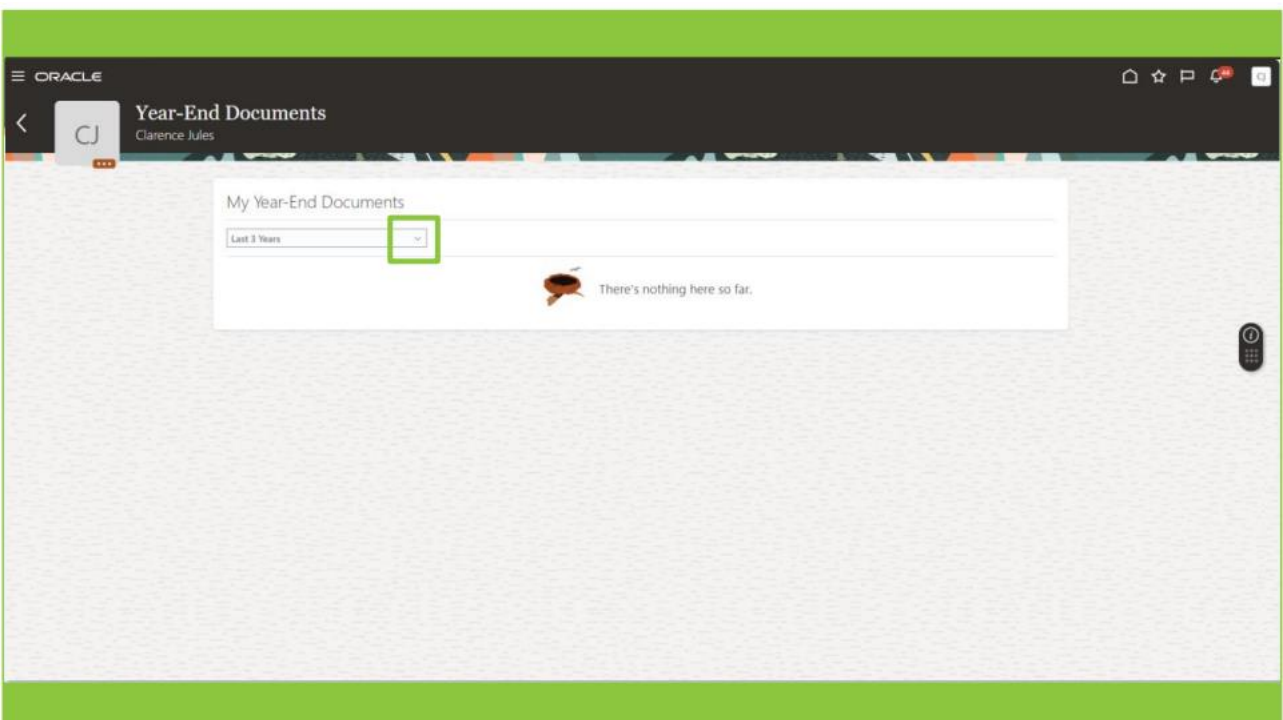
To view a year end document such as a P60, return to the Pay homepage. From here select the **Year End Documents** tile.



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.



That completes this Quick Reference Guide.