

How to View Payslip/Payslip Breakdown

This document provides a guide on how to view your payslip on your mySelf account

Login to your mySelf account

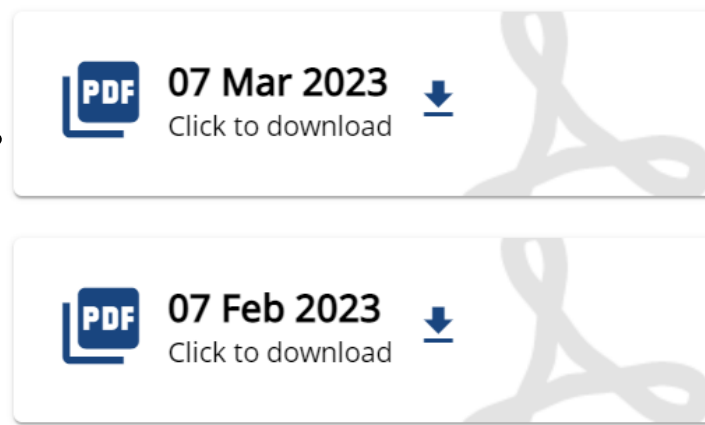
[Select here for guidance to log in via Single-Sign On](#)

[Select here for guidance to log in via Different Account](#)

Locate the 'Latest Payslips' tile on your dashboard

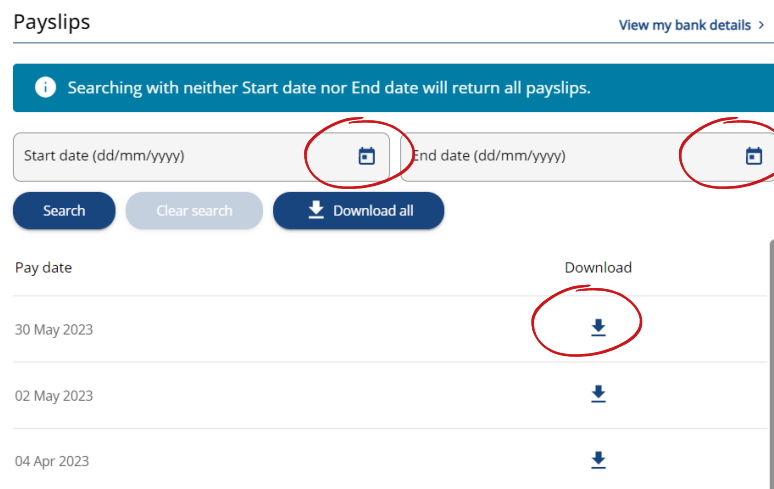
Latest payslips [View my pay >](#)

To download, select on the payslip 'Click to download'



Use the calendar icon to search for a certain payslip

Select on the payslip you wish to view for a brief overview



Select the date of payslip to view or select the download icon to download

Downloading your payslip provides a detailed breakdown of your earnings/deductions

The downloaded version provides NLC logo which is required by providers for mortgage/let agreements as proof of income

Viewed version



Employee Name: Kim Kardashian		Tax Period						
Reference No.		Tax Code						
		NI Number						
		NI Category						
Payments			Deductions		This Period			
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Basic Pay				Tax			Taxable Payments This Period	
				NI - A			Pensionable Pay This Period	
							Employer's NI This Period - A	
							Year-to-date	
							Description	Value
							Tax Paid YTD	
							NI Paid YTD - A	
							Taxable Pay YTD	
							Niabile Pay YTD	
							Pension YTD	
Total Payments			Total Deductions		NET PAY			



Downloaded version



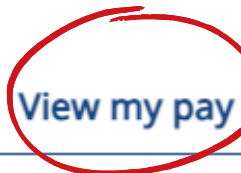
Salary:		Pay Date: 07/03/2023						
		Tax Period						
		Tax Code						
		NI Number						
		NI Category						
Payments			Deductions		This Period			
Description	Units	Rate	Cash	Description	Cash	Description	Cash	
Advisor - Workforce Eng				Tax		Taxable Payments This		
Basic Pay Variable				NI - A		Pensionable Pay This		
						Employer's NI This		
							Year-to-date	
							Description	Value
							Tax Paid YTD	
							NI Paid YTD - A	
							Taxable Pay YTD	
							Niabile Pay YTD	
							Pension YTD	
Payments			Deductions		NET PAY			

Download to save to your mobile device/laptop




Payments section will provide your **Basic Pay and any overtime payments**

Deductions will include any deductions in your pay e.g **Tax/National Insurance/Pension**

To view previous payslips, select **'View my pay'** Latest payslips



Use the calendar icon to search for payment dates

Start date (dd/mm/yyyy) 	End date (dd/mm/yyyy) 	
Search	Clear search	Download all
Pay date	Download	
27 Jun 2023		
30 May 2023	