
iTrent mySelf – A Guide to Your Payslip
North Lanarkshire Council

Table of Contents

- 1. NLC Printed Payslip 3
- 2.  Payslips 4
 - 2.1 Summary Screen 4
 - 2.2 Download Payslip..... 5
- 3. Setting Up your Payslip to be Emailed to You 6

Version Control

Version	Date Completed	Author	Description
1	17/07/2019	Gavin Scott	Draft Pilot User Guide
2	17/01/2022	Kirsty Moffat	New ESS

Version Control History

Document Name: mySelf – A Guide to Your Payslip

Reviewed & Approved By:

Job Title	Name	Date	Version Approved

Document Owner(s):

The primary contact for questions regarding this document is:

Job Title	Name	Contact Details
Workforce Systems Development Lead	Mark Lennon	lennonm@northlan.gov.uk

1. NLC Printed Payslip

Printed Payslips will only be available to employees who **DO NOT** have access to . As of 1st May 2019, paper payslips stopped and can only be accessed online.

Your payslip will display the following information:



Minnie Mouse 1234567

33/7102 – Dalziel Building

0407FW/48/10001

Salary: 11.6615		Pay Date: 12/02/2019																									
Employee Name Minnie Mouse		Employee No. 1234567																									
		Tax Period 48 Tax Code S1185L / 0 NI Number AA1 NI Category A																									
Payments		Deductions																									
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Rate</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td colspan="4">Mickey Mouse's better half</td> </tr> <tr> <td>Basic Pay</td> <td></td> <td>11.6615</td> <td>1,516.00</td> </tr> </tbody> </table>		Description	Units	Rate	Cash	Mickey Mouse's better half				Basic Pay		11.6615	1,516.00	<table border="1"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Tax</td> <td>102.46</td> </tr> <tr> <td>NI - A</td> <td>104.16</td> </tr> <tr> <td>LGPS (5.50%)</td> <td>83.38</td> </tr> <tr> <td>Council Tax</td> <td>93.84</td> </tr> <tr> <td>UNISON</td> <td>10.60</td> </tr> </tbody> </table>		Description	Cash	Tax	102.46	NI - A	104.16	LGPS (5.50%)	83.38	Council Tax	93.84	UNISON	10.60
Description	Units	Rate	Cash																								
Mickey Mouse's better half																											
Basic Pay		11.6615	1,516.00																								
Description	Cash																										
Tax	102.46																										
NI - A	104.16																										
LGPS (5.50%)	83.38																										
Council Tax	93.84																										
UNISON	10.60																										
		This Period																									
		<table border="1"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Taxable Pay PTD</td> <td>1,432.62</td> </tr> <tr> <td>NIable Pay PTD</td> <td>1,516.00</td> </tr> </tbody> </table>		Description	Cash	Taxable Pay PTD	1,432.62	NIable Pay PTD	1,516.00																		
Description	Cash																										
Taxable Pay PTD	1,432.62																										
NIable Pay PTD	1,516.00																										
		Year-to-date																									
		<table border="1"> <tbody> <tr> <td>Taxable Pay YTD</td> <td>16,806.88</td> </tr> <tr> <td>Tax Paid YTD</td> <td>1,153.33</td> </tr> <tr> <td>NI Paid YTD - A</td> <td>1,202.58</td> </tr> <tr> <td>Pension YTD</td> <td>990.62</td> </tr> </tbody> </table>		Taxable Pay YTD	16,806.88	Tax Paid YTD	1,153.33	NI Paid YTD - A	1,202.58	Pension YTD	990.62																
Taxable Pay YTD	16,806.88																										
Tax Paid YTD	1,153.33																										
NI Paid YTD - A	1,202.58																										
Pension YTD	990.62																										
Produced by North Lanarkshire Council																											
Payments	1,516.00	Deductions	394.44																								
		NET PAY	1,121.56																								

All North Lanarkshire Council (NLC) employees have a responsibility to check their payslip each pay period and inform the Employee Service Centre of any anomalies or concerns relating to their pay. NLC has the right to recoup any overpayments made.

Paid By BACS
Sort Code
Account

2. Payslips

2.1 Summary Screen

When you log into  to access your payslip, you will see the following payslip summary screen:

[< Back to My pay](#)

Payslip details: 14 Oct 2021 [Download](#)

Employee Name	Joe Bloggs	Tax Period	28
Reference No.	5009199	Tax Code	51257L Cumulative
		NI Number	J
		NI Category	A

Payments				Deductions			This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Basic Pay		11,8451	414.58	Tax		69.99	Taxable Payments This Period	838.08
Basic Pay		12,8044	448.15	NI - A		59.37	Pensionable Pay This Period	448.15
				Student Loans		0.00	Employer's NI This Period - A	72.13
				LGPS	5.5	24.65		

Year-to-date	
Description	Value
Tax Paid YTD	963.50
NI Paid YTD - A	792.89
Taxable Pay YTD	11,648.39
Niable Pay YTD	11,759.31
Pension YTD	110.92

Total Payments	862.73	Total Deductions	154.01	NET PAY	708.72
-----------------------	---------------	-------------------------	---------------	----------------	---------------

This is a summary of the contents of your payslip.

2.2 Download Payslip

 Download

To view your full payslip, please select the  button, this will be saved in your downloaded files. The following payslip will be displayed (see Page 6):

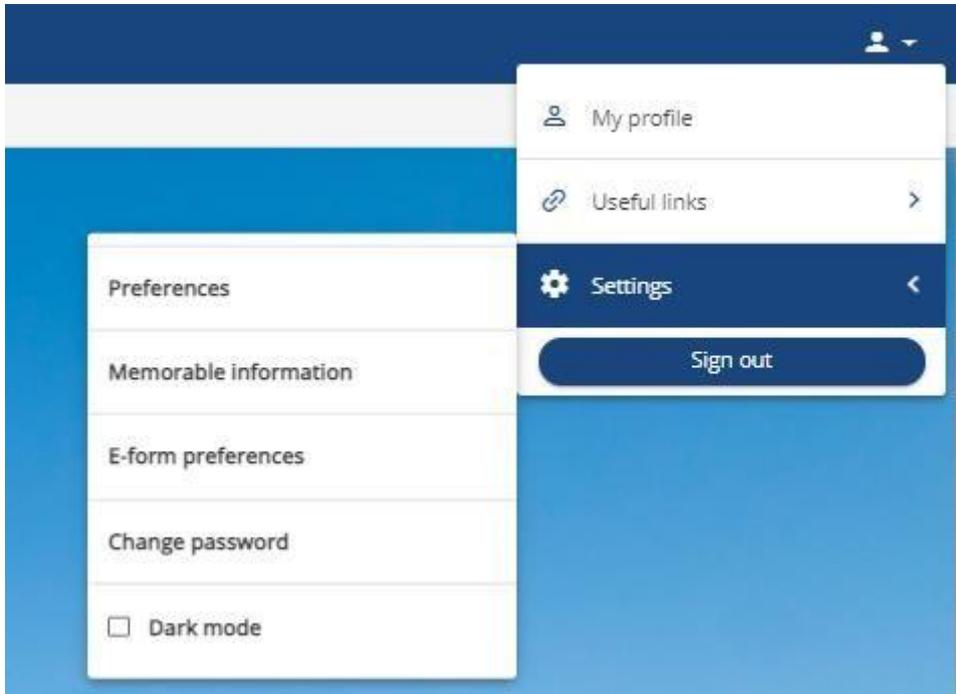
Mickey Mouse		4521871																					
80 8859 - Supported Employment																							
0416FO/48/10001																							
Salary: 15.4945		Pay Date: 07/03/2019																					
Employee Name Mickey Mouse		Employee No. 4521871																					
		Tax Period 48 Tax Code S1185L / 0 NI Number NW449204A NI Category A																					
Payments		Deductions																					
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Rate</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Mouse Research Assistant Basic Pay</td> <td></td> <td>14.9698</td> <td>1,047.89</td> </tr> </tbody> </table>		Description	Units	Rate	Cash	Mouse Research Assistant Basic Pay		14.9698	1,047.89	<table border="1"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Tax</td> <td>105.86</td> </tr> <tr> <td>NI - A</td> <td>86.87</td> </tr> <tr> <td>LIGPS (5.90%)</td> <td>61.63</td> </tr> <tr> <td>Scotwest Credit Union</td> <td>500.00</td> </tr> <tr> <td>UNISON</td> <td>7.96</td> </tr> </tbody> </table>		Description	Cash	Tax	105.86	NI - A	86.87	LIGPS (5.90%)	61.63	Scotwest Credit Union	500.00	UNISON	7.96
Description	Units	Rate	Cash																				
Mouse Research Assistant Basic Pay		14.9698	1,047.89																				
Description	Cash																						
Tax	105.86																						
NI - A	86.87																						
LIGPS (5.90%)	61.63																						
Scotwest Credit Union	500.00																						
UNISON	7.96																						
		This Period																					
		<table border="1"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Taxable Payments This</td> <td>986.06</td> </tr> <tr> <td>Pensionable Pay This</td> <td>1,047.89</td> </tr> <tr> <td>Employer's NI This</td> <td>99.90</td> </tr> </tbody> </table>		Description	Cash	Taxable Payments This	986.06	Pensionable Pay This	1,047.89	Employer's NI This	99.90												
Description	Cash																						
Taxable Payments This	986.06																						
Pensionable Pay This	1,047.89																						
Employer's NI This	99.90																						
		Year-to-date																					
		<table border="1"> <tbody> <tr> <td>Tax Paid YTD</td> <td>2,540.16</td> </tr> <tr> <td>NI Paid YTD - A</td> <td>2,084.88</td> </tr> <tr> <td>Taxable Pay YTD</td> <td>23,665.44</td> </tr> <tr> <td>NIable Pay YTD</td> <td>25,149.36</td> </tr> <tr> <td>Pension YTD</td> <td>1,483.92</td> </tr> </tbody> </table>		Tax Paid YTD	2,540.16	NI Paid YTD - A	2,084.88	Taxable Pay YTD	23,665.44	NIable Pay YTD	25,149.36	Pension YTD	1,483.92										
Tax Paid YTD	2,540.16																						
NI Paid YTD - A	2,084.88																						
Taxable Pay YTD	23,665.44																						
NIable Pay YTD	25,149.36																						
Pension YTD	1,483.92																						
Produced by North Lanarkshire Council																							
Payments		NET PAY																					
1,047.89		285.37																					
		Paid By BACS Sort Code Account																					

PLEASE NOTE: IF YOU WORK IN AN ENVIRONMENT WHERE YOU ARE USING A SHARED DEVICE TO DOWNLOAD YOUR PAYSリップ, THE PAYSリップ WILL REMAIN STORED ON THE PC/DEVICE UNLESS YOU CLEAR THIS DOWNLOAD FROM THE COMPUTER'S MEMORY.

3. Setting Up your Payslip to be Emailed to You

A quick and secure way to receive your payslip is via email. To do this you need to set this up on **mySelf** (click Ctl then [here](#)).

Click on the icon detailed below (this is situated at the top right hand of the screen) and select setting then E-form preferences.



E-form preferences Close X

Tick the Email Payslip checkbox

The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & * () - _ + [] { } ? , . ; @ # ~ / | \ < > ' : .

Payslip options

- Email payslip
- * Email address (required)
- * Password for payslip (required)
- * Confirm password (required)

Please enter your email address - this is the email address which you will receive an email to advise whenever a payslip is available to view.

You will then be prompted to enter a NEW password which is NOT your mySelf password – you will never have to change this unless you choose to do it yourself.

Please then confirm the password below.

P60 options

- Email P60
- Use the same email and password for P60's

You can also select to use the same email address for your P60 too.

Save **Cancel**

Then click **Save** to complete.

Once you have registered, you will then receive an email after the payroll has been processed each pay period with a payslip attachment show as below:

-----Original Message-----
From: iTrentepayslips@northlan.gov.uk [mailto:iTrentepayslips@northlan.gov.uk]
Sent: 26 June 2019 16:45
To: mouse.mickey@northlan.gov.uk
Subject: Online payslip report
Importance: High

Please find attached your generated eslip report.

A detailed payslip will display the following information:

Mickey Mouse		4521871																									
80 8859 - Supported Employment																											
0418FO/48/10001																											
Salary: 15.4945		Pay Date: 07/03/2019																									
Employee Name Mickey Mouse		Employee No. 4521871																									
		Tax Period 48 Tax Code S1185L / 0 NI Number NW449204A NI Category A																									
Payments		Deductions																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Rate</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Mouse Research Assistant</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Basic Pay</td> <td></td> <td>14.9698</td> <td>1,047.89</td> </tr> </tbody> </table>		Description	Units	Rate	Cash	Mouse Research Assistant				Basic Pay		14.9698	1,047.89	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Tax</td> <td>105.86</td> </tr> <tr> <td>NI - A</td> <td>86.87</td> </tr> <tr> <td>LGPS (5.90%)</td> <td>61.83</td> </tr> <tr> <td>Southwest Credit Union</td> <td>500.00</td> </tr> <tr> <td>UNISON</td> <td>7.96</td> </tr> </tbody> </table>		Description	Cash	Tax	105.86	NI - A	86.87	LGPS (5.90%)	61.83	Southwest Credit Union	500.00	UNISON	7.96
Description	Units	Rate	Cash																								
Mouse Research Assistant																											
Basic Pay		14.9698	1,047.89																								
Description	Cash																										
Tax	105.86																										
NI - A	86.87																										
LGPS (5.90%)	61.83																										
Southwest Credit Union	500.00																										
UNISON	7.96																										
		This Period																									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td>Taxable Payments This</td> <td>986.06</td> </tr> <tr> <td>Pensionable Pay This</td> <td>1,047.89</td> </tr> <tr> <td>Employer's NI This</td> <td>99.90</td> </tr> </tbody> </table>		Description	Cash	Taxable Payments This	986.06	Pensionable Pay This	1,047.89	Employer's NI This	99.90																
Description	Cash																										
Taxable Payments This	986.06																										
Pensionable Pay This	1,047.89																										
Employer's NI This	99.90																										
		Year-to-date																									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Tax Paid YTD</td> <td>2,540.16</td> </tr> <tr> <td>NI Paid YTD - A</td> <td>2,084.88</td> </tr> <tr> <td>Taxable Pay YTD</td> <td>23,665.44</td> </tr> <tr> <td>Niable Pay YTD</td> <td>25,149.36</td> </tr> <tr> <td>Pension YTD</td> <td>1,483.92</td> </tr> </tbody> </table>		Tax Paid YTD	2,540.16	NI Paid YTD - A	2,084.88	Taxable Pay YTD	23,665.44	Niable Pay YTD	25,149.36	Pension YTD	1,483.92														
Tax Paid YTD	2,540.16																										
NI Paid YTD - A	2,084.88																										
Taxable Pay YTD	23,665.44																										
Niable Pay YTD	25,149.36																										
Pension YTD	1,483.92																										
Produced by North Lanarkshire Council																											
Payments		NET PAY																									
1,047.89		286.37																									
		Paid By BACS Sort Code Account																									

[END OF GUIDANCE NOTE]