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1. Current payslip





2. MyPay Payslip



Opening your Payslip

You can go straight to your pay slip by selecting the 'envelope'

Payslips
\square
28 Jul

on your dashboard.

3. Your Payslip overview

		ictuits, r uy							
Payslip									Scroll through payslip
MRS M PAY Pay Period: 01/07/2023 - 31/07/2	023							22007/2023) (1)
Employee Number	NI Number: NH010101D NI Code' A Employee Address: 1 The Road, Upper 1	Erwel, Marchesser, Woo Sh	Empl Pay 5 N Pay F	oyer: University of Ma lete: 25/07/2023 requescy: Monitry	scheiter		Pay Group: MONTHLY Tax Penod: 2023/04 Employer Address: Oxford Road, N	anchecier, Mills MPL	Print payslips to i
	Gross Pay £928.90	PAYE Tax £0.00	NIC £0.00	Others £6.60		Net Pay	This pe	riod totals.	
yments made this period. (This mple shows Salary Sacrifice for	TD 5028.00	YTD £0.00 Description	YTD 50.00	YTD £6.60	Rate	YTD £922.30 Amount			
isions as a negative payment).		Basic Pay UMSS CARE	2019 - PC	*. *	-	£993.48 E-64.58			
					Total	1923.90			
Deductions made this period	\$ DEDUCTIONS	Description			1	Amount £6.60	Year	to Date figures	
					Total	£6.60			
ear to date figures including sion contributions made by you	CUMULATIVE YEAR T DATE (YTO)	• Description			l	Amount			
and the University		UMSS CARE	1019 - PC			£-04.58 £-179.82			
		Pensionable	Gross			£993.48			
		Nat Ins C/I				£0.00			
		Taxable Gros	s byments			£928.90 £928.90			
Staff messages	MESSAGES	Purple permies	Donate the pennies	: from your payslip	to local goo	d causes Sign up			
Stan messages.		Purple Pennies	Donate the pennies	epennies From your payslip ecennies	to local goo	d causes Sign up			

4. Printed PDF Payslip

MRS M PAY

Pay Period: 01/07/2023 - 31/07/2023

Employee Number: Tax Code: 1137N Payment Method: BAC NI Number: NH01010:	N Pr S/FPAY Tr 1D El U	Il Code: A ay Group: Mi ax Period: 20 mployee Add pper Street,	ONTHLY 23/04 Iress: 1 The R Manchester,	oad, MOO OMN	Employe Pay Dat Pay Free Employe Manche	er: Univer e: 28/07/ quency: N er Addres ster, M13	sity of Manchester /2023 Aonthly s: Oxford Road, 3 9PL	
Gross Pay PAYE Tax £928.90 £0.00 YTD £928.90 YTD £0.00		NIC EO.	Others £6.60 YTD £6.60			Net Pay £922.30 YTD £922.30		
PAYMENTS	Units	Rate	Amount	DEDUC	TIONS		Amou	nt
Basic Pay	12		993.48	Unisor	i.		6.	50
UMSS CARE 2019 - PC	1.1	1.1	-64.58					
	Total		£928.90			Total	E6.	50

MESSAGES

Purple pennies Donate the pennies from your payslip to local good causes Sign up now: www.manchester.ac.uk/purplepennies Purple Pennies Donate the pennies from your payslip to local good causes Sign up now: www.manchester.ac.uk/purplepennies

CUMULATIVE YEAR TO DATE	Amount
UMSS CARE 2019 - PC	-£64.58
UMSS CARE 2019 - PC	-£179.82
Pensionable Gross	E993.48
Nat Ins C/I	E0.00
Taxable Gross	E928.90
Total Gross Payments	£928.90

5. View Summary

Changing the $\%$ to ${ m f}$	
All Pay Documents MyPay Dashboard View All Pay Documents	18 <u>1</u>
Most Recent Payslip 01/07/2023 - 31/07/2023	
Net Pay 99% Payments 100% ↓ ↓ Deductions 1% • 4.8% • 4.8% ↓ ↓ Compare payslip View full payslip	Your next pay date is in 14 days
All Pay Documents MyPay Dashboard View All Pay Documents	3
Most Recent Payslip 01/07/2023 - 31/07/2023	
Net Pay £922.30 +4.8% ↓ ↓ ↓ Deductions £66.00 -0.0% Yeave ↓ ↓ 20% ↓ ↓ 20% ↓ ↓	Your next pay date is in 14 days



On the graph section you can select between 'Net Pay', 'Payments' and 'Deductions' and see the difference(s) between your previous pay periods which you can select up to 48 months. Simply hover your mouse over the relevant period to see percentages for each period.

6. Compare Payslips

Click 'Vie	ew All Pay Documents' to	compare up to 3	pay slips.		
All Pay Docul MyPay Dashboard View All Pa	ments y Documents			-	£%
View All	Opened Unopen	Document Tyj ed Paysli	ps P60		Showing 40 years/tre
Results per page: 12 V				< 1	2 3 4 5 >
Pay Date	Document Type	Payments	Deductions	Net Pay	
28/07/2023	Payslip	£928.90	£6.60	£922.30	- Remove
<u> </u>	Payslip	£973.42	£6.60	£966.82	- Remove
<u> </u>	Payslip	£884.38	£6.60	£877.78	- Remove

Payslip Comparison



	15/02/2023	15/03/2023 Select	28/07/2023 Select
Net Pay	£877.78	£966.82 ▲ £89.04	£922.30
Payments 🗸	£884.38	£973.42	£928.90
Basic Pay	£945.86	£993.48	E993.48
Basic Pay Arrears	a.	£47.61	
UMSS CARE 2019 - PC	£-61.48	£-67.67	£-64.58
Deductions 🗸	£6.60	£6.60	£6.60
Unison	E6.60	£6.60	£6.60
Cumulatives 🗸			

7. FAQ section

Click on the drop-down arrow to find the answers to frequently asked questions within

