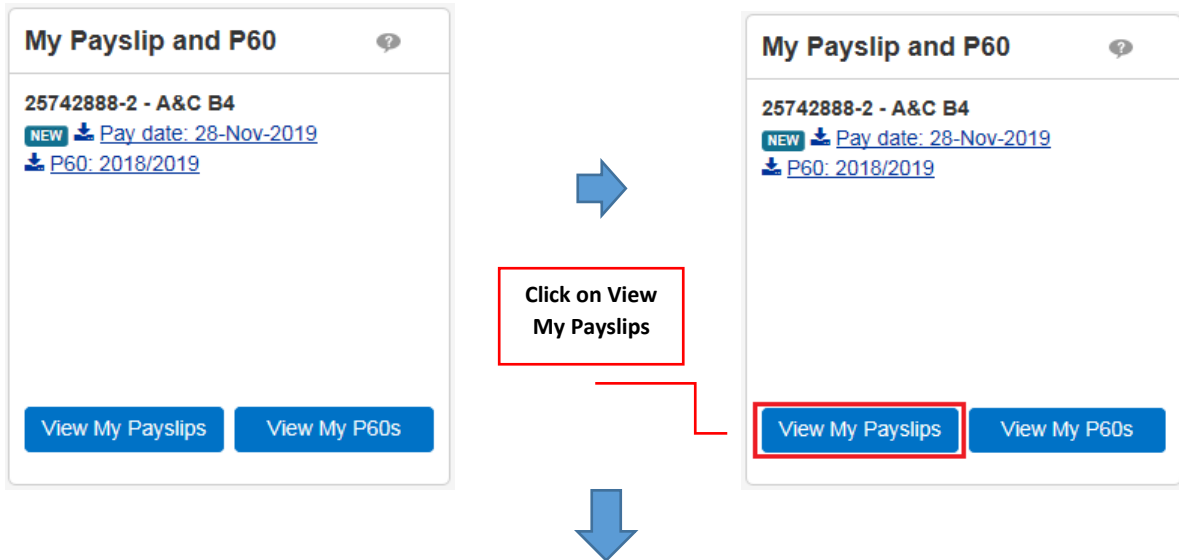


ESR HOW TO GUIDE – ACCESSING PAYSリップ

STEP 1 – Go to My Payslip and P60 section



This screenshot shows the NHS ESR search interface. The search criteria are: Assignment Number: 25742888-2; Position Name: 2262379|A&C B4|G2A|Finance; Year: 2019; Payslip: 28-NOV-2019 - Assignment 25742888-. Below the search criteria, there is a note: 'If blank, payslip is not produced for this period. Please contact your payroll administrator.' At the bottom of the search area, there are two buttons: 'View Payslip' and 'Clear All'. A red box highlights the 'View Payslip' button, with a red line connecting it to a text box on the right that says 'Payslips drop down list is displayed'. A blue arrow points downwards from this screenshot.

This screenshot shows the NHS ESR search interface with the 'View Payslip' button highlighted. A dropdown list of payslip entries is displayed below the search criteria. The entries are: 28-NOV-2019 - Assignment 25742888-2 - Run 1; 31-OCT-2019 - Assignment 25742888-2 - Run 1; 26-SEP-2019 - Assignment 25742888-2 - Run 1; 29-AUG-2019 - Assignment 25742888-2 - Run 1; 25-JUL-2019 - Assignment 25742888-2 - Run 1; 27-JUN-2019 - Assignment 25742888-2 - Run 1; 30-MAY-2019 - Assignment 25742888-2 - Run 1; 25-APR-2019 - Assignment 25742888-2 - Run 1; 28-MAR-2019 - Assignment 25742888-2 - Run 1; 28-FEB-2019 - Assignment 25742888-2 - Run 1; 31-JAN-2019 - Assignment 25742888-2 - Run 1. A red box highlights the first entry, '28-NOV-2019 - Assignment 25742888-2 - Run 1', with a red line connecting it to a text box on the right that says 'Click on relevant payslip from list'. A blue arrow points downwards from this screenshot.

STEP 2 – Saving and Opening Payslips



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Click on Open to open document



ASSIGNMENT NUMBER	EMPLOYEE NAME		LOCATION				
			Royal United Hospitals Bath NH				
DEPARTMENT	JOB TITLE		PAYSCALE DESCRIPTION				
Payroll	A&C B4		Non Review Body Band 4				
NHS	SALWAGE	INC. DATE	STANDARD HRS.		PT SALWAGE		
		01 AUG 2018	20				
TAX OFFICE NAME		TAX OFFICE REF	TAX CODE		NI NUMBER		
Bristol and North So			BR CUMUL				
PAY AND ALLOWANCES (- = MINUS AMOUNT)				DEDUCTIONS (R INDICATES REFUND)			
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/P
Basic Pay					PAYE NI A NHS Pension 7.1%		
Year To Date Balances (This Employment Only)				This Period Summary			
GROSS PAY		TAXABLE PAY		PENSIONABLE PAY		TAXABLE PAY	
NI LETTER		A		TAX PERIOD		8	
NI PAY		PREVIOUS TAXABLE PAY		FREQUENCY		Monthly	
NI CONTS		PREVIOUS TAX PAID		PERIOD END DATE		30 NOV 2019	
PENSIONABLE PAY		PENSION CONTS		PAY DATE		26 NOV 2019	
SD REF NUMBER		EMPLOYEE NO.		PAY METHOD		BACS	
				TOTAL PAYMENTS		TOTAL DEDUCTIONS	
				NET PAY			