

# Supplementary Pay - iTrent Access

You can view your interactive payslip or download a copy of your payslip from the **homepage** or the **My Pay** section.

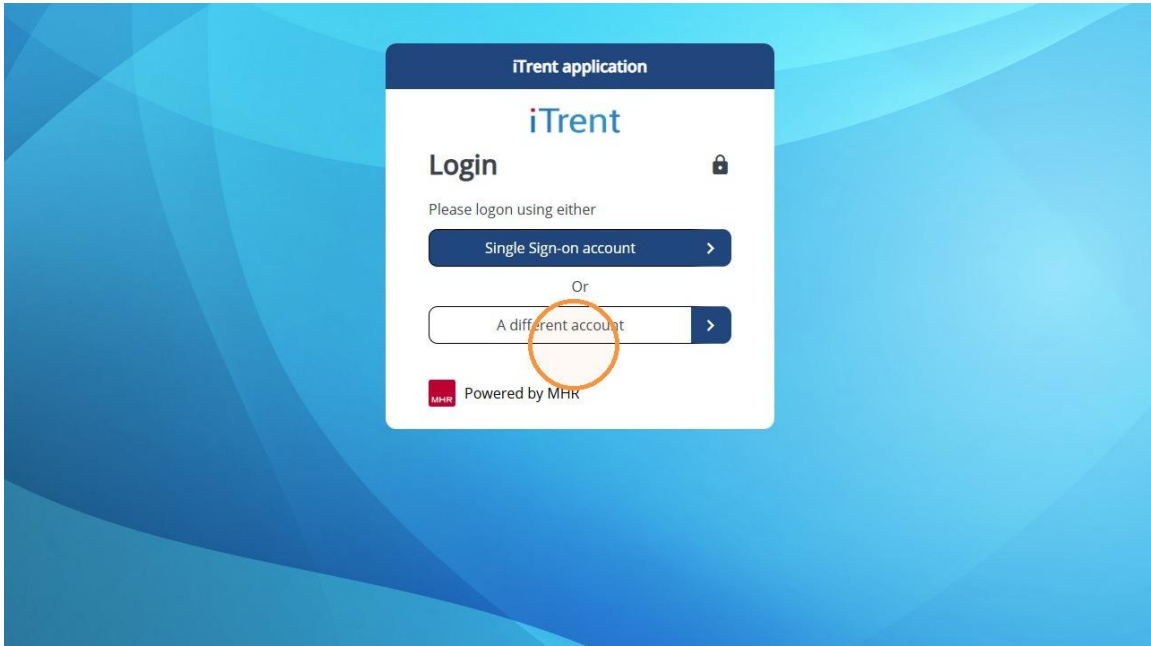
## Contents

|                                              |    |
|----------------------------------------------|----|
| Account Login.....                           | 2  |
| Homepage .....                               | 3  |
| View My Pay - View Interactive Payslip ..... | 4  |
| Download Payslip .....                       | 10 |
| View P60.....                                | 12 |

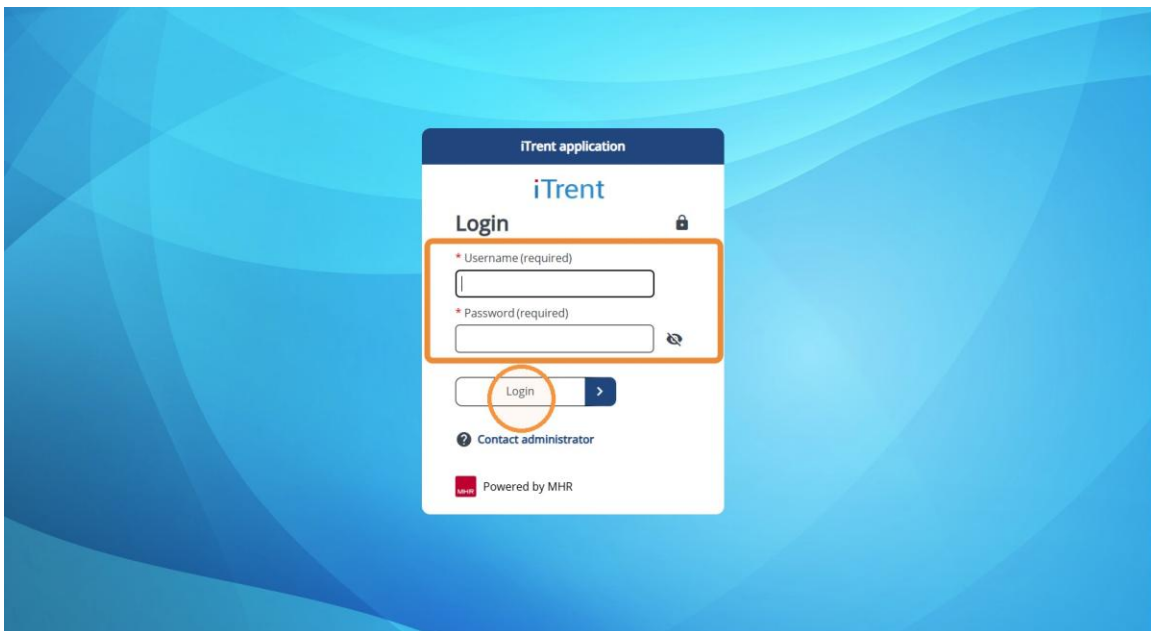
## Account Login

1. [ESS - Login](#)

Select "**A different account**" to log in.

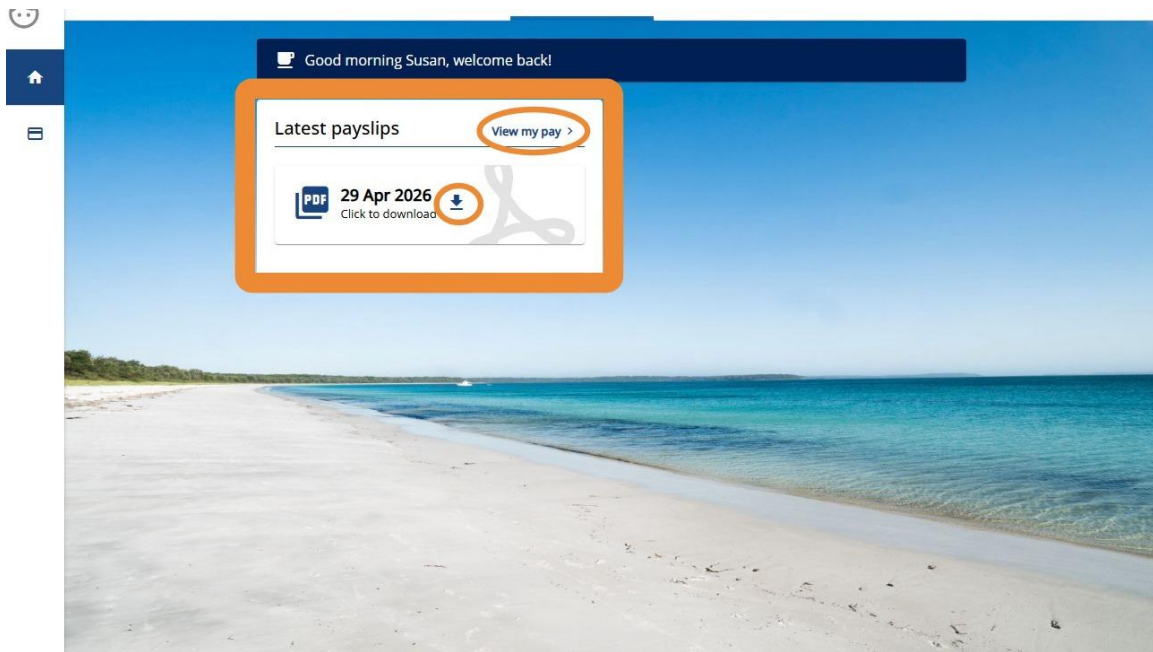


2. Input username and password and select log in. Your username is your person code and you will receive separate communication regarding your password set-up.



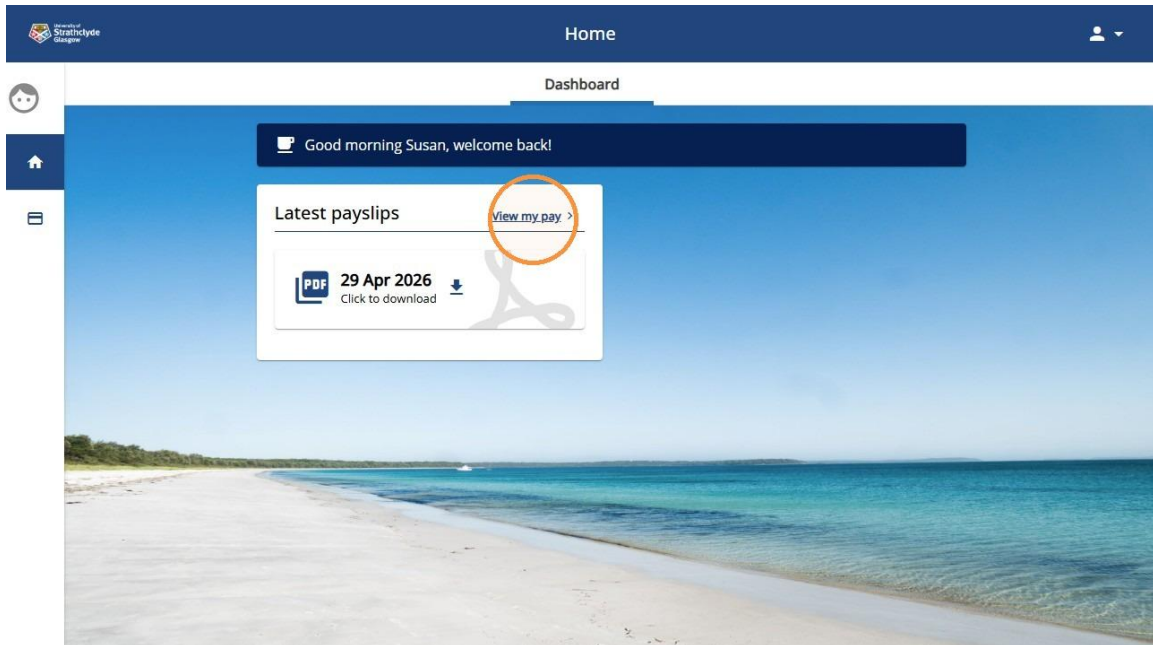
## Homepage

3. The homepage you will be presented with will give you latest payslip(s).  
You can download your payslip or select 'View my pay' to view the interactive version.

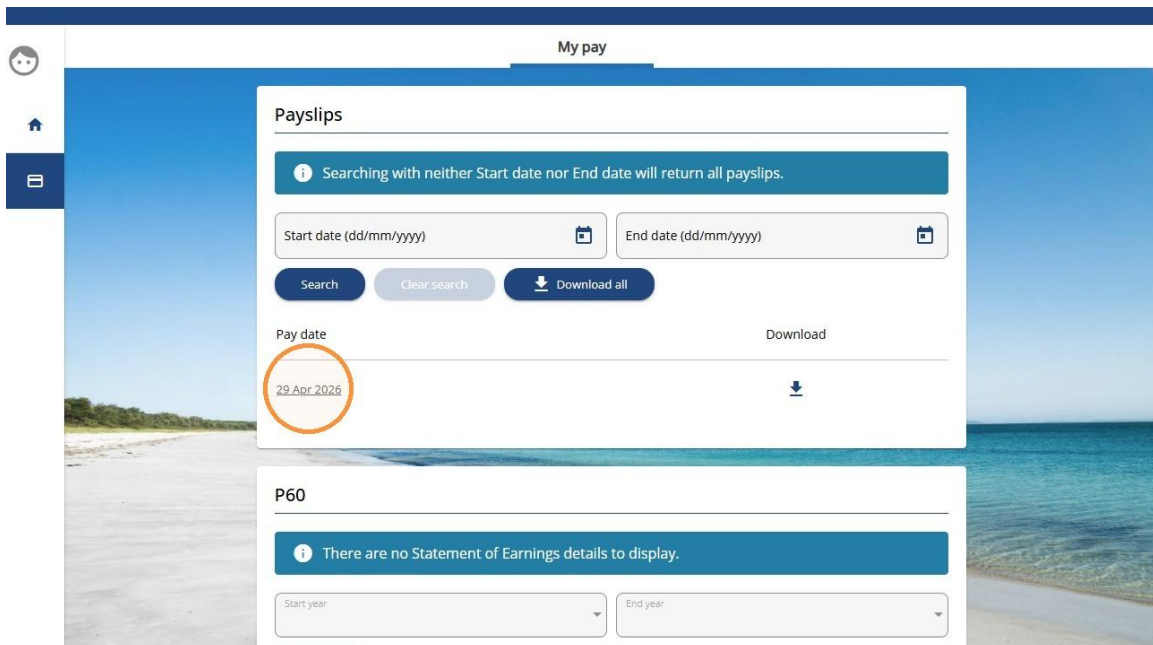


## View My Pay - View Interactive Payslip

4. Select "View my pay"



5. You'll be presented with the **MyPay** section, which allows you to view and download your payslips and P60 documents. Within the **Payslips** area, select the payslip month you wish to view, and an interactive version of your payslip will be displayed.



6. This will show the interactive payslip.  
The text highlighted in blue can be selected for further details.

< Back to My pay

Payslip details: 31 Jul 2025 Download

|               |          |             |                  |
|---------------|----------|-------------|------------------|
| Employee Name | Tim Burr | Tax Period  | 4                |
| Reference No. | 7010005  | Tax Code    | 1257L Cumulative |
|               |          | Ni Number   | AB123456C        |
|               |          | Ni Category | A                |

| Payments                                                                                                                                                                                                                                                                                                             | Deductions | This Period                    |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------|------|------|-------------------------------------------|-----|---------|--|---------------|------|---------|--|--------------|--|----------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|------|-----|--------|--|--------|--------|--|---------------------------------------------|------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|----------------|----------|----------------|----------|--------------------|----------|----------------------|--------|---------------------|--------|----------|--|-------------|------|-----------|----------|
| <table><tr><th>Payment</th><th>U/T</th><th>Rate</th><th>Cash</th></tr><tr><td>USS Scheme (Salsac) - EE Salary sacrifice</td><td>6.1</td><td>-297.86</td><td></td></tr><tr><td>Cycle To Work</td><td>1600</td><td>-200.00</td><td></td></tr><tr><td>Basic Salary</td><td></td><td>4,883.00</td><td></td></tr></table> | Payment    | U/T                            | Rate | Cash | USS Scheme (Salsac) - EE Salary sacrifice | 6.1 | -297.86 |  | Cycle To Work | 1600 | -200.00 |  | Basic Salary |  | 4,883.00 |  | <table><tr><th>Deduction</th><th>Rate</th><th>Cash</th></tr><tr><td>Tax</td><td>667.40</td><td></td></tr><tr><td>Ni - A</td><td>255.20</td><td></td></tr><tr><td>USS Additional Employer Contributions 50/50</td><td>0.00</td><td></td></tr></table> | Deduction | Rate | Cash | Tax | 667.40 |  | Ni - A | 255.20 |  | USS Additional Employer Contributions 50/50 | 0.00 |  | <table><tr><th>Description</th><th>Value</th></tr><tr><td>Taxable Pay TP</td><td>4,385.14</td></tr><tr><td>Ni-able Pay TP</td><td>4,385.14</td></tr><tr><td>Pensionable Pay TP</td><td>4,883.00</td></tr><tr><td>Employer's NI TP - A</td><td>595.22</td></tr><tr><td>Employer Pension TP</td><td>708.04</td></tr><tr><td>Benefits</td><td></td></tr><tr><td>Description</td><td>Cash</td></tr><tr><td>Gross Pay</td><td>4,883.00</td></tr></table> | Description | Value | Taxable Pay TP | 4,385.14 | Ni-able Pay TP | 4,385.14 | Pensionable Pay TP | 4,883.00 | Employer's NI TP - A | 595.22 | Employer Pension TP | 708.04 | Benefits |  | Description | Cash | Gross Pay | 4,883.00 |
| Payment                                                                                                                                                                                                                                                                                                              | U/T        | Rate                           | Cash |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| USS Scheme (Salsac) - EE Salary sacrifice                                                                                                                                                                                                                                                                            | 6.1        | -297.86                        |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Cycle To Work                                                                                                                                                                                                                                                                                                        | 1600       | -200.00                        |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Basic Salary                                                                                                                                                                                                                                                                                                         |            | 4,883.00                       |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Deduction                                                                                                                                                                                                                                                                                                            | Rate       | Cash                           |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Tax                                                                                                                                                                                                                                                                                                                  | 667.40     |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Ni - A                                                                                                                                                                                                                                                                                                               | 255.20     |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| USS Additional Employer Contributions 50/50                                                                                                                                                                                                                                                                          | 0.00       |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Description                                                                                                                                                                                                                                                                                                          | Value      |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Taxable Pay TP                                                                                                                                                                                                                                                                                                       | 4,385.14   |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Ni-able Pay TP                                                                                                                                                                                                                                                                                                       | 4,385.14   |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Pensionable Pay TP                                                                                                                                                                                                                                                                                                   | 4,883.00   |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Employer's NI TP - A                                                                                                                                                                                                                                                                                                 | 595.22     |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Employer Pension TP                                                                                                                                                                                                                                                                                                  | 708.04     |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Benefits                                                                                                                                                                                                                                                                                                             |            |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Description                                                                                                                                                                                                                                                                                                          | Cash       |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| Gross Pay                                                                                                                                                                                                                                                                                                            | 4,883.00   |                                |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
| <b>Total Payments</b> 4,385.14                                                                                                                                                                                                                                                                                       |            | <b>Total Deductions</b> 922.60 |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |
|                                                                                                                                                                                                                                                                                                                      |            | <b>NET PAY</b> 3,462.54        |      |      |                                           |     |         |  |               |      |         |  |              |  |          |  |                                                                                                                                                                                                                                                      |           |      |      |     |        |  |        |        |  |                                             |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |       |                |          |                |          |                    |          |                      |        |                     |        |          |  |             |      |           |          |

| Year-to-date         |           |
|----------------------|-----------|
| Description          | Value     |
| Taxable Pay YTD      | 16,085.57 |
| Ni-able Pay YTD      | 16,085.57 |
| Tax Paid YTD         | 2,378.40  |
| NI Paid YTD - A      | 939.70    |
| Employer NI YTD - A  | 2,162.63  |
| Pensionable Pay YTD  | 17,556.50 |
| Employer Pension YTD | 2,545.69  |

7. If you select **Tax Code** it shows a history of tax details.

**Tax Code** Close X

A history of your tax details is below.

For more information visit [www.gov.uk/tax-codes](https://www.gov.uk/tax-codes)

| Effective from | Tax Code | Tax basis      | Reason                                         |
|----------------|----------|----------------|------------------------------------------------|
| 06 Apr 2025    | 1257L    | Cumulative     | Start of tax year change by HMRC               |
| 30 Sep 2024    | 1257L    | Week 1/Month 1 | Information presented when starting employment |

Cancel

8. Selecting **NI Category** shows the history of your National Insurance details.

### NI Category

Close X

A history of your national insurance details is below.

For more information visit [www.gov.uk/national-insurance-rates-letters/category-letters](https://www.gov.uk/national-insurance-rates-letters/category-letters)

| Effective from | NI Category |
|----------------|-------------|
| 30 Sep 2024    | A           |

Cancel

9. **USS Scheme** gives a breakdown and contribution details.

You will not immediately become a member of a pension scheme. However, you may choose to join the pension scheme following your first payment assuming you satisfy certain eligibility criteria. Depending on your age and future earnings, you may be auto enrolled into the pension scheme at a later date.

### USS Scheme (Salsac) - EE Salary sacrifice

Close X

For job HRP Training Manager  
Pensionable Pay £ 4,883.00  
Contribution Rate 6.10 %  
Deduction £-297.86

Is this helpful? Yes No Cancel

10. **Basic Salary** gives an annual salary and breakdown for month.

Basic Salary

Close X

Your Salary payment calculation is shown below

For job **HRP Training Manager**  
Full time salary of **£58,596.00**  
Actual salary **£58,596.00**  
£58,596.00 divided by 12.00 and pro rated for mid-period changes as follows:  
**01/07/2025 to 31/07/2025 equals £4,883.00**

Is this helpful?

Yes

No

Cancel

11. **Tax** gives a breakdown of tax calculations.

**Tax**Close X

**Calculating your taxable pay**

You have been issued a cumulative tax code of 1257L. This instructs that tax is calculated on earnings from 06/04/2025 up to and including this period.  
Your taxable pay this period is £4,385.14, giving taxable pay to date of £16,085.57.

**Calculating your tax allowance**

Your tax free allowance so far this year of £4,193.04 is deducted from your taxable pay to date. You will pay tax on  $£16,085.57 - £4,193.04 = £11,892.53$ .

**Calculating your tax due**

Your taxable pay of £11,892.53 is split between the applicable tax bands and tax is calculated as:

| Tax bands/rates | Applicable pay | Tax due  |
|-----------------|----------------|----------|
| 20%             | 11,892.00      | 2,378.40 |

Your total tax due for the year is £2,378.40. Prior to this period you had already paid tax of £1,711.00, requiring you to pay tax this period of £667.40.

Is this helpful?

Yes

No

Cancel



12. Selecting **NI-A** give a breakdown of 'NI'able pay and national insurance due. 'NI'able pay is the portion of your total earnings that is subject to National Insurance (NI) contributions.

**NI - A**Close X

**Calculating your niable pay**  
You are on a national insurance category of A. This instructs that national insurance is calculated on your niable pay this period of £4,385.14.

**Calculating your national insurance due**  
Your niable pay of £4,385.14 is split between the applicable national insurance rates and national insurance (NI) is calculated as:

| NI rate        | Applicable pay | NI due |
|----------------|----------------|--------|
| Up to ST @ 0%  | 417.00         | 0.00   |
| ST to LEL @ 0% | 125.00         | 0.00   |
| LEL to PT @ 0% | 506.00         | 0.00   |
| PT to UEL @ 8% | 3,141.00       | 251.28 |
| Above UEL @ 2% | 196.14         | 3.92   |

Your total national insurance due for this period is £255.20.

Is this helpful? Yes No Cancel

13. Selecting **Gross Pay** provides a description of what it means.  
Gross pay is the total remuneration in the pay period before any tax, national insurance or pension deductions.

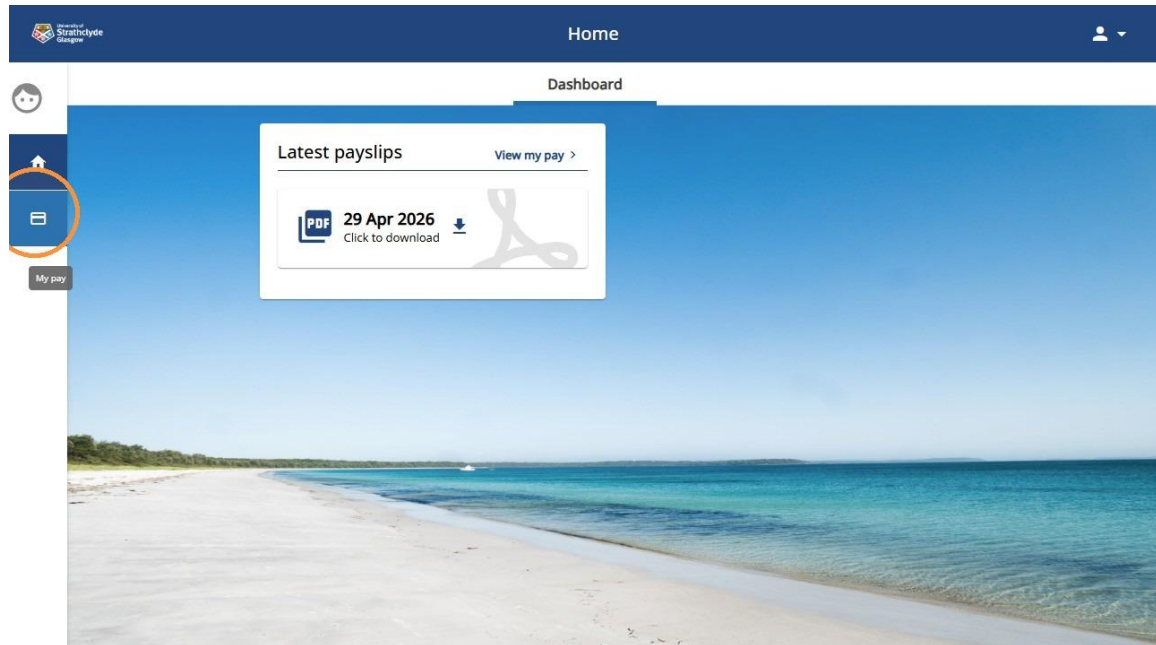
**Gross Pay**Close X

This is your gross pay before any Tax, NI or Pension deductions

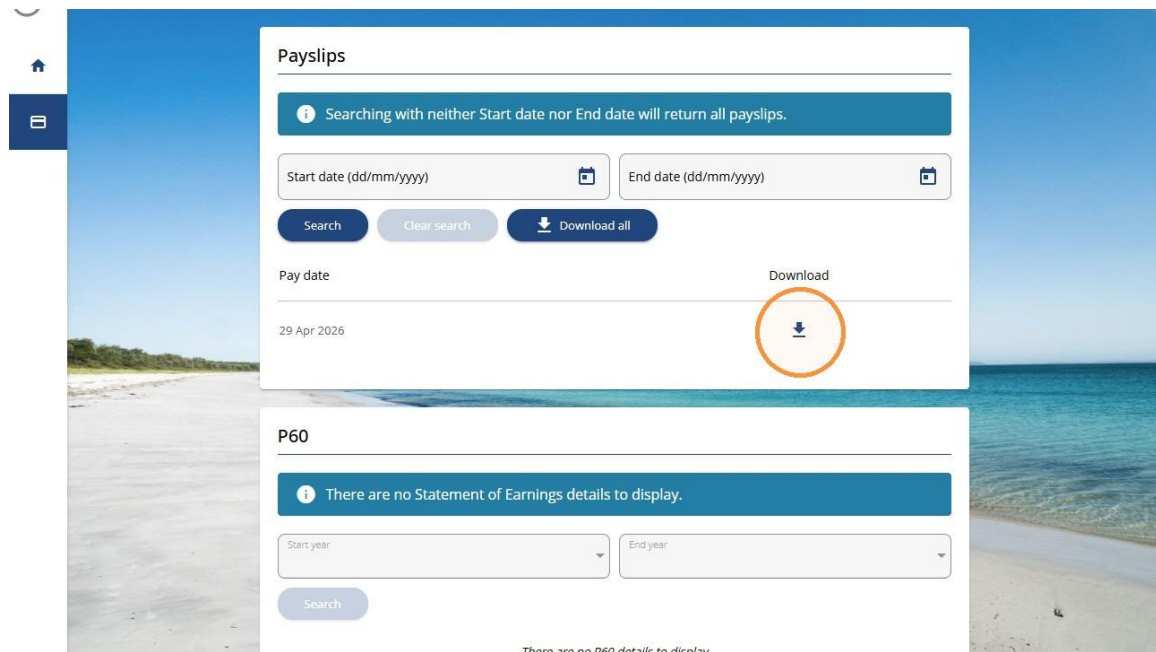
Is this helpful? Yes No Cancel

## Download Payslip

14. Select 'My Pay'.



15. Click the download icon for the payslip.



16. This will download a PDF version of your payslip.

**PRIVATE AND CONFIDENTIAL**

| <b>Payroll Name</b> Monthly Payroll (Main)                                                                                                                                                                                                                                                               |             | <b>Paydate</b> 31/10/2024 |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|------|------|--------------|--|--|--|-------------------------|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|-----|--|--------|--|---------------|--|--------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|-----------|--|----------------|--|----------------|--|----------------------|--|
| <b>Employee Name</b>                                                                                                                                                                                                                                                                                     |             | <b>Tax Period</b> 7       |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| <b>Reference No.</b>                                                                                                                                                                                                                                                                                     |             | <b>Tax code</b>           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | <b>N.I. Number</b>        |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | <b>N.I. Code</b> A        |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| <b>Payments</b>                                                                                                                                                                                                                                                                                          |             | <b>Deductions</b>         |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| <b>This Period</b>                                                                                                                                                                                                                                                                                       |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Description</th><th>UIT</th><th>Rate</th><th>Cash</th></tr></thead><tbody><tr><td>Basic Salary</td><td></td><td></td><td></td></tr><tr><td>Basic Salary (Back Pay)</td><td></td><td></td><td></td></tr></tbody></table> | Description | UIT                       | Rate | Cash | Basic Salary |  |  |  | Basic Salary (Back Pay) |  |  |  | <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></td></tr><tr><td>NI - A</td><td></td></tr><tr><td>Univ. Lottery</td><td></td></tr><tr><td>U.N.I.S.O.N.</td><td></td></tr></tbody></table> | Description | Cash | Tax |  | NI - A |  | Univ. Lottery |  | U.N.I.S.O.N. |  | <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Description</th><th>Cash</th></tr></thead><tbody><tr><td>Gross Pay</td><td></td></tr><tr><td>Taxable Pay TP</td><td></td></tr><tr><td>Nilable Pay TP</td><td></td></tr><tr><td>Employer's NI TP - A</td><td></td></tr></tbody></table> | Description | Cash | Gross Pay |  | Taxable Pay TP |  | Nilable Pay TP |  | Employer's NI TP - A |  |
| Description                                                                                                                                                                                                                                                                                              | UIT         | Rate                      | Cash |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Basic Salary                                                                                                                                                                                                                                                                                             |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Basic Salary (Back Pay)                                                                                                                                                                                                                                                                                  |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Description                                                                                                                                                                                                                                                                                              | Cash        |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Tax                                                                                                                                                                                                                                                                                                      |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| NI - A                                                                                                                                                                                                                                                                                                   |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Univ. Lottery                                                                                                                                                                                                                                                                                            |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| U.N.I.S.O.N.                                                                                                                                                                                                                                                                                             |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Description                                                                                                                                                                                                                                                                                              | Cash        |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Gross Pay                                                                                                                                                                                                                                                                                                |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Taxable Pay TP                                                                                                                                                                                                                                                                                           |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Nilable Pay TP                                                                                                                                                                                                                                                                                           |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| Employer's NI TP - A                                                                                                                                                                                                                                                                                     |             |                           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | <b>Year-to-date</b>       |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Gross Pay YTD             |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Taxable Pay YTD           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Nilable Pay YTD           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Tax Paid YTD              |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | NI Paid YTD - A           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Employer NI YTD - A       |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Pensionable Pay           |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Employer Pension          |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
| <b>Payments</b>                                                                                                                                                                                                                                                                                          |             | <b>Deductions</b>         |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | <b>NET PAY</b>            |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |
|                                                                                                                                                                                                                                                                                                          |             | Employer PAYE Ref         |      |      |              |  |  |  |                         |  |  |  |                                                                                                                                                                                                                                                                                                  |             |      |     |  |        |  |               |  |              |  |                                                                                                                                                                                                                                                                                                                         |             |      |           |  |                |  |                |  |                      |  |

## View P60

17. You will have access to your P60, if you are still employed at the end of the tax year when the P60s are produced.

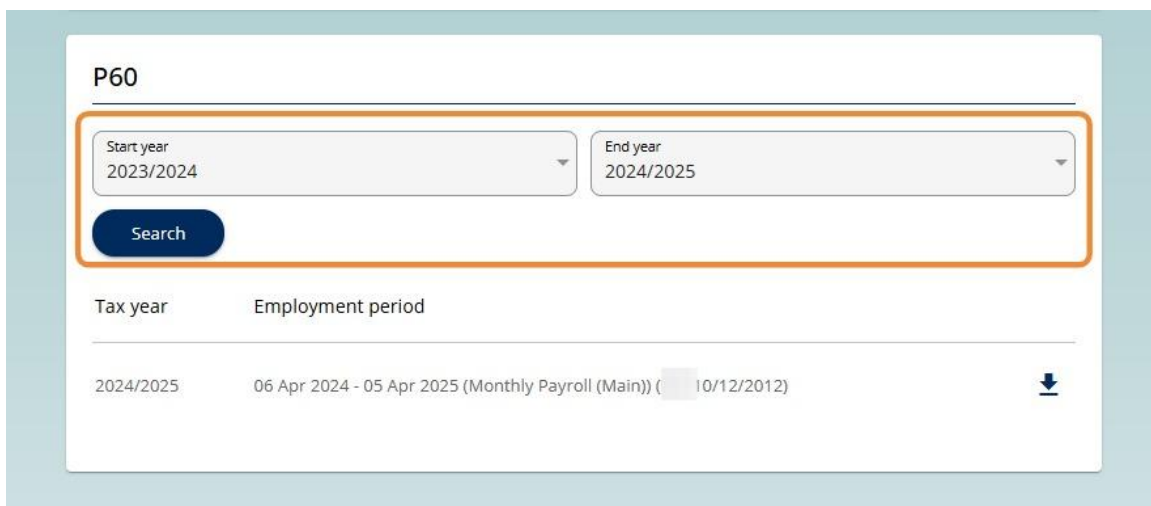
If you need to look further back, there is the option of the search functionality.

You can add a **Start year** and **End year** to widen the search.

The example in the image shows:

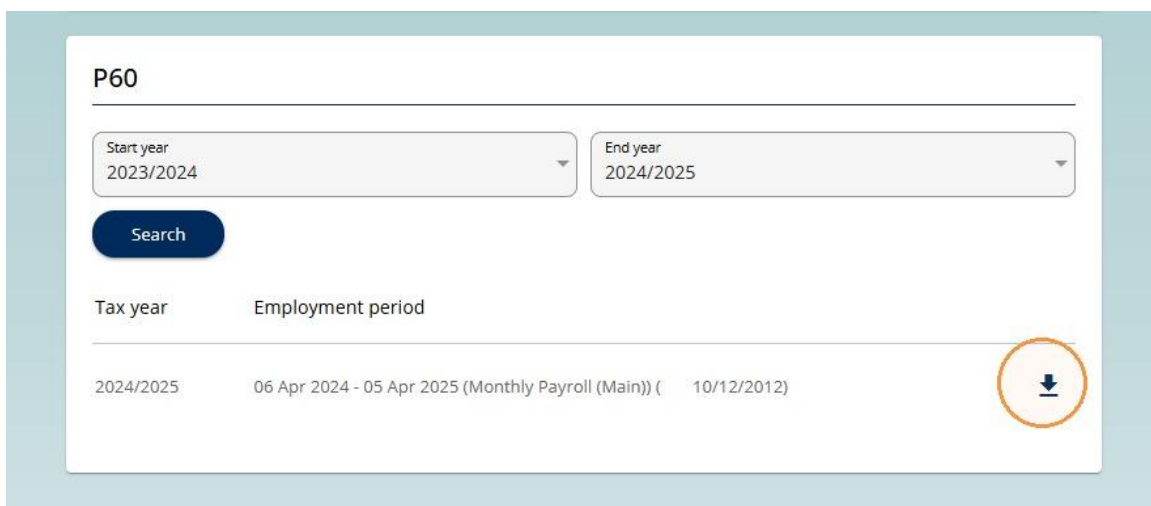
Start year: 2023/2024

End year: 2024/2025



The screenshot shows a web interface for viewing P60s. At the top, the title "P60" is displayed. Below it, there are two dropdown menus for "Start year" (set to 2023/2024) and "End year" (set to 2024/2025). A blue "Search" button is positioned below these filters. An orange rectangular box highlights the search filters and the button. Below the search section, there is a table with two columns: "Tax year" and "Employment period". The table contains one row with the tax year "2024/2025" and the employment period "06 Apr 2024 - 05 Apr 2025 (Monthly Payroll (Main)) (10/12/2012)". A download icon (a blue arrow pointing down) is located to the right of the employment period.

18. To download a copy of your P60, select the download icon next to the relevant tax year. The document will be saved to your device as a PDF file.



This screenshot is identical to the one above, showing the P60 search interface. However, in this version, the download icon (a blue arrow pointing down) next to the employment period "06 Apr 2024 - 05 Apr 2025 (Monthly Payroll (Main)) (10/12/2012)" is highlighted by an orange circle.

19. Your P60 provides a summary of your total pay and the deductions made from your salary, including:

- Total earnings for the tax year
- Income Tax paid
- National Insurance contributions
- Student loan repayments (if applicable)
- Employer and employee details
- The relevant tax year covered

**P60 End of Year Certificate** This is a printed copy of an eP60

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                             |                                                                                                         |                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Tax year to 5 April <b>2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                             | Employer PAYE reference <b>961 / 8901816</b>                                                            |                                                                           |
| <b>Pay and Income Tax details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                             | <b>Employee's details</b>                                                                               |                                                                           |
| Pay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Tax deducted                                                                                | Surname                                                                                                 |                                                                           |
| In previous employment(s) £0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | £0.00                                                                                       | Forenames                                                                                               |                                                                           |
| In this employment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | if refund mark 'R'                                                                          | Works / payroll number                                                                                  |                                                                           |
| * £37,615.07                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | * £5,094.38                                                                                 | National Insurance number                                                                               |                                                                           |
| Total for year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                             |                                                                                                         |                                                                           |
| £37,615.07                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | £5,094.38                                                                                   |                                                                                                         |                                                                           |
| The figures marked * should be used for your tax return, if you get one                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             | Final tax code <b>S1257L</b>                                                                            |                                                                           |
| <b>National Insurance contributions in this employment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                             |                                                                                                         |                                                                           |
| NIC table letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL). | Earnings above the LEL, up to and including the Primary Threshold (PT)                                  | Earnings above the PT, up to and including the Upper Earnings Limit (UEL) |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | £ 6,396                                                                                     | £ 6,180                                                                                                 | £ 26,239                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                             |                                                                                                         | Employee's contributions due on all earnings above the PT                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                             |                                                                                                         | £ 2,099.10                                                                |
| <b>Statutory payments included in the pay 'in this employment' figure above</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                             | <b>Employer's full name and address</b>                                                                 |                                                                           |
| Statutory Maternity Pay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Statutory Paternity Pay                                                                     | <b>University of Strathclyde</b><br><b>McCance Building 16 Richmond Street</b><br><b>GLASGOW G1 1XQ</b> |                                                                           |
| Statutory Shared Parental Pay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Statutory Adoption Pay                                                                      |                                                                                                         |                                                                           |
| Statutory Parental Bereavement Pay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                             |                                                                                                         |                                                                           |
| £0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | £0.00                                                                                       |                                                                                                         |                                                                           |
| £0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | £0.00                                                                                       |                                                                                                         |                                                                           |
| Student Loan deductions in this employment (whole £s only) £0                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                             | Postgraduate Loan deductions in this employment (whole £s only) £0                                      |                                                                           |
| <b>Certificate by Employer / Paying Office:</b> This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc., Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.                                                                                                                                                                           |                                                                                             |                                                                                                         |                                                                           |
| <b>To the employee:</b> Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and universal credit or to renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. <b>By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.</b> |                                                                                             |                                                                                                         |                                                                           |
| P60(Substnct)(MHR 24/25) <b>Do not destroy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                             |                                                                                                         |                                                                           |