View Payslips and Year End Pay Related Documents

Sandwell Metropolitan Borough Council

The steps for how to view your payslips and year end pay related documents within Oracle Fusion will be outlined in this guide.

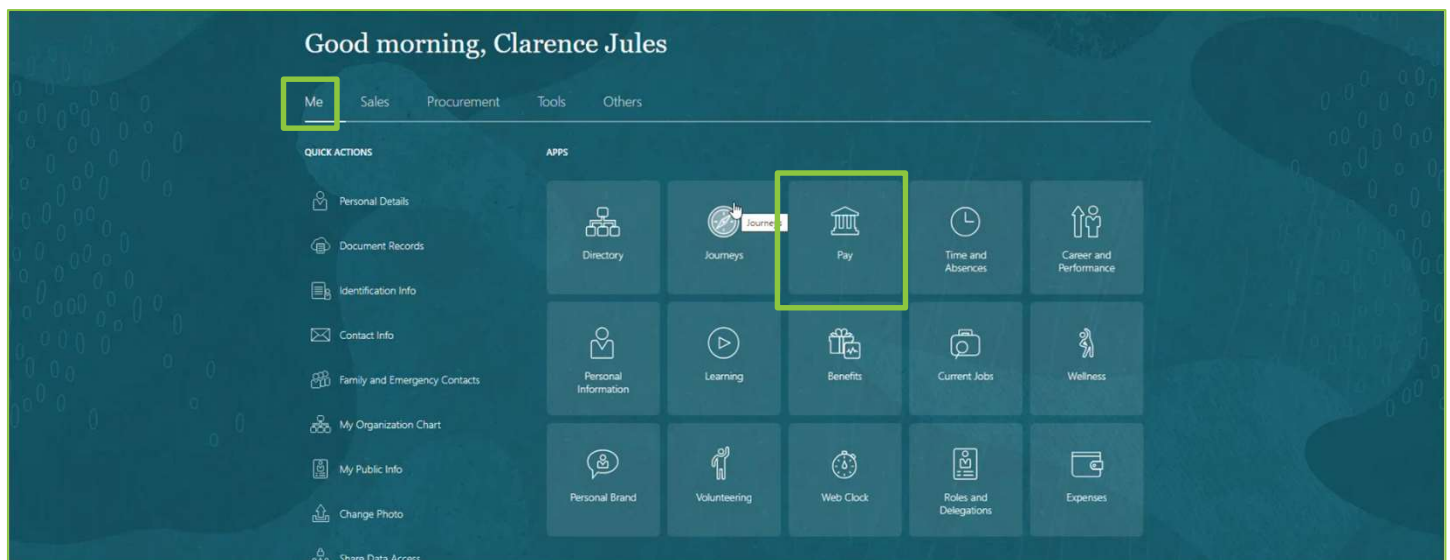**1. Navigate to your pay information**

2. View your payslips

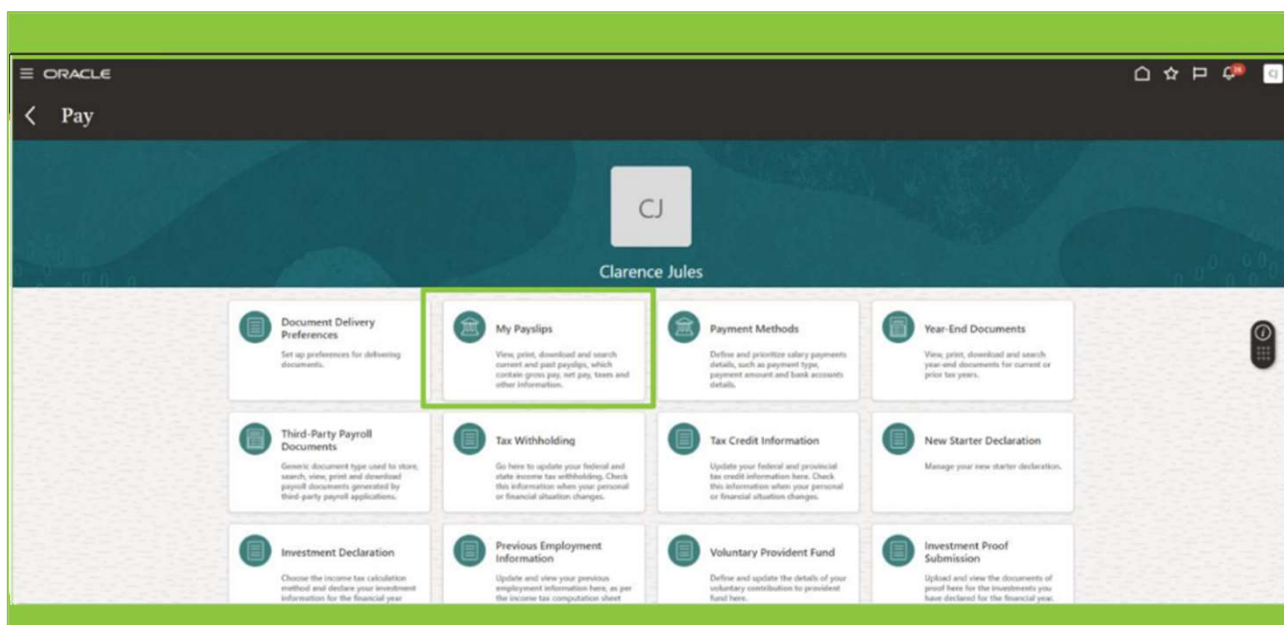**3. View year end pay documents**

01

You can view your payslips and pay related documents such as your P60 in Oracle Fusion.

To access your payslips, navigate to the **Me** tab on the homepage and select the **Pay** tile.

02

You will now see the **Pay** homepage. From here, select the **My Payslips tile.**

03

The **Payslips** page will now be displayed. A summary of recent payslips will be presented.

Use the **drop-down arrow** to select the display time period, this could be the last three months, the last twelve months or you can input a specific date range.
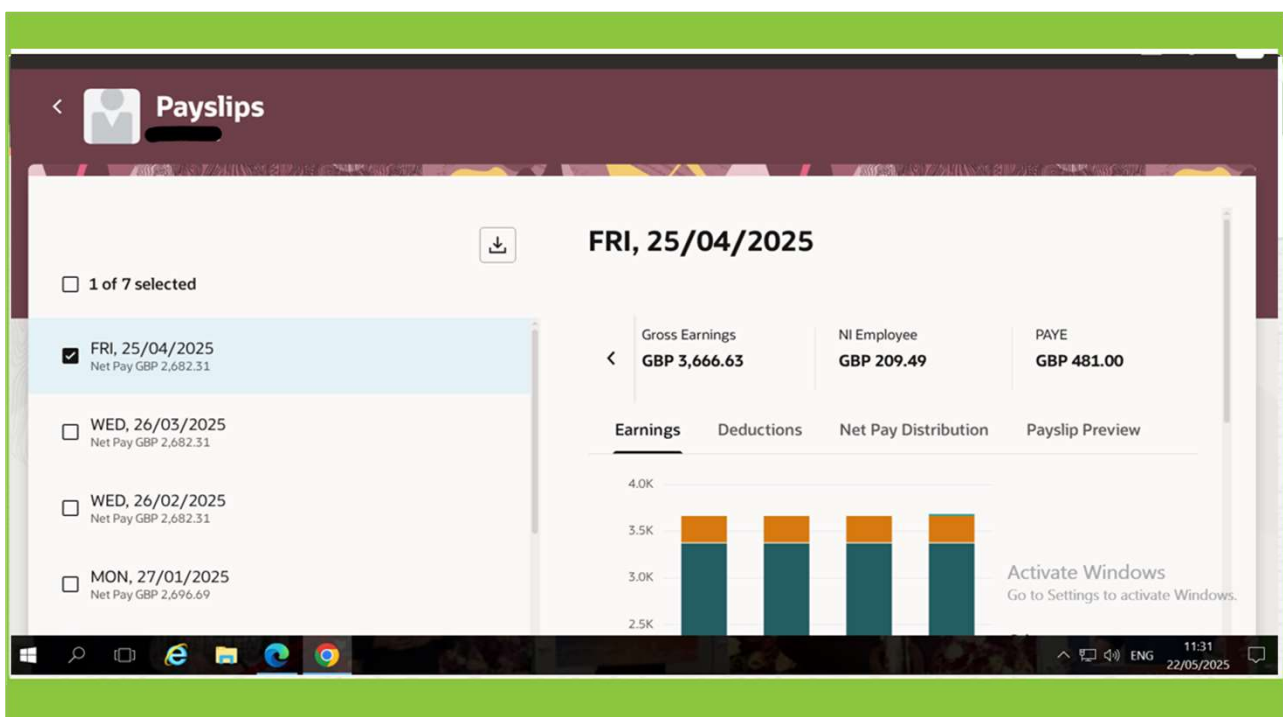
You can view your salary and select a **payslip link** to view more details.
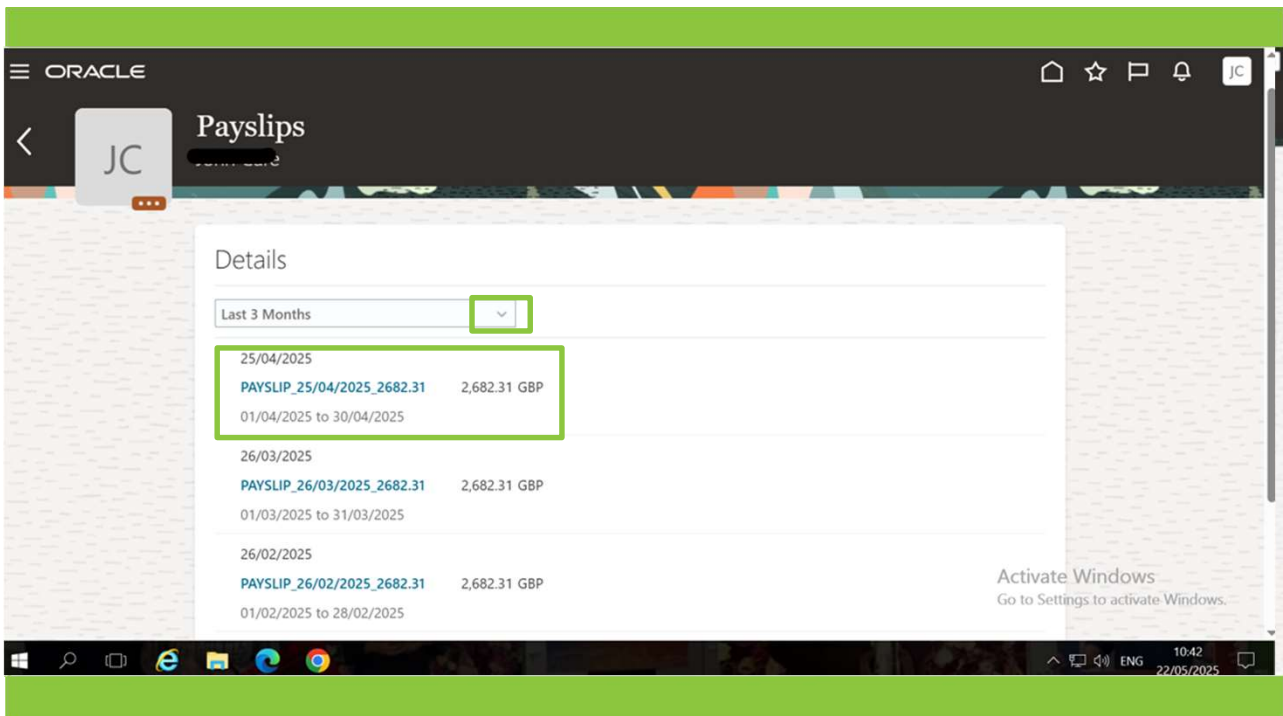
⚠ Note that only payslips issued in Oracle Fusion will be visible. Past payslips will not by migrated onto Fusion from SBS.
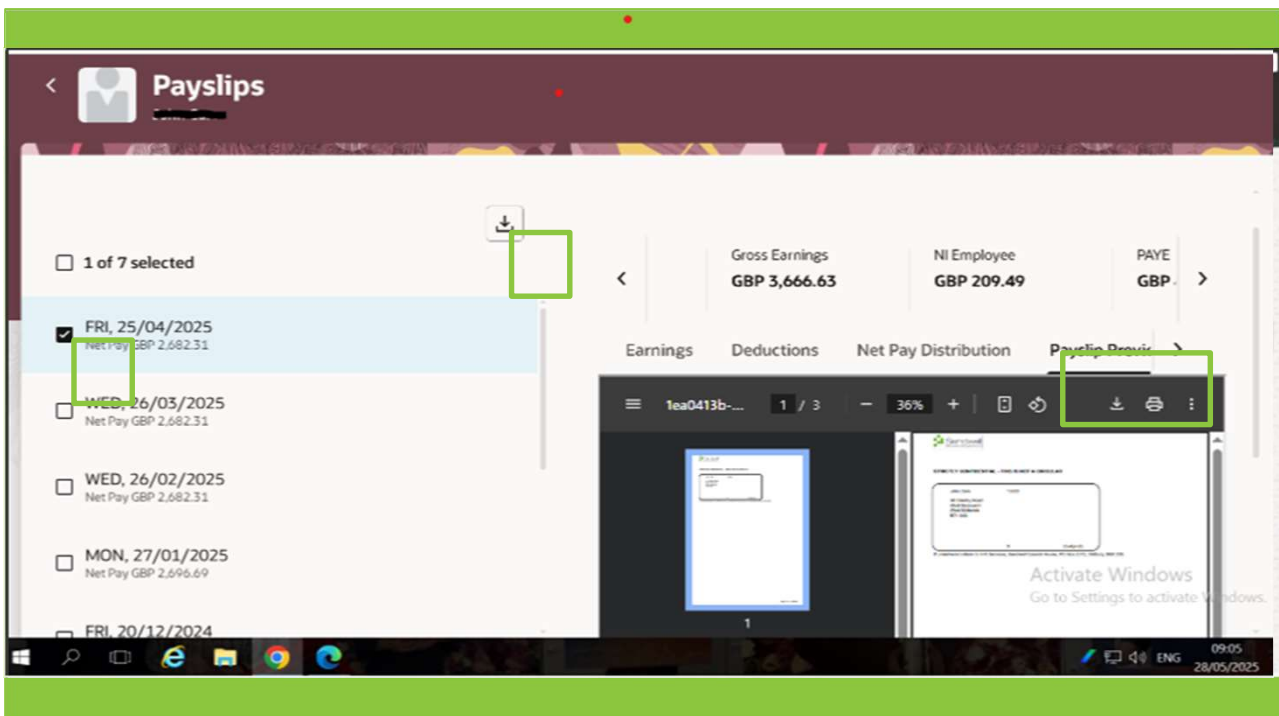
04

Selecting a **payslip link** will give you a graphical view of your earnings for that month.
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05

The **Payslips** page will now be displayed. A list of recent payslips will be presented.

You can **preview** or **download** a payslip by marking the **check box** next to the payslip you want to see.
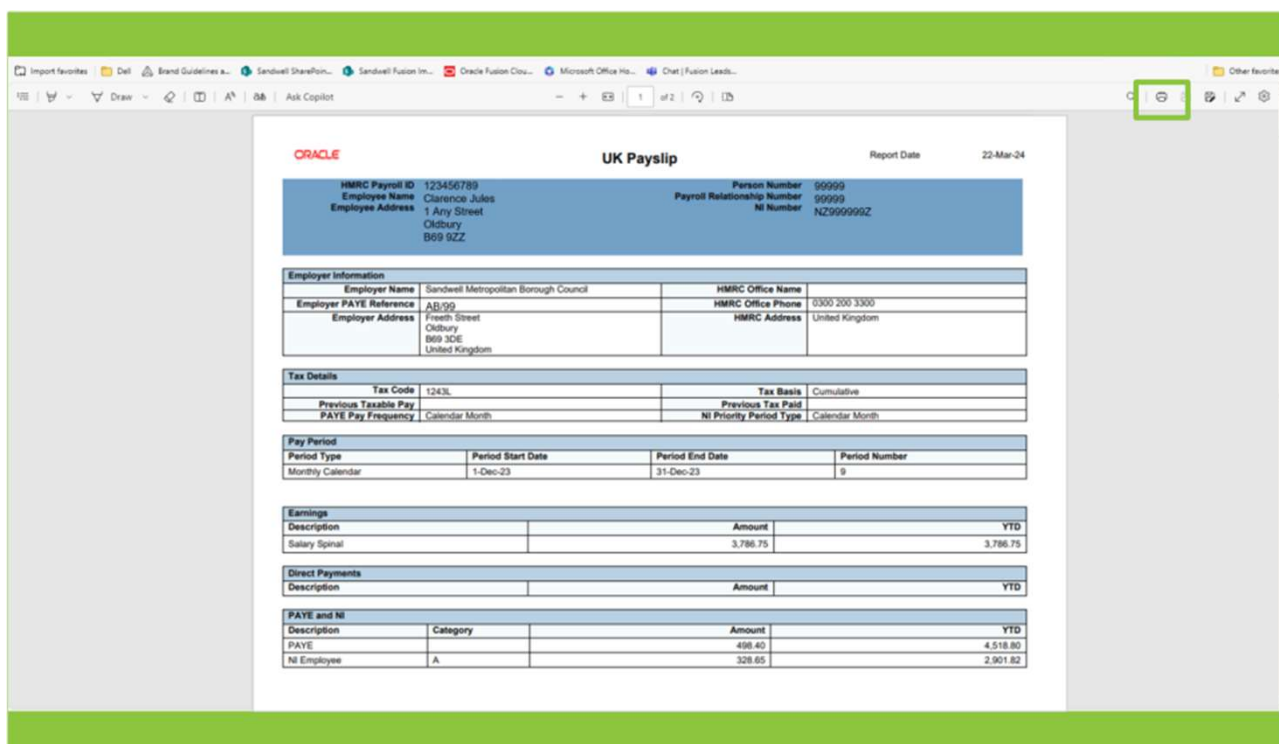

Note that only payslips issued in Oracle Fusion will be visible. Past payslips will not by migrated onto Fusion from SBS.

06

A copy of the payslip is now visible. Select the **Print** icon to print out a paper copy of the document.

The document is split over more than one page, therefore use the scroll bar to view all the information contained within the payslip

Continuation of payslip

<table>
<tr><td>07</td><td>To view a year end document such as a P60, return to the Pay homepage. From here select the Year End Documents tile.</td></tr>
</table>

08

The **Year End Documents** page is now displayed.

By default, the page displays any year end documents that have been issued within the last three years. You can select a specific date range to display by selecting the **drop-down arrow** and adding a date range.

When Oracle Fusion goes live, year end documents will not be migrated from SBS. As a result, no year end documents will be visible until after the end of this tax year in April 2025.
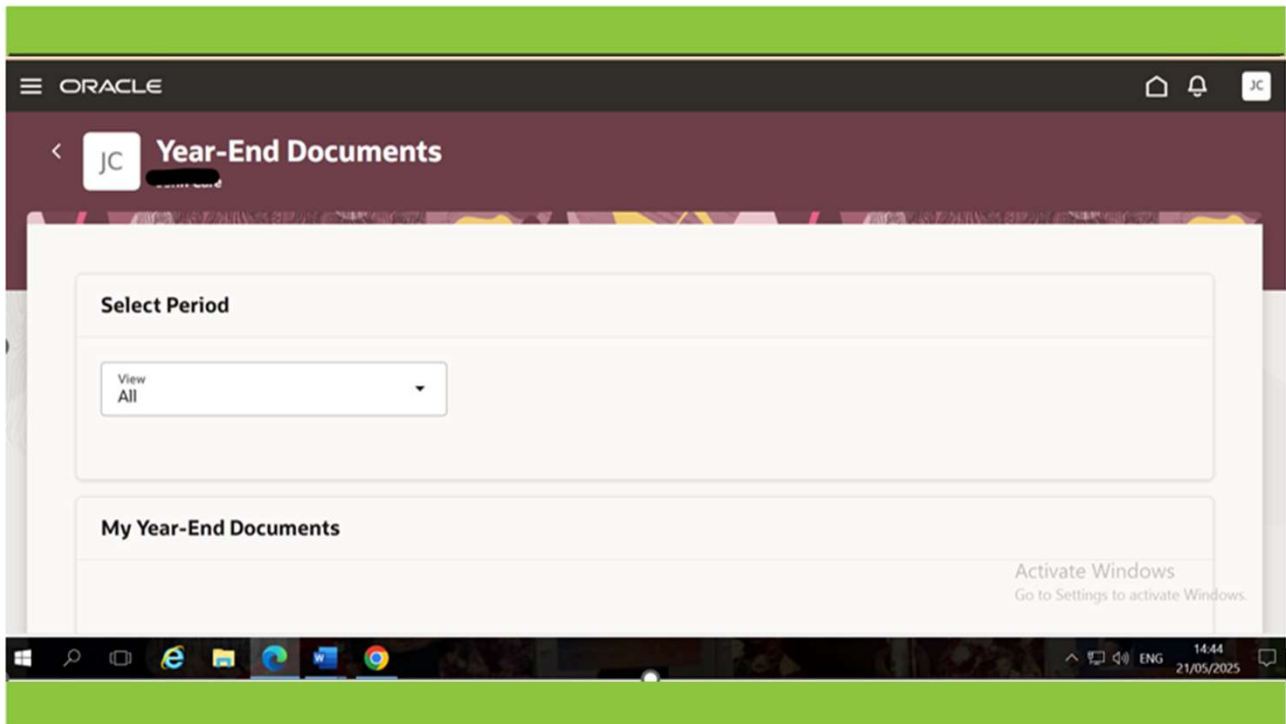
That completes this Quick Reference Guide.