

# View Payslips and Year End Pay Related Documents

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

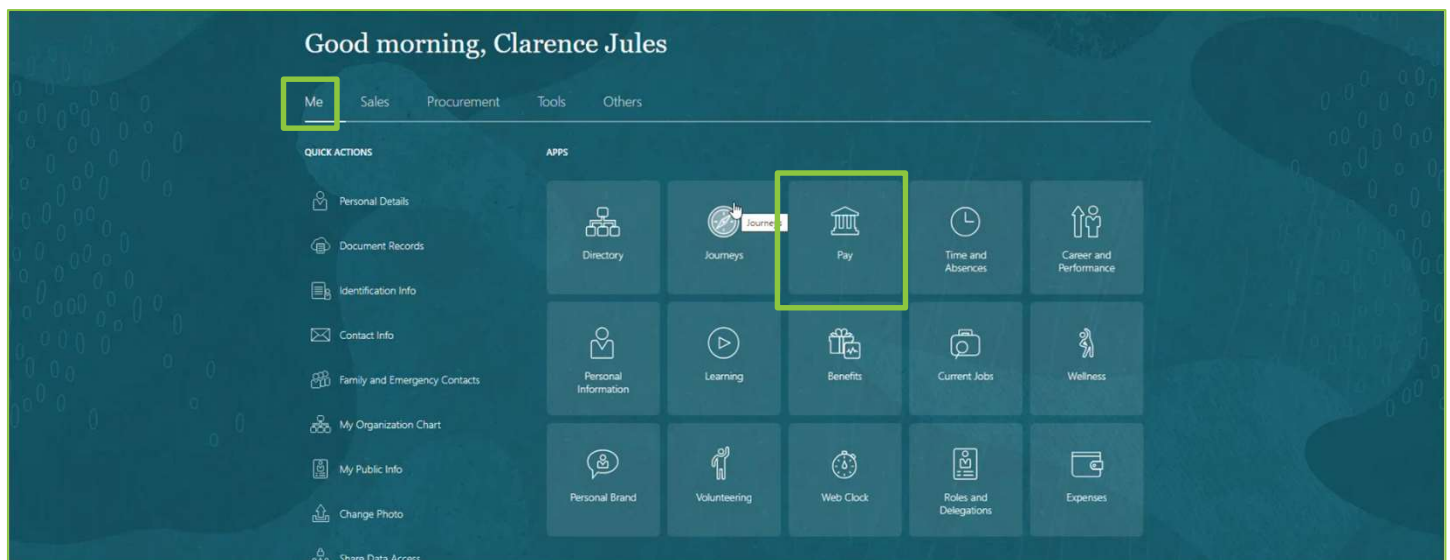


3. View year end pay documents

01

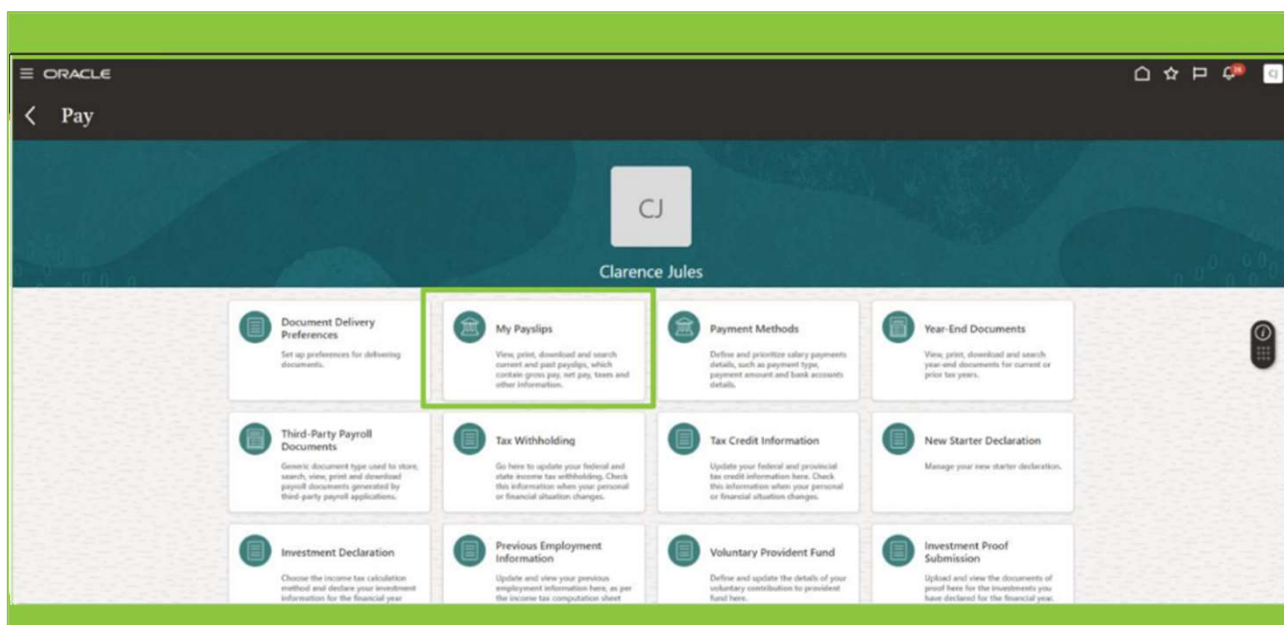
You can view your payslips and pay related documents such as your P60 in Oracle Fusion.

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.

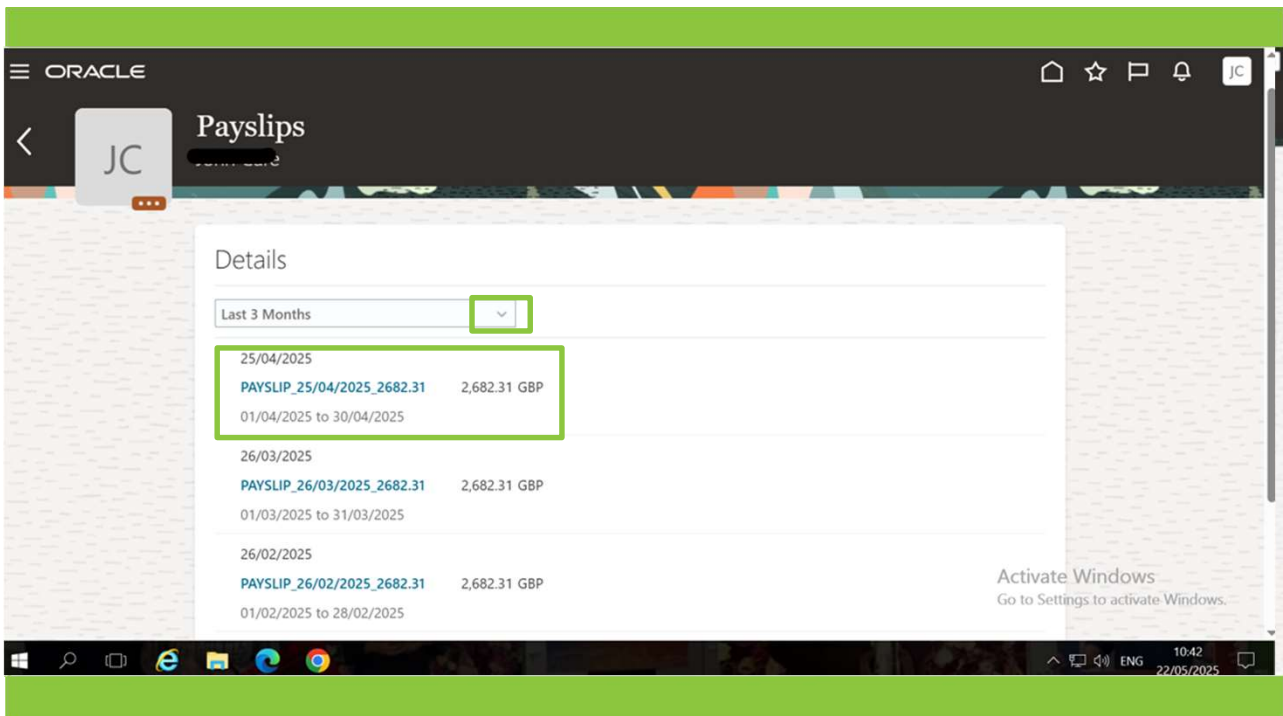


03

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.

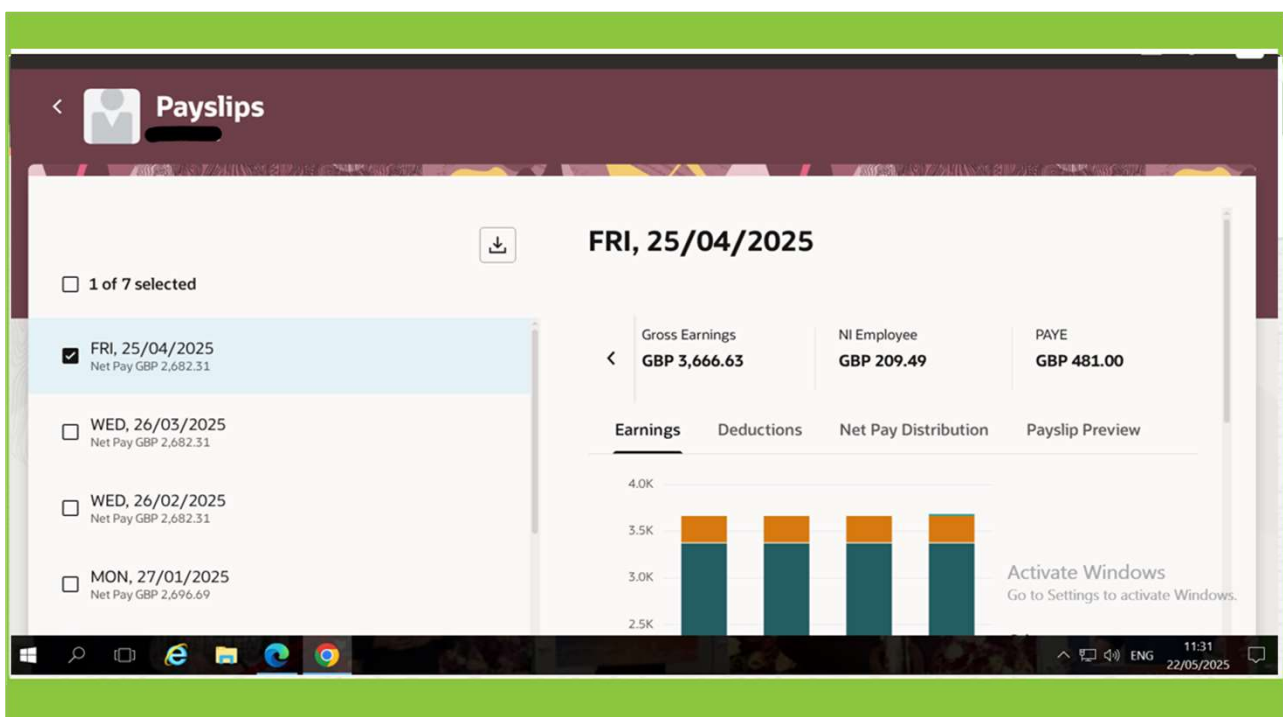
You can view your salary and select a **payslip link** to view more details.



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

04

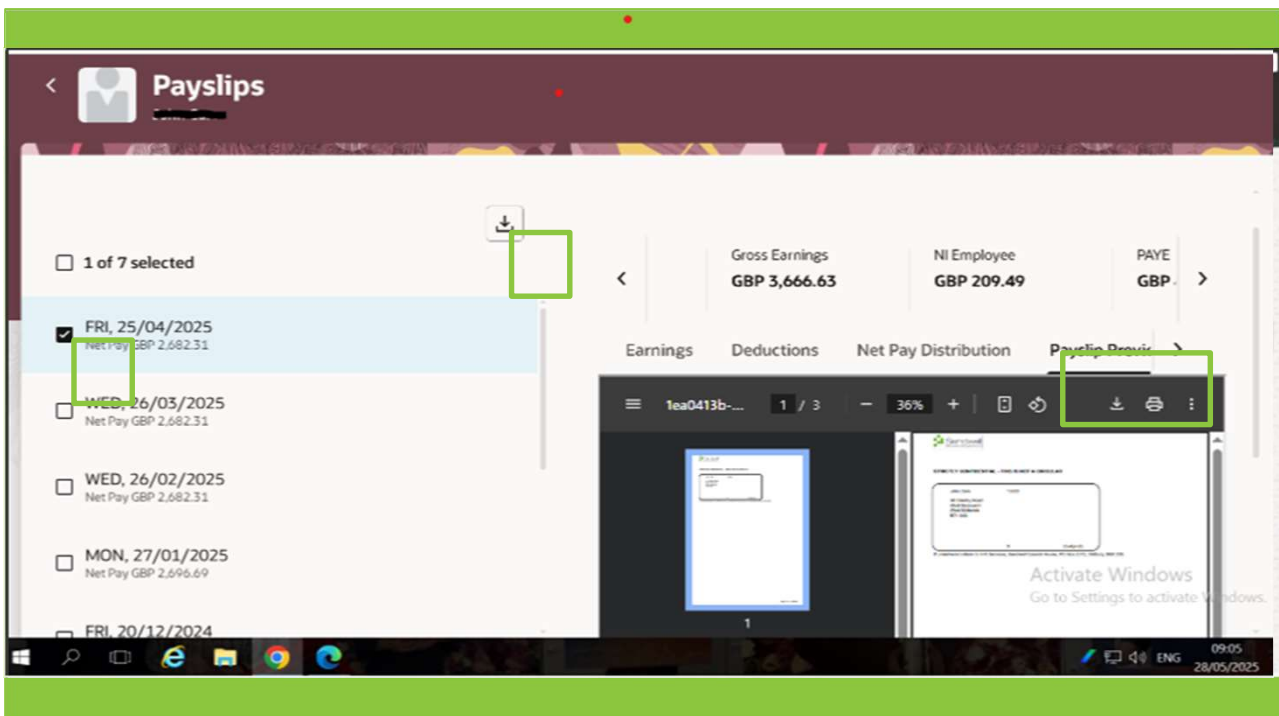
Selecting a **payslip link** will give you a graphical view of your earnings for that month.



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.

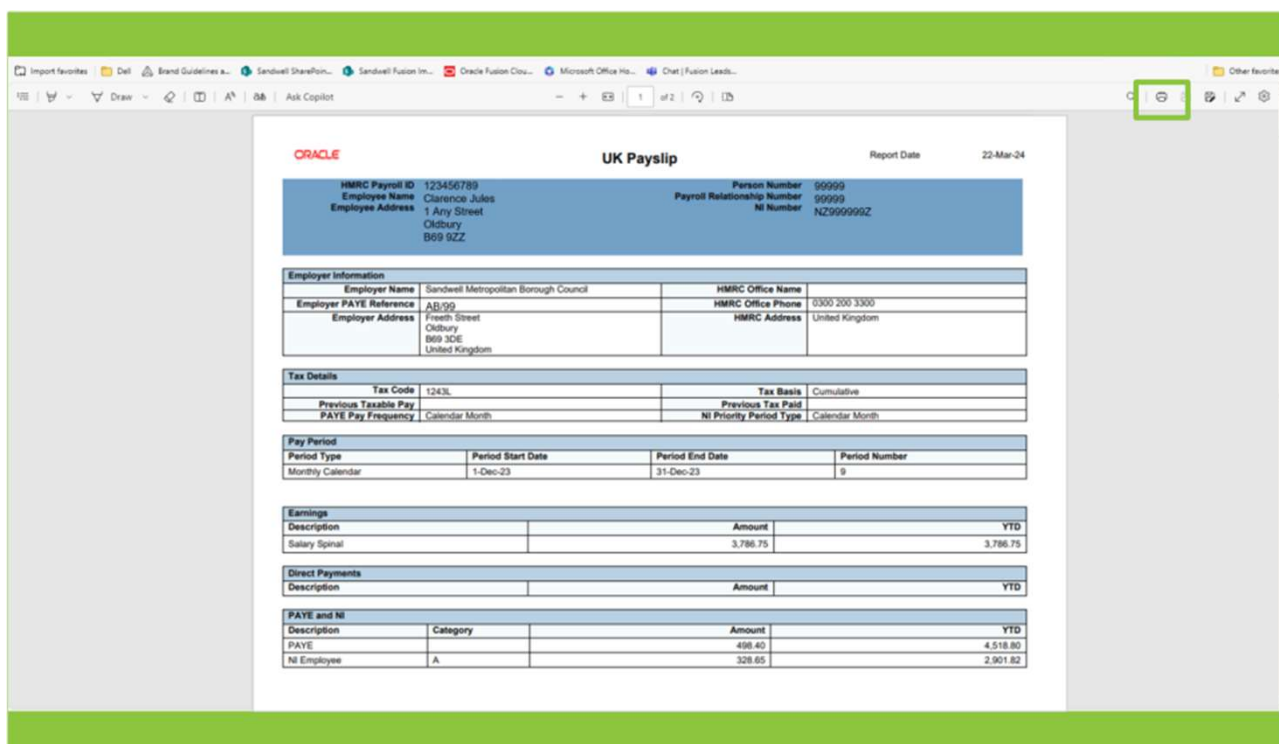


Note that only payslips issued in Oracle Fusion will be visible. Past payslips will not be migrated onto Fusion from SBS.

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

Import favorites | Del | Brand Guidelines a... | Sandwell SharePon... | Sandwell Fusion Im... | Oracle Fusion Clo... | Microsoft Office Ho... | Chat | Fusion Leads... | Other favorites

100 | Draw | Ask Copilot | 1 | #2 |

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UK Payslip

Report Date 22-Mar-24  
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Pre-Statutory Deductions			
Description	Amount	YTD	
Pension Local Government Pension Scheme Employees Contribution	257.50	257.50	

Other Deductions			
Description	Reference	Amount	YTD

Summary			
Total Pay	Total Deductions	Net Pay	
3786.75	1084.55	2702.20	

Net Pay Distribution					
Payment Type	Bank Name	Sort Code	Account Number	Currency	Payment Amount
BACS	BARCLAYS BANK UK PLC	609999	XXXX9999	GBP	2,702.20

Taxable Benefits			
Description	Reference	Amount	YTD

Balances			
Description	Run	Period To Date	YTD
Gross Earnings	3,786.75	3,786.75	34,253.23
Niable Pay	3,786.75	3,786.75	34,253.23
PAYE	498.40	498.40	4,518.80
Taxable Pay	3,529.25	3,529.25	31,924.01

07

To view a year end document such as a P60, return to the Pay homepage. From here select the **Year End Documents** tile.

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< Pay

CJ

Clarence Jules

Document Delivery Preferences

Set up preferences for delivering documents.

My Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Year-End Documents

View, print, download and search year-end documents for current or prior tax years.

Third-Party Payroll Documents

Generic document type used to store, search, view, print and download payroll documents generated by third-party payroll applications.

Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

Tax Credit Information

Update your federal and provincial tax credit information here. Check this information when your personal or financial situation changes.

New Starter Declaration

Manage your new starter declaration.

Investment Declaration

Choose the income tax calculation method and declare your investment information for the financial year.

Previous Employment Information

Update and view your previous employment information here, as per the income tax computation sheet.

Voluntary Provident Fund

Define and update the details of your voluntary contribution to provident fund here.

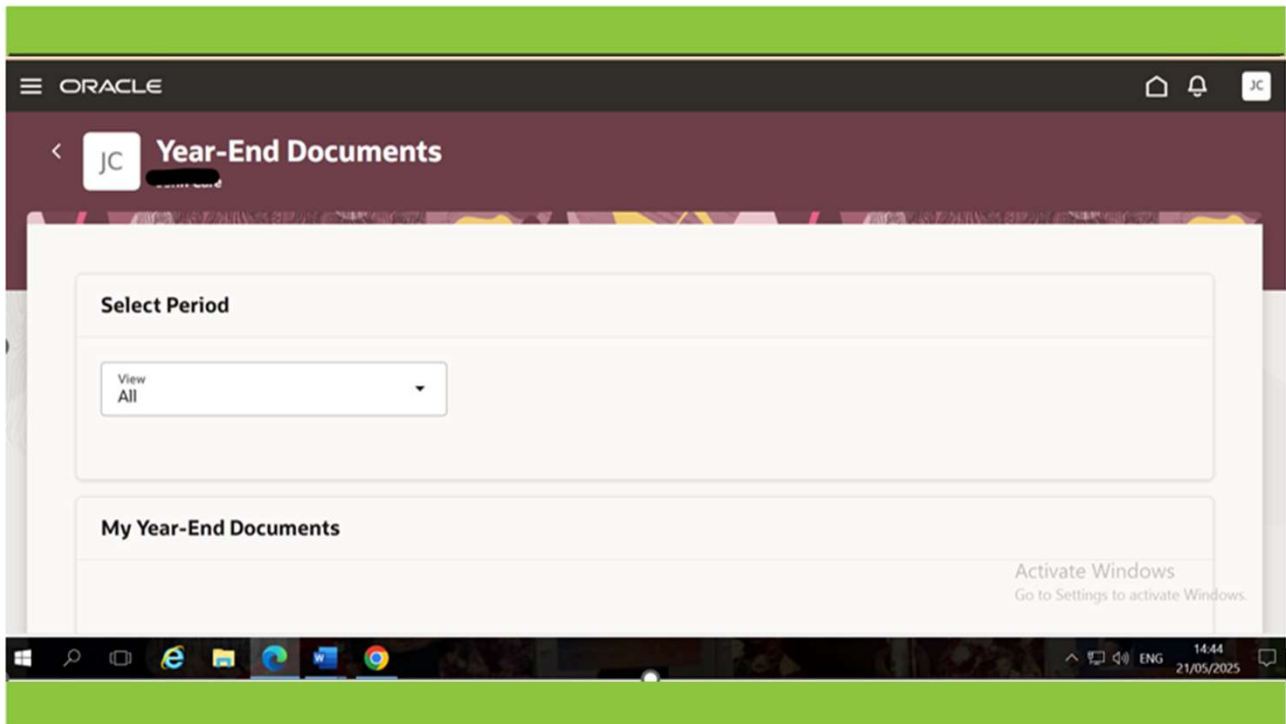
Investment Proof Submission

Upload and view the documents of proof here for the investments you have declared for the financial year.

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.