

## **Oracle Fusion**

## Employee Guide How to view your payslips



		C	<b>ኢ</b> Search						
	Goo	od mornir	ıg,						
	Me	My Team N	ly Client Groups	Knowledge	Help Desk	Expenses My Er	nterprise Tools	Configuration	>
	QUICK ACT	TIONS	AP	PPS					
	Pe	rsonal Details		<u>P</u>	(- <i>A</i> -)			<sup>o</sup>	
	(j) D.	ocument Records		Directory	Journeys	Pay	Time and Absences	Personal Information	
	Eg Ide	entification Info							
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0	ලිදු Fai	mily and Emergency Cor	tacts	My Spotlight	Learning	Opportunity Marketplace	Roles and Delegations	Expenses	
	aa Mj	y Organization Chart		<i>d</i> -0.					
	E M	y Spotlight			+				
	<u>е</u> му	y Public Info		Jalary Report					
	Show Mor	e							

To view your payslip, select the "Me" tab then "Pay".

## Select "My Payslips"

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.	
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.	

Click the drop-down menu, this will allow you to choose a date range. The payslips will be dated, as seen below with the most recent being shown.

Details	
Last 12 Months V	
15-Mar-2024	
PAYSLIP_15/03/2024_1200.34	1,200.34 GBP
16-Feb-2024 to 14-Mar-2024	

If you are looking for a specific date, you can search using the option shown below by inputting the appropriate dates.

Specific Date Range								
	Specific Date Range	$\sim$	dd-mmm-yyyy	Ē	-	dd-mmm-yyyy	Ē	°,

Select which payslip you would like to view by clicking on the blue hyperlink.

The screen will appear as below.

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	Payroll Name	Period Start Date	Period End Date	Period Number	
	04 SLC Four Weekly	16-Feb-24	14-Mar-24	13	
	Position: 603216.Fit	nance Assistant	Assignment No: E	1671328	
	Grade	GRADE 2 (2019) LEVEL 3	Spinal Points	48	
	Actual Annual Salary	28,833.42	Hourly Rate		
	Earnings	- 15	<u>改</u>		
	Description		1	Amount	
	E001 Basic Pay Recurring	1	-	2,212.00	
	E003 Overtime Time Half Standard		23.70		
	E015 Overtime Double Sta	andard		63.20	
	OSP			1,106.00	
	Sickness Salary Offset			-2,212.00	
	Gross Pay			1,192.90	
	Payment Details				
	E015 Overtime Double St E003 Overtime Time Half	andard on 10-Mar-2024, 2 hour(s Standard on 09-Mar-2024, 1 hou	) @ 15.8 * 2 r(s) @ 15.8 * 1.5		
	Deductions				
	Description			Amount	

This screen will show your payslip, which looks similar to the below image.



## Person Number Payroll Relationship Number NI Number

Employer Information	n		Contraction of the second second		
Employer Name	South Lanarkshire Council	HMRC Office Name			
Employer PAYE Reference	961/9797650	HMRC Office Phone 03002003300			
Tax Details		and the second second			
Tax Code	S1288L	Tax Basis Cumulative			
Pay Period			State of the second		
Payroll Name	Period Start Date	Period End Date	Period Number		
04 SLC Four Weekly	16-Feb-24	14-Mar-24	13		
Grado	GRADE 2 (2019) LEVEL	3 Spinal Points	48		
Position: 603210	6.Finance Assistant	Assignment No:	E1234567		
Actual Annual Salary	GRADE 2 (2019) LEVEL 3	Hourly Rate			
	20,000.42	Trouny reals	,		
Earnings	State of the state	the second second second			
Description			Amount		
E001 Basic Pay Recun	ring		2,212.00		
E003 Overtime Time H	lalf Standard		23.70		
E015 Overtime Double	Standard		63.20		
OSP			1,106.00		
Sickness Salary Offset	· · · · · · · · · · · · · · · · · · ·		-2,212.00		
Gross Pay			1,192.90		
Payment Details		STELL PRAY OF STELLES IN CO.			
E015 Overtime Double E003 Overtime Time H	e Standard on 10-Mar-2024, 2 hou lalf Standard on 09-Mar-2024, 1 h	r(s) @ 15.8 * 2 our(s) @ 15.8 * 1.5			
Deductions		Colorina and Constant and and	Constant and the second second second		
Description			Amount		

Any overtime worked will show in the payment details box with a breakdown of the hours worked, the element number and a description what the overtime was e.g. double time and the date it was worked.

Grade	GRADE 3	(2019) LEVEL 4	Spinal Points	Spinal Points 74		
Actual Annual S	ual Annual Salary 2,349.43					
				Contraction of the		
Earnings					C TATA AND A DATA	
Description					Amoun	
E001 Basic Pay F	Recurring				180.24	
E012 Overtime Pl	ain Standard				2.00	
Gross Pay					182.24	
Payment Details		A STREET				
Deductions		CALCULATION OF CALCUL		STATISTICS.	in the second	
Description					Amoun	
Description						
Tax, NI and Othe	r Deductions - All As	signments	The Barris Contractor	1900 ALL VESSI (reven)	川、知ららららに自己的	
Description			Catego	ry	Amoun	
PAYE						
NI Employee			A	A		
LGPS Employees	Contribution					
Voluntary Group	Life Assurance				2.56	
E540 Scotwest C	redit Union				150.00	
E573 Council Tax	1				200.00	
E573 Council Tax						
Total Deduction	5				182.02	
				and the second states and	Material Sciences In	
Summary			T-1-1 D- d-stienes	Contraction Concerning of	Net Des	
	Total Pay		Total Deductions		1 000 0	
	1,382.36		182.02		1,200.34	
Net Pay Distribu	ition	the state the state		ALL STREET		
Payment Type	Bank Name	Sort Code	Account Number	Currency	Payment Amoun	
Cheque	BARCLAYS BANK			GBP	150.0	
Cheque	1.0			GBP	1,200.3	
Balances	a the Calesona					
Description				Period To Date		
Gross Earnings				1,382.36		
Niable Pay				1,382.36		
PAYE				-285.03		
Taxable Pay				1,306.85		
NI				41.54	788.5	
141				72.95		

If you have more than one assignment all the assignments will show on the one payslip.

The top right corner will show the below icons, which will allow you to print, and save a copy to your device.



If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email <u>equalities@southlanarkshire.gov.uk</u>.