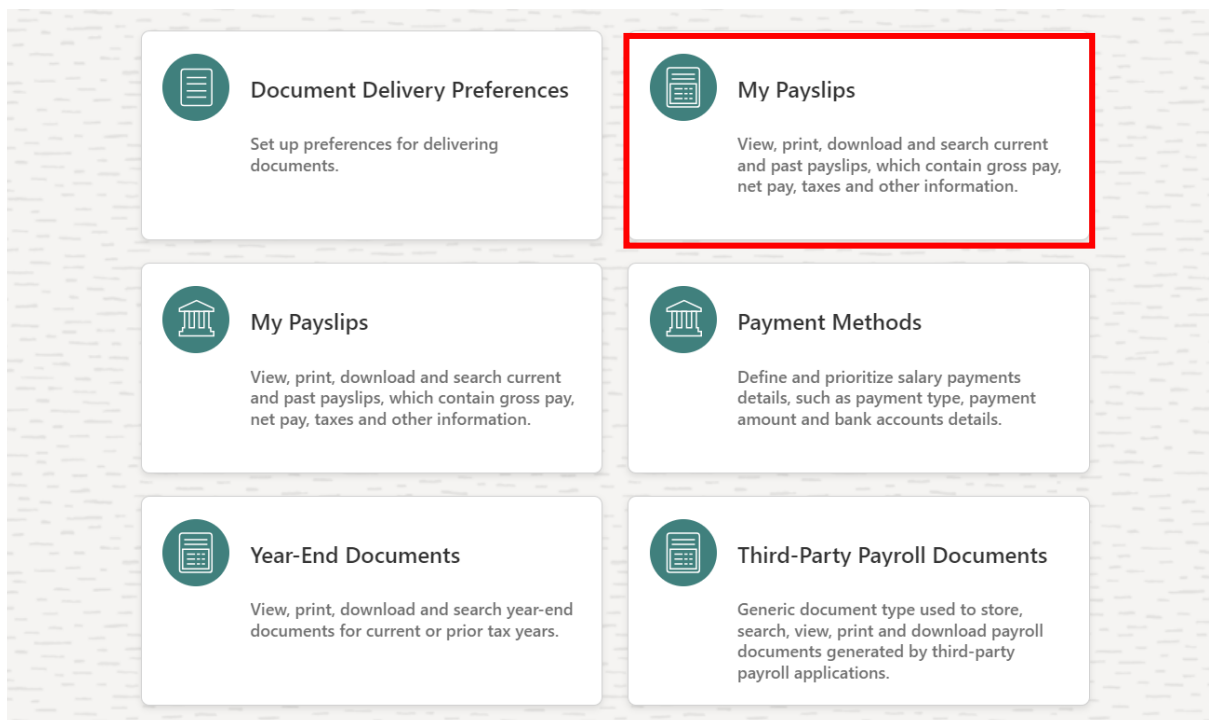
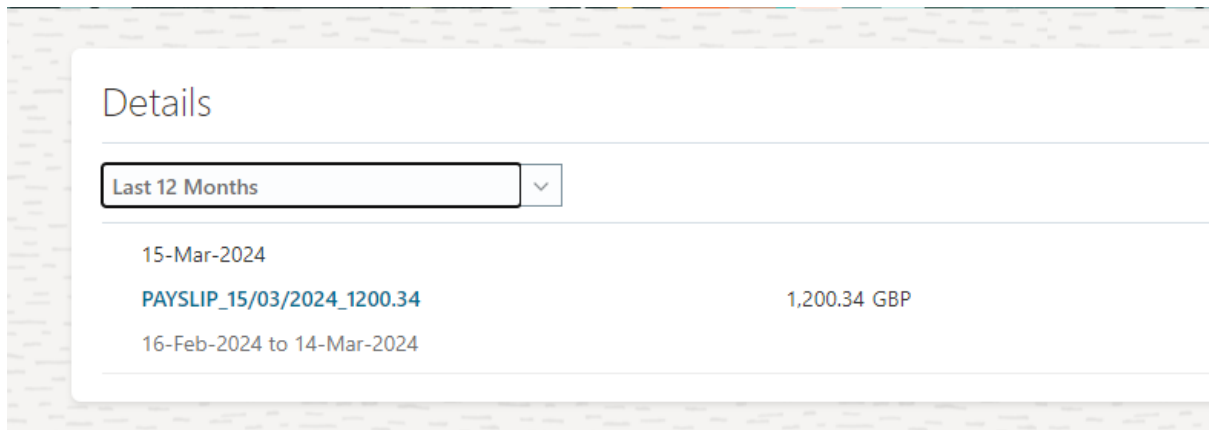


To view your payslip, select the “Me” tab then “Pay”.

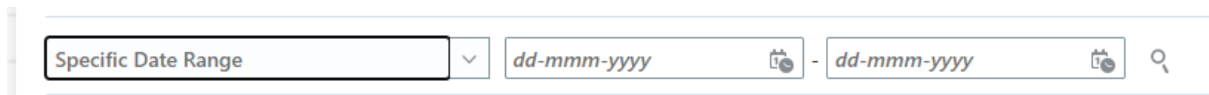
Select “My Payslips”



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.

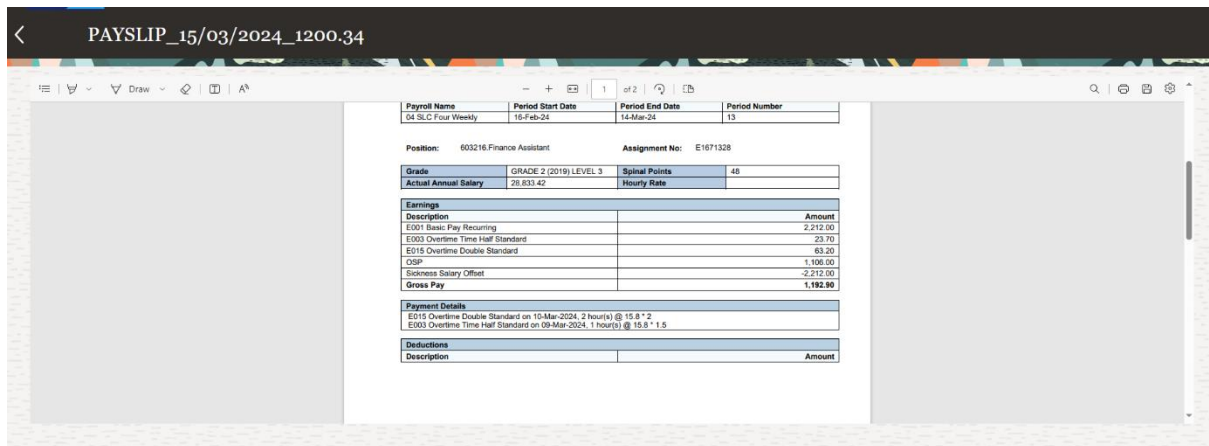


If you are looking for a specific date, you can search using the option shown below by inputting the appropriate dates.



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

The screen will appear as below.



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



Person Number
Payroll Relationship Number
NI Number

Employer Information			
Employer Name	South Lanarkshire Council	HMRC Office Name	
Employer PAYE Reference	961/9797650	HMRC Office Phone	03002003300

Tax Details			
Tax Code	S1288L	Tax Basis	Cumulative

Pay Period			
Payroll Name	Period Start Date	Period End Date	Period Number
04 SLC Four Weekly	16-Feb-24	14-Mar-24	13

Position: 603216.Finance Assistant **Assignment No:** E1234567

Grade	GRADE 2 (2019) LEVEL 3	Spinal Points	48
Actual Annual Salary	28,833.42	Hourly Rate	

Earnings	
Description	Amount
E001 Basic Pay Recurring	2,212.00
E003 Overtime Time Half 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	
E015 Overtime Double Standard on 10-Mar-2024, 2 hour(s) @ 15.8 * 2	
E003 Overtime Time Half Standard on 09-Mar-2024, 1 hour(s) @ 15.8 * 1.5	

Deductions	
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.

Position: 604298.Personnel Officer

Assignment No: E1234567-2

Grade	GRADE 3 (2019) LEVEL 4	Spinal Points	74
Actual Annual Salary	2,349.43	Hourly Rate	

Earnings	
Description	Amount
E001 Basic Pay Recurring	180.24
E012 Overtime Plain Standard	2.00
Gross Pay	182.24

Payment Details	

Deductions	
Description	Amount

Tax, NI and Other Deductions - All Assignments		
Description	Category	Amount
PAYE		-285.03
NI Employee	A	41.54
LGPS Employees Contribution		72.95
Voluntary Group Life Assurance		2.56
E540 Scotwest Credit Union		150.00
E573 Council Tax		200.00
E573 Council Tax		0.00
Total Deductions		182.02

Summary			
	Total Pay	Total Deductions	Net Pay
	1,382.36	182.02	1,200.34

Net Pay Distribution					
Payment Type	Bank Name	Sort Code	Account Number	Currency	Payment Amount
Cheque	BARCLAYS BANK PLC			GBP	150.00
Cheque				GBP	1,200.34

Balances		
Description	Period To Date	Year To Date
Gross Earnings	1,382.36	12,443.36
NIable Pay	1,382.36	12,442.36
PAYE	-285.03	0.00
Taxable Pay	1,306.85	11,730.63
NI	41.54	788.54
Pension	72.95	698.93

Announcement	

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 equalities@southlanarkshire.gov.uk.