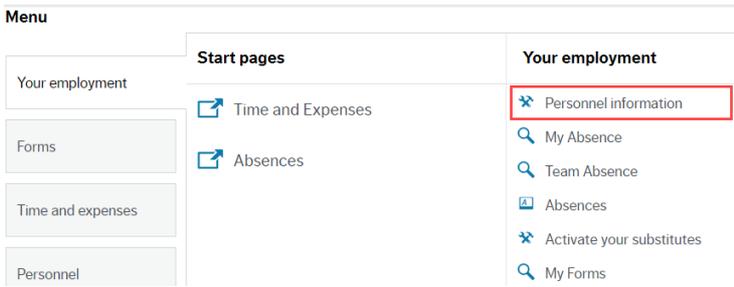
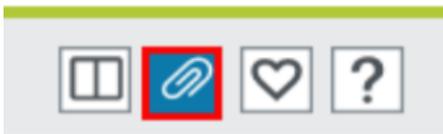
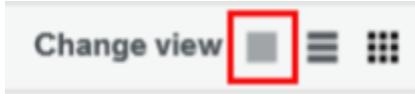
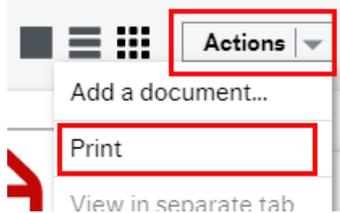


How to view payslips & other pay related documents

This user guide will illustrate step by step guidance on how to view your payslips & other pay related documents within Business World.

1		<p>To access your payslips & other pay related documents navigate to the your employment menu & click on the Personnel information.</p>
2		<p>Click on the paperclip symbol at the top right-hand side of the personnel information screen to view the documents attached to your record, including your payslips.</p>
3	<p>Click on any payslip/document & follow the step below to view on the relevant device:</p> <ul style="list-style-type: none"> • Laptop: Double click on the payslip/document to open. Once the payslip/document is open you can use the arrow symbols to navigate through older/newer. • Council Provided iPads & IOS personal Devices: Click on the payslip/document you wish to open. Navigate to the top of the page & click on the change view icon to view the payslip/document. Once the payslip/document is open you can use the arrow symbols to navigate through older/newer payslips/documents. • Android personal device: Click on the payslip/document you wish to open. Either press & hold on the document or navigate to the top of the screen & click on actions. Then select “print”. This will enable you to download a copy of your payslip/doc to your device. 	  
<p>NOTE: It is your responsibility to ensure you close any windows used to view your payslip & manage the retention & deletion of any downloaded copies of your payslips to your device as appropriate. This is particularly important if you share your device.</p>		