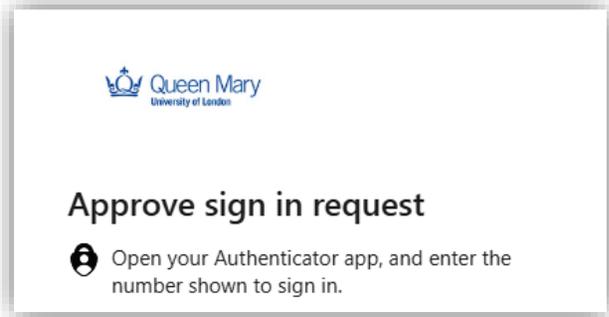
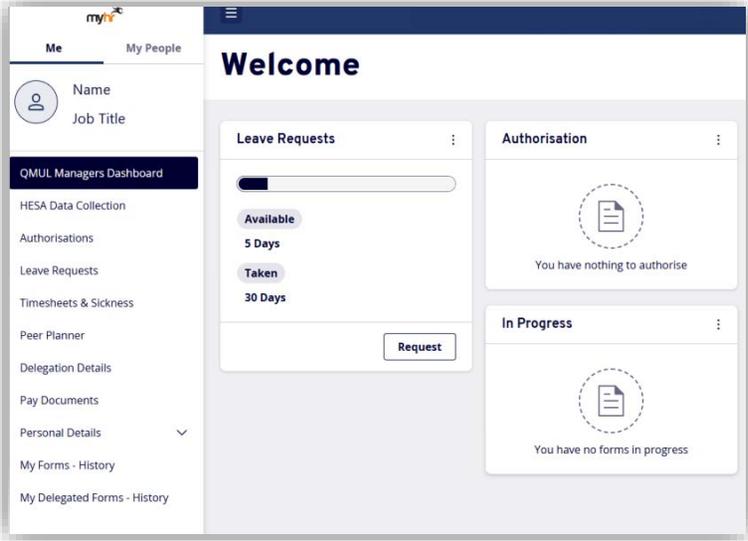


## My Pay User Guide

**This document will provide you with step-by-step guidance on how to access your pay documents using the MyPay functionality within the **MyHR** employee **dashboard**.**

Accessing MyHR	
Step/Action	Examples
<p>To access your employee dashboard, <b>MyHR</b>, please follow the below link:  <a href="https://qmul.hcm.zellis.com/myview/">https://qmul.hcm.zellis.com/myview/</a></p> <p>You will be able to login using your QMUL user ID via Single Sign-On and <b>Multi Factor Authentication</b>.</p> <p>Note: any login issue needs to be raised with IT Services</p> <p>You will be presented with your homepage known as your <b>Dashboard</b>.</p> <p><b>Your Dashboard will help you navigate through the MyHR system and allow you to access key functionalities within the system.</b></p>	 

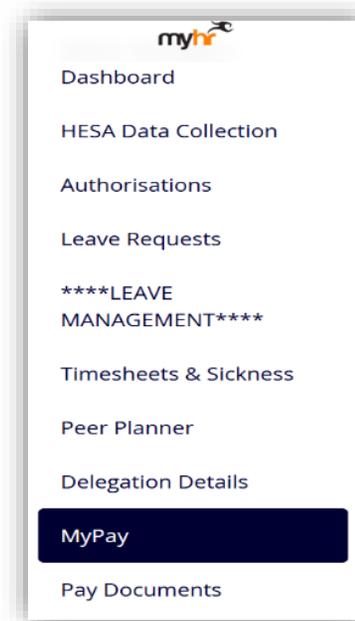
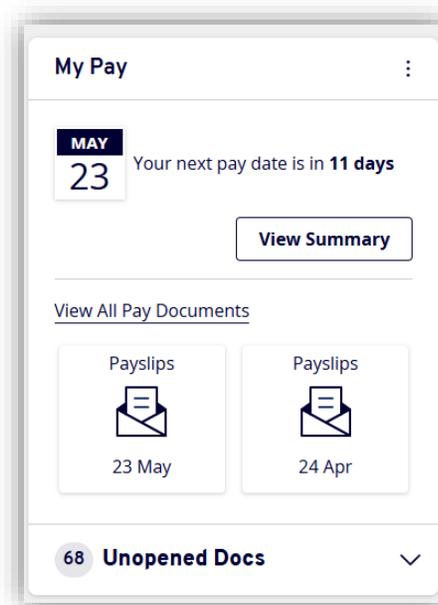
## Accessing MyPay

On the [MyHR](#) landing page, you will see a widget named “[My Pay](#)”

In this widget you will be able to see the next pay date and your most recent payslips.

If you wish to view all your pay documents, including historical payslips and P60 documents, select [View All Pay Documents](#).

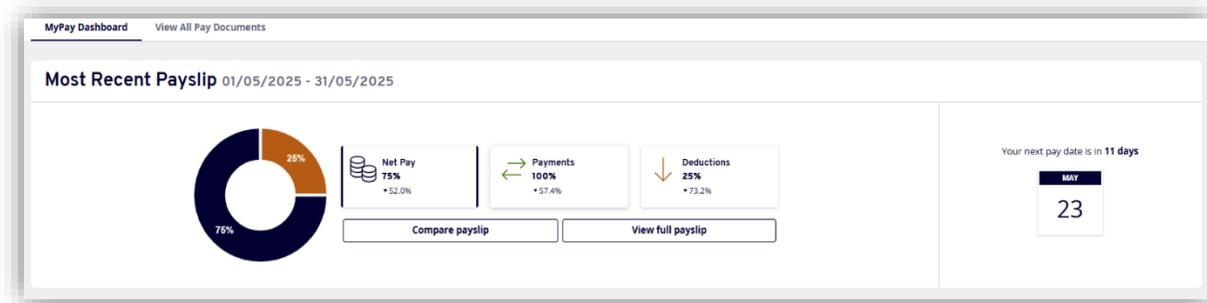
Alternatively, on the left side of the tool bar found on the [MyHR](#) landing page, select [My Pay](#).



Both actions will take you to the [My Pay Dashboard](#).

In the [My Pay Dashboard](#), pay breakdown is displayed graphically for each new pay period. In this example, the net pay represents 75% of the total gross payments received, whereas deductions make up 25% of the total. You can also see by how much your current pay has increased or decreased compared to last month.

You can change the view from percentage to amount view by selecting the appropriate symbol on the right-hand side of the [Dashboard](#).



The Net Pay, Payments, and Deductions buttons can be used to change the information displayed.

**When you select one of the buttons, pay elements for that particular period will be displayed.**

A maximum of 6 pay elements can be displayed. If an employee has more than 6 pay elements or deductions for that particular pay period, then the top 5 elements are displayed, with the remaining elements grouped together as Other.

In the middle section of the **My Pay** dashboard, you will see the progression of your pay over the last 6, 12, or 24 payslips.

You can include or exclude Net Pay, Payments and Deductions summaries from the graph by changing your selection.

### Percentage view – Payment details



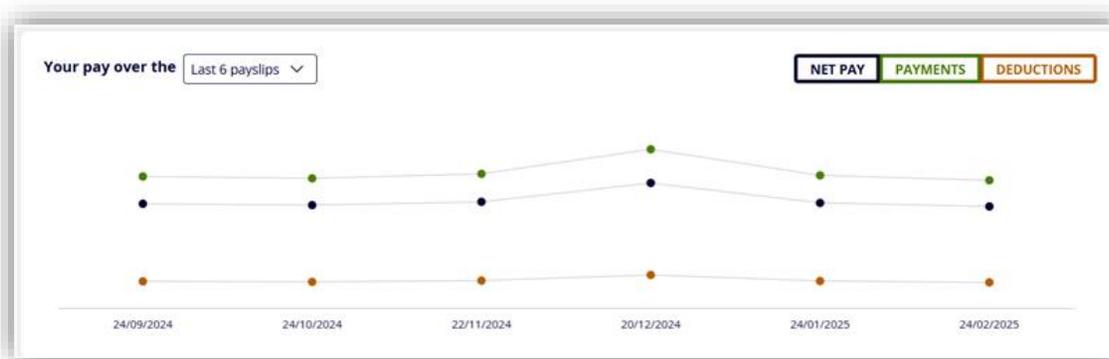
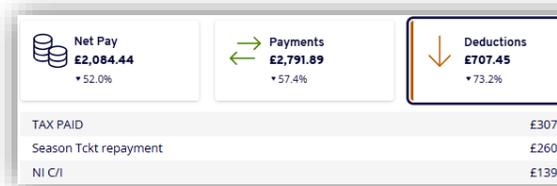
### Percentage view – Deductions detail



### Amount view – Payment details



### Amount view – Deductions detail



## Accessing Full Payslip

To access your most recent payslip in full details, either select the Payslip icon from the **My Pay** widget or select the View Full Payslip button from the My Pay dashboard.

The full payslip view will include your payroll information, such as employee number, tax code, National Insurance Number, as well as employer-related details.

In this view you will be able to see a breakdown of your gross payment, PAYE deductions, and take-home pay.

Additionally, you will be able to see your year-to-date earnings (from April of the current year to the current pay period).

To print a pdf copy of your payslip click on the document icon on the right-hand side of the screen.

You can move through payslips using the arrow buttons.

The pdf copy will download your PC.




Gross Pay	PAYE Tax	NIC	Others	Net Pay
£3,950.60	£580.60	£384.59	£0.00	£2,985.41
YTD £21,733.89	YTD £3,088.80	YTD £2,136.02	YTD £0.00	YTD £16,509.07

PAYMENTS				
Description	Units	Rate	Amount	
Basic Pay	-	-	£3,598.00	
USS Pension Plus	-	-	£352.60	
Total			£3,950.60	

DEDUCTIONS	
Description	Amount
TAX PAID	£580.60
NI CR	£384.59
Total	£965.19

CUMULATIVE YEAR TO DATE (YTD)	
Description	Amount
Gross Pay to date	£21,733.89
Taxable Gross	£21,733.89
Tax Paid	£3,088.80
Employees National Insurance YTD	£2,136.02
Employers National Insurance YTD	£2,586.47



## Compare Payslips

This functionality allows you to compare up to three payslips. Payslips do not need to be in chronological order; for example, an employee may wish to compare the January 2021, January 2020 and January 2019 payslip

To select the payslips, click on the button Compare on the right-hand side of your screen.

**Note: this functionality is not available for P60 documents**

Your selections will appear at the bottom of the screen, under Payslip Comparison. When ready, click Compare



Dashboard: MyPay Documents

Document Type: Payslip

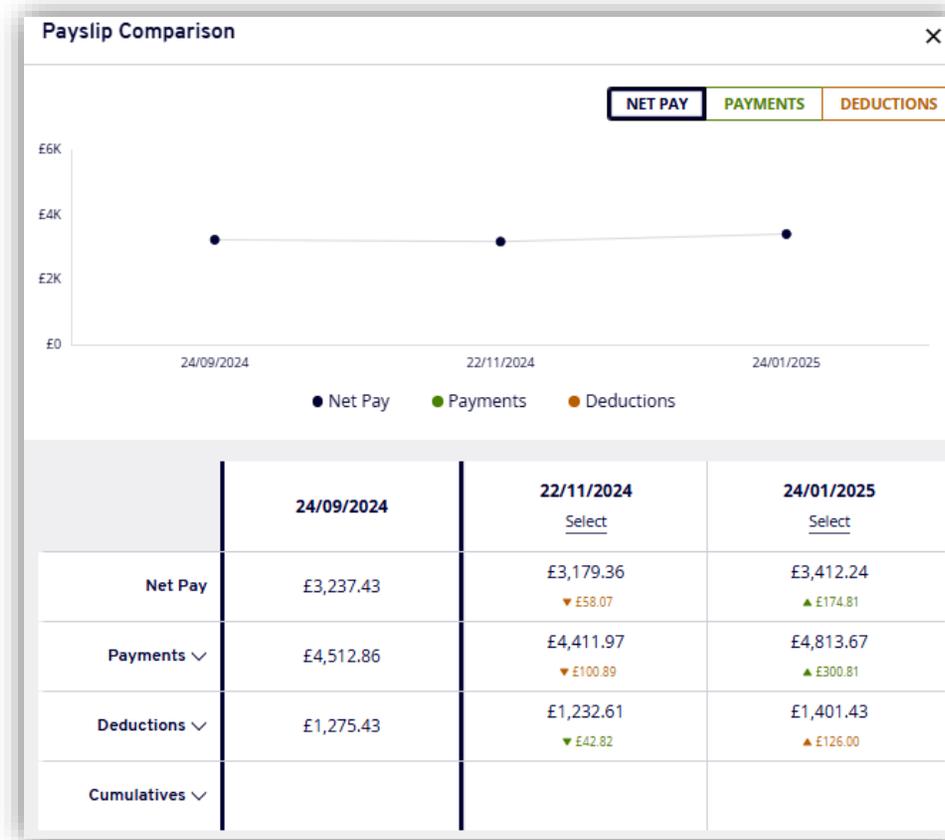
Pay Date	Document Type	Payments	Deductions	Net Pay	Compare
23/05/2025	Payslip	100%	25%	75%	Compare
24/04/2025	Payslip	100%	28%	72%	Compare
31/03/2025	Payslip	100%	30%	70%	Compare
24/02/2025	Payslip	100%	82%	18%	Compare
24/02/2025	Payslip	100%	28%	72%	Compare
24/01/2025	Payslip	100%	28%	72%	Compare
20/12/2024	Payslip	100%	28%	72%	Compare
22/11/2024	Payslip	100%	28%	72%	Compare

Payslip Comparison

24/05/2024  22/11/2024  24/03/2025

The Payslip Comparison information will appear on screen, showing a graph view and pay progression over the 3 payslips.

Additionally, you will see a detailed comparison with your first payslip selection as the default view, and the other two payslips showing any relevant increases or decreases.



## Frequently asked Questions

Employees can refer to the FAQ section for any payroll-related queries they may have.

The FAQ section is located at the bottom of the My Pay Dashboard.

Information within the “**Frequently asked Questions**” menu for can be accessed by selecting on **All** or by clicking on the category tabs i.e.:

1. **All**
2. **Holiday Pay**
3. **Other**
4. **PAYE Tax**
5. **Pensions**
6. **Sick Pay**

### Frequently Asked Questions

<p><b>All</b></p> <p>Holiday Pay</p> <p>Other</p> <p>PAYE Tax</p> <p>Pensions</p> <p>Sick Pay</p>	<div style="border: 1px solid #ccc; margin-bottom: 5px; padding: 5px;"> <p>How much have I been deducted for sickness? <span style="float: right;">▼</span></p> </div> <div style="border: 1px solid #ccc; margin-bottom: 5px; padding: 5px;"> <p>How much have I earned this year to date? <span style="float: right;">▼</span></p> </div> <div style="border: 1px solid #ccc; margin-bottom: 5px; padding: 5px;"> <p>How much holiday pay did I receive? <span style="float: right;">▼</span></p> </div> <div style="border: 1px solid #ccc; margin-bottom: 5px; padding: 5px;"> <p>How much tax have I paid this year to date? <span style="float: right;">▼</span></p> </div> <div style="border: 1px solid #ccc; margin-bottom: 5px; padding: 5px;"> <p>I am a new starter, what do I need to do so that I will not be taxed on an emergency basis? <span style="float: right;">▼</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>I am leaving the business this month, when and how I will receive my final payslip and P45? <span style="float: right;">▼</span></p> </div>
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For any other payroll queries you may have, please contact [hr-to-payroll@qmul.ac.uk](mailto:hr-to-payroll@qmul.ac.uk)