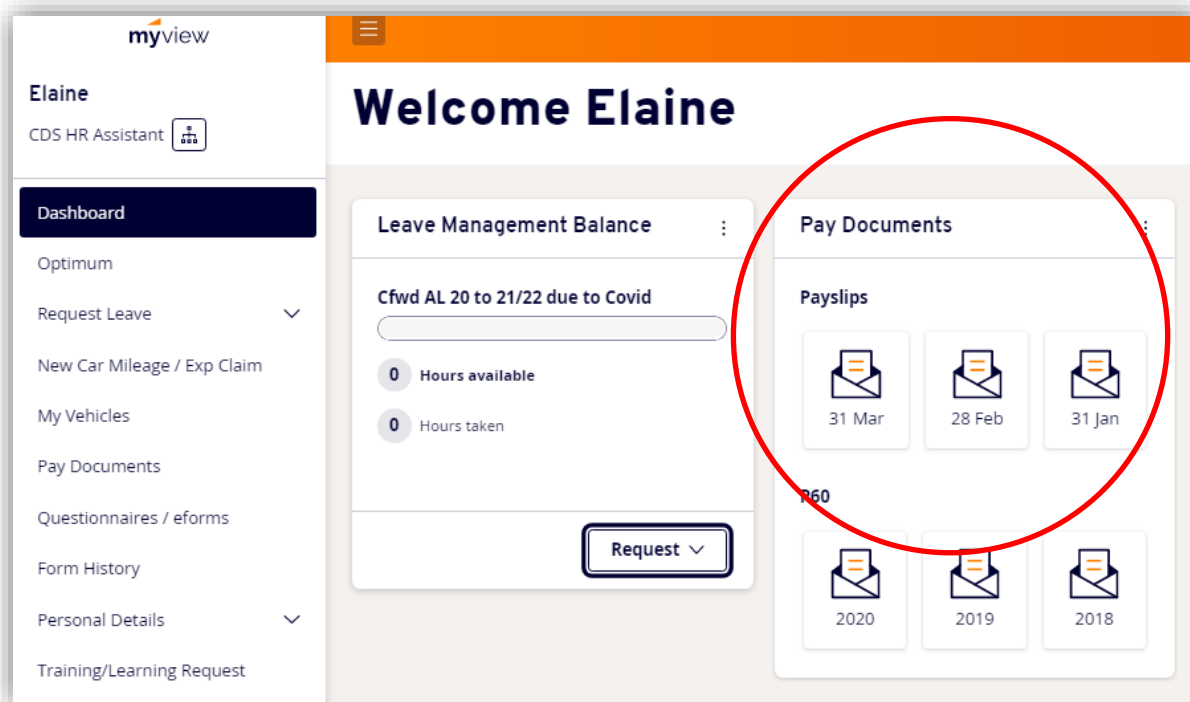


How to View, Print and Send your Pay Documents via email

You can access your pay documents in MyView in two ways; through the Pay Documents box on your MyView Dashboard or through your left hand menu. This guidance shows you how to access the Pay Documents module using both options

Access through Pay Documents Box

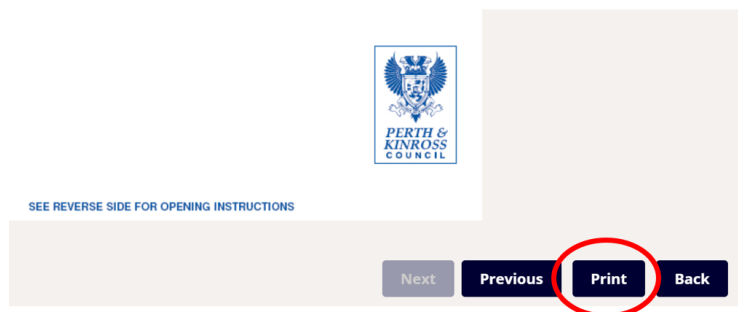
- The **Pay Documents** box is found on your MyView Dashboard and shows your last 3 payslips and P60's.



- Click on the **Envelope icon** to open the relevant pay document.
- Your selected payslip or P60 will be displayed.

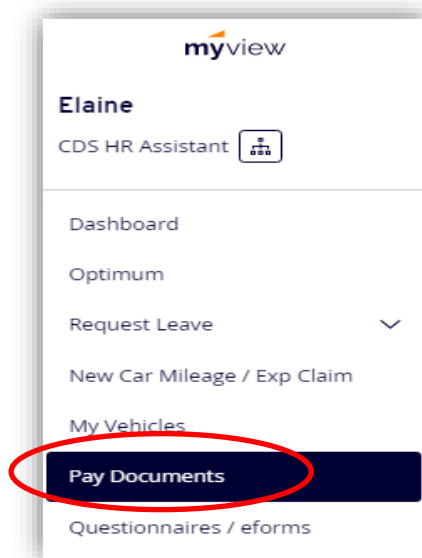


- If you wish to print your pay documents, scroll to the bottom of the screen and select **Print**



Access through Left-Hand Menu

- Select **Pay Documents** from the left-hand menu.



- The Pay Document module will be displayed which shows current year and historical payslips and P60's.
- To view your payslip information, go to the **Payslip Documentation** section and click on the required links under the **Period number** or the **Pay Date** sections.

Period	Tax Year	Pay Date	Payslip Page(s)
<u>12</u>	<u>2021</u>	<u>31/03/2022</u>	<u>1</u>
<u>11</u>	<u>2021</u>	<u>28/02/2022</u>	<u>1</u>
<u>10</u>	<u>2021</u>	<u>31/01/2022</u>	<u>1</u>
<u>09</u>	<u>2021</u>	<u>23/12/2021</u>	<u>1</u>
<u>08</u>	<u>2021</u>	<u>30/11/2021</u>	<u>1</u>

View Payslips for

- To view your P60 or P11D information, go to the **Annual Documentation** section and click on the **View** button for the relevant year.

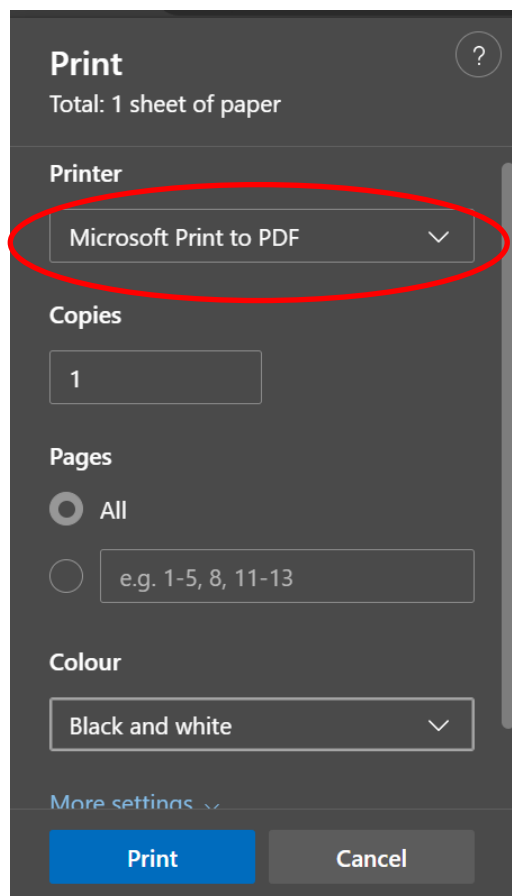
Annual Documentation	
Tax Year	P60
2020	View
2019	View
2018	View
2017	View

- If you wish to print, scroll to the bottom of the screen, and select

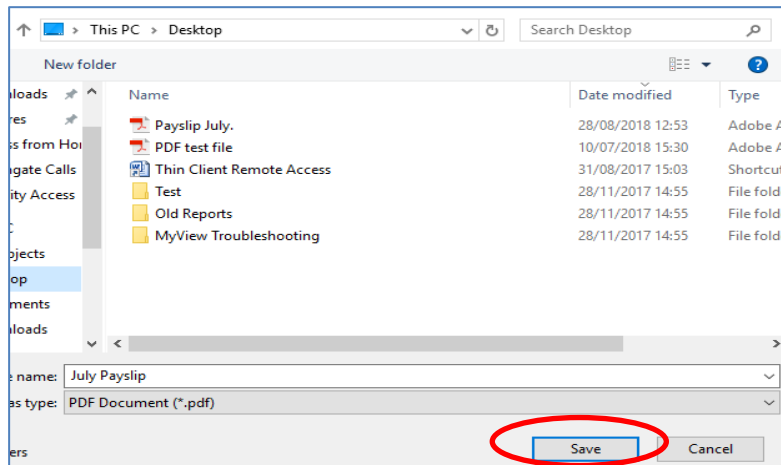


Send your Pay Documents via email (using the Print to PDF option)

- You can save your pay document as a PDF so you can send the document via email. To do this, click on the **Print** button at the bottom of your pay document.
- Select your **Printer** option as **Microsoft Print to PDF** as shown below.



- Click **Print** again and the option to save the document will appear.

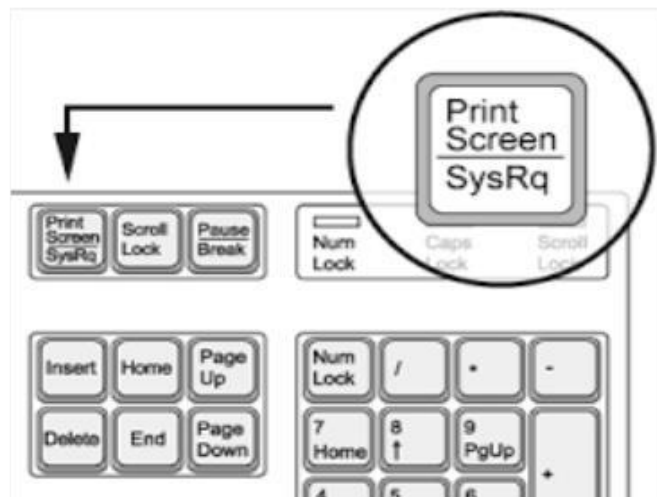


- Enter the file name of your document e.g July Payslip and select **Save**.
- The file can then be attached to an email.

Send your Pay Documents via email (using the Print Screen Option)

This is not recommended for employees who use two screens

- When you see the pay document on screen, using your keyboard, click on your **Print Screen** button which, depending on your keyboard layout, will look as follows:

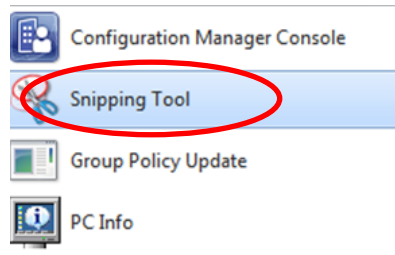


- This will copy anything you currently see on your screen.
- Open a new email and right click on your mouse so you can select the **Paste** option. The pay document will display in the email which you can amend the size of the image if required prior to sending.

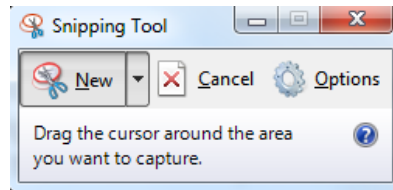
Send your Pay Document via Email (using Snipping Tool)

This is recommended for employees who use two screens.

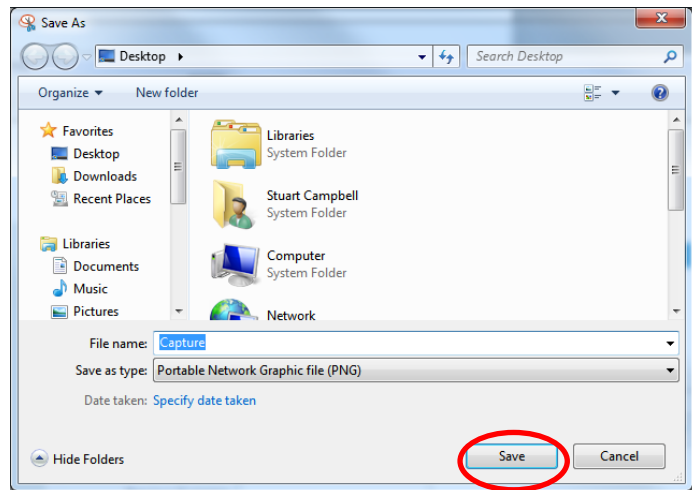
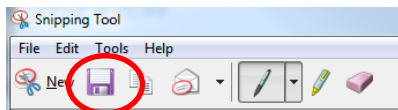
- When you see the pay document on screen, using your mouse, click on the Windows icon on the Taskbar, bottom left corner of screen, click **Snipping Tool** on the start menu, it will look as follows:



- Once Snipping Tool application has opened, see the small window below, click **New** and the screen will grey out, this will allow you to select an area of the screen you wish to copy.



- Left click and drag the cursor from the top left corner of the Payslip to bottom right corner and release.
- To save a copy, click the **Save** button and navigate to the required location and save.



- You can also paste this to a blank e-mail or Word document and send or save it from there.