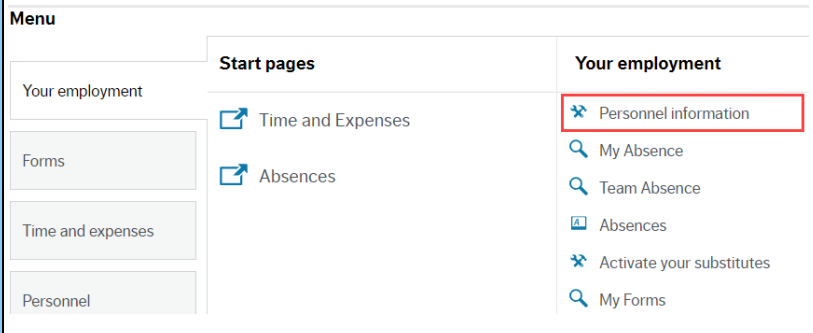
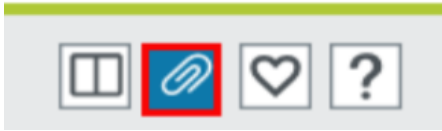
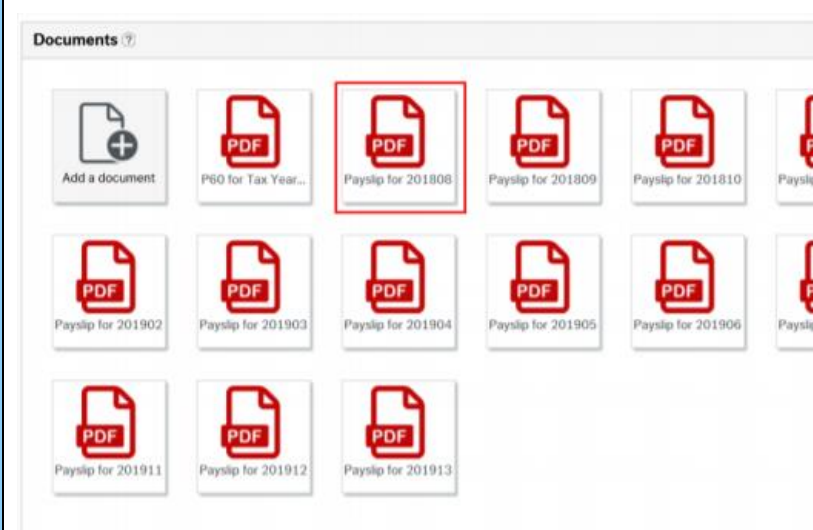
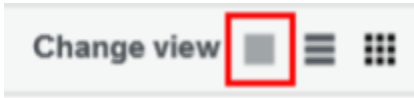


How to view payslips & other pay related documents

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 within the personnel information screen to view the documents attached to your record, including your payslips.</p>
3		<p>Click on any payslip or other document (such as a P60) to view. Once the document is open you can use the arrow symbols to navigate through older/newer pay-slips.</p>
4		<p>NOTE: If you are using a mobile device with a touch screen to view payslips then you will need to change view as shown to open documents.</p>