



## **PAYROLL AND EMPLOYEE SERVICES**

**MyView – MyPay**

## Contents

1 – Introduction .....	3
2 – What is MyPay? .....	3
3 – How to add MyPay to the MyView Dashboard.....	3
4 – MyPay Features .....	5
4.1 View Summary .....	5
4.2 View All Pay Documents .....	7
4.3 Saving / Printing Pay Documents .....	10
5 – Payslip Descriptors.....	11
6 – Help and Guidance.....	12

# 1 – Introduction

This document is a guide to the MyPay Payslip Module in MyView.

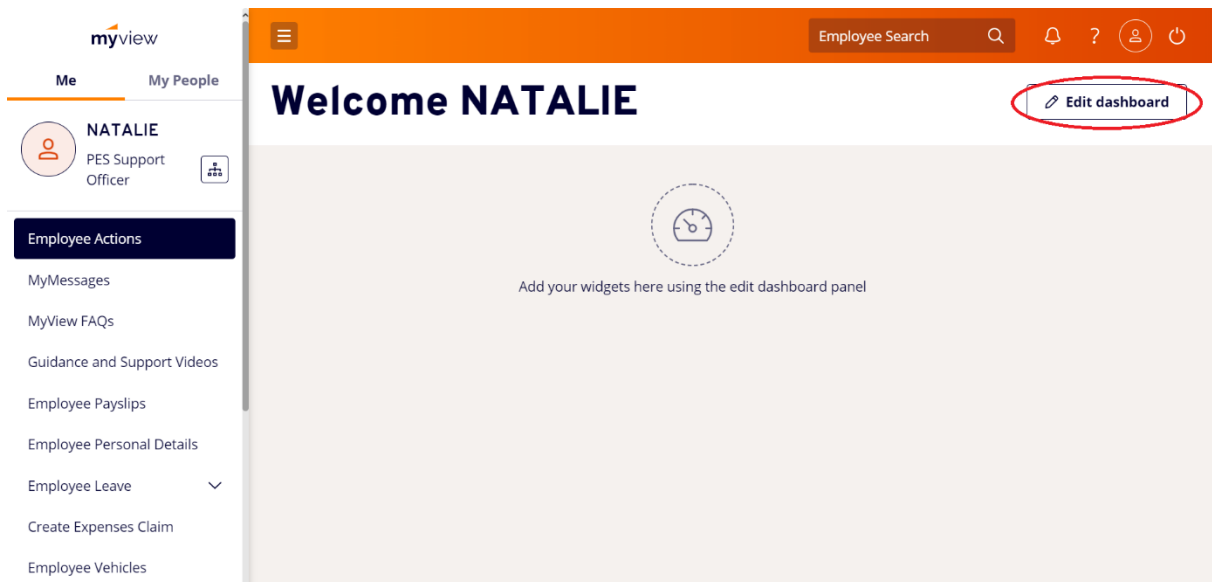
# 2 – What is MyPay?

MyPay is the interactive MyView Payslip module available from your MyView Dashboard which holds pay documents (including payslips and P60 documentation), as well as providing you with other features such as pay period comparisons, informative Payroll FAQs, and important payroll dates.

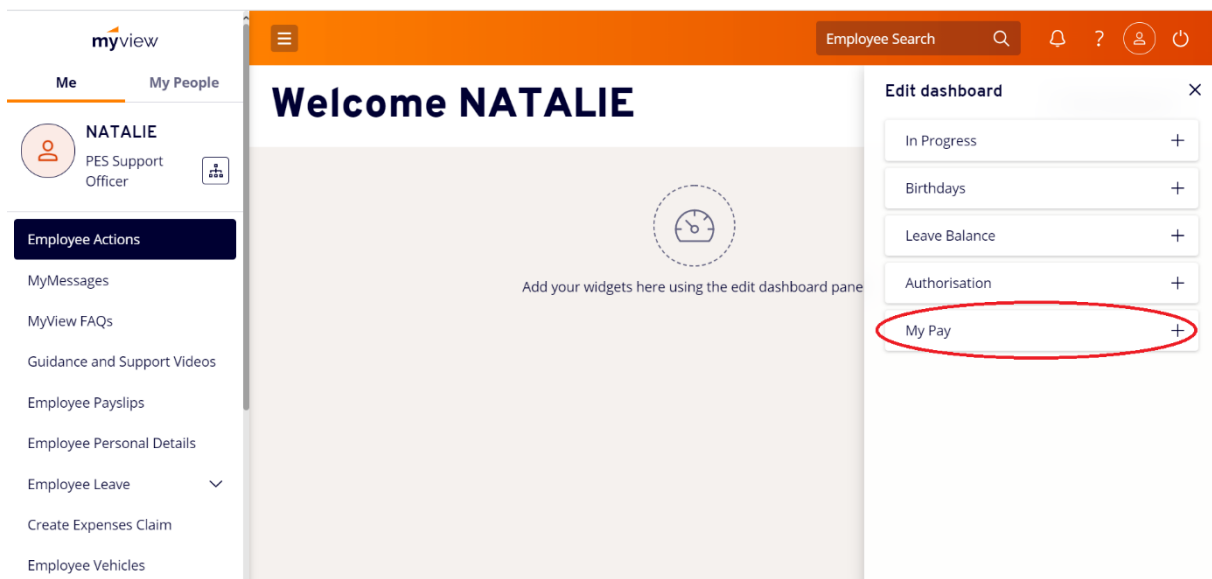
# 3 – How to add MyPay to the MyView Dashboard

To add the MyPay widget to your MyView Dashboard -

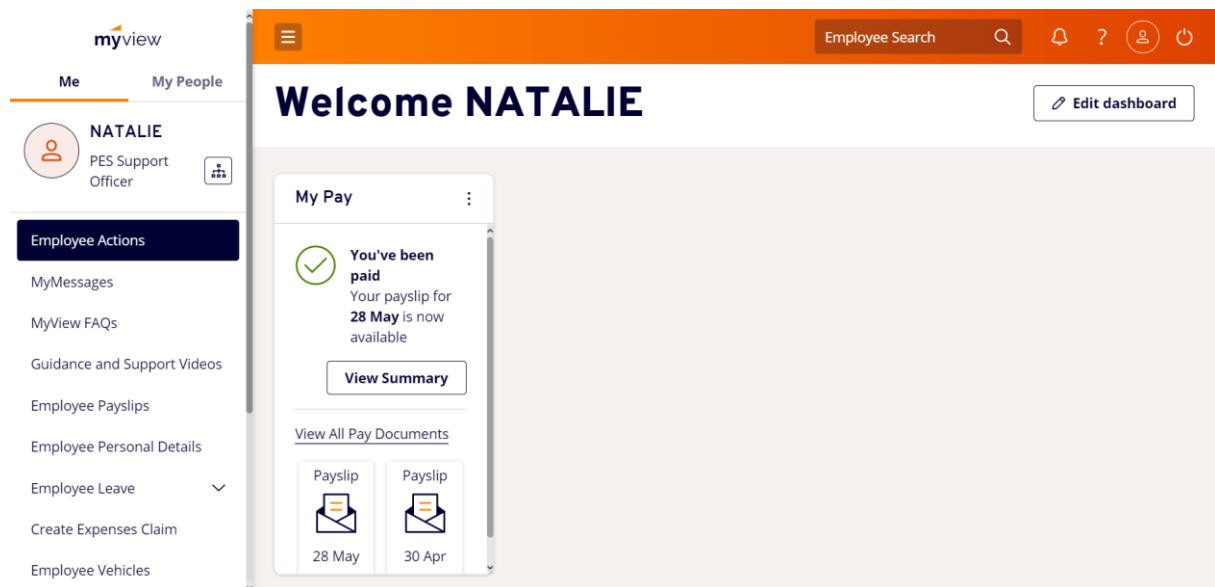
Click on **Edit Dashboard** towards the top right hand-side of the MyView Dashboard.



Select the **My Pay** option, as below -



This will place the widget onto your MyView dashboard and ensure it will appear each time you are logged into MyView.



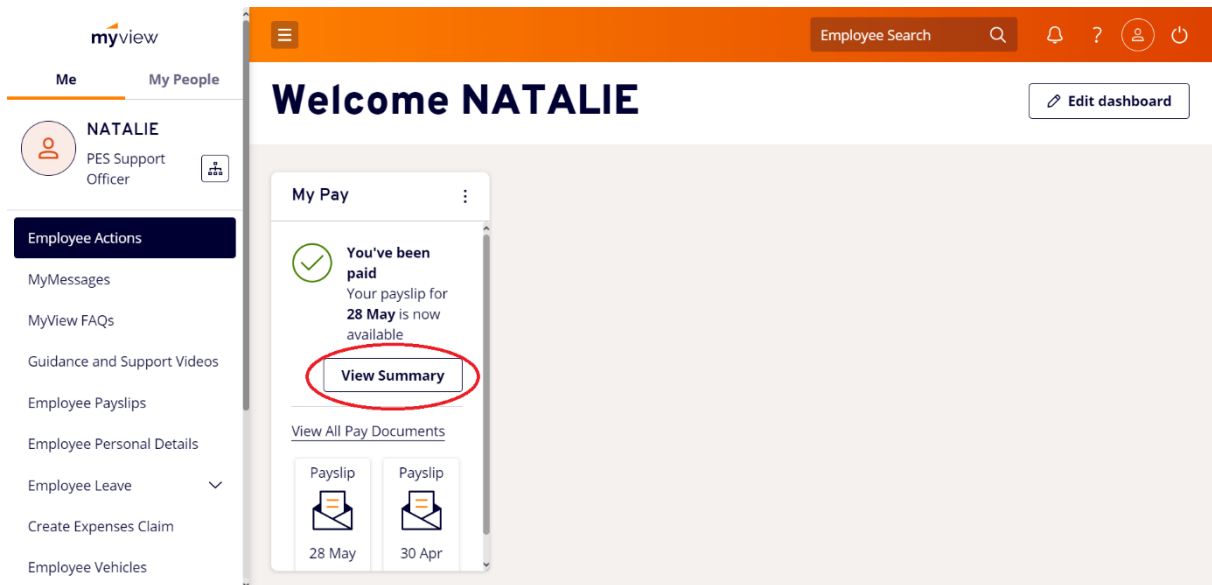
## 4 – MyPay Features

There are several helpful new features available on the MyPay module.

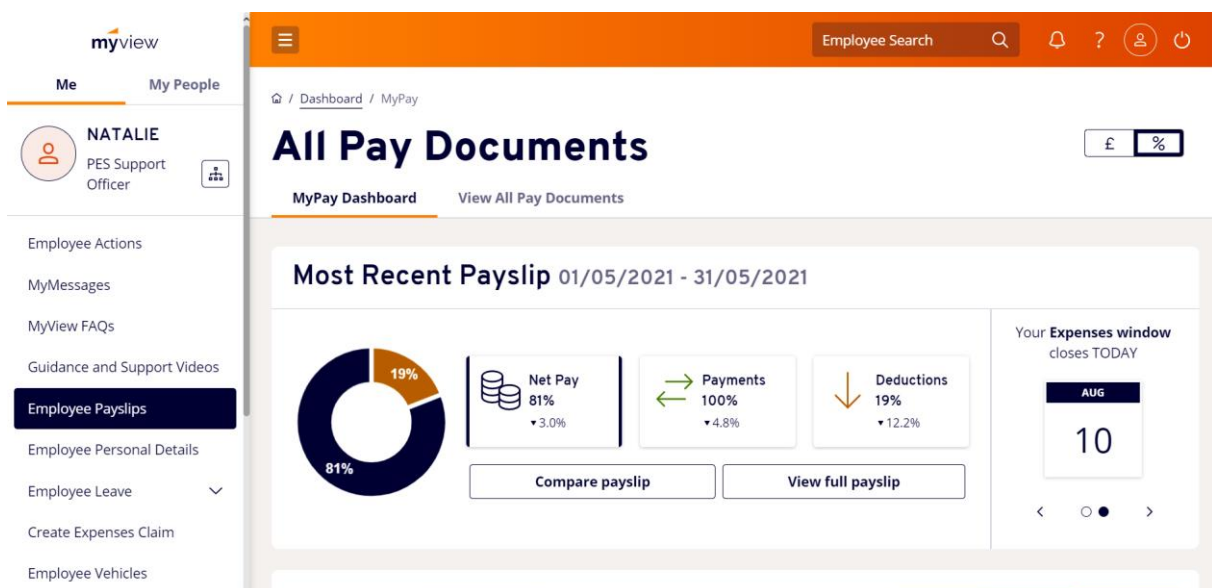
On the widget itself, you can easily view the next pay date, view a summary of your most recent payslip, and access all your pay documents. Your two most recent payslips will also display for ease of access.

### 4.1 View Summary

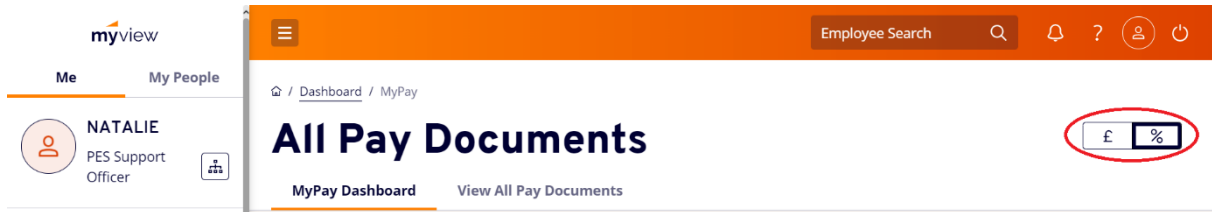
Select 'View Summary' from the MyPay widget.



The summary screen will provide an analysis of your most recent payslip, as shown below:



The payslip analysis is displayed in % format, but you have the option to toggle the analysis between £ display and % display by using the '£ %' icon highlighted below:

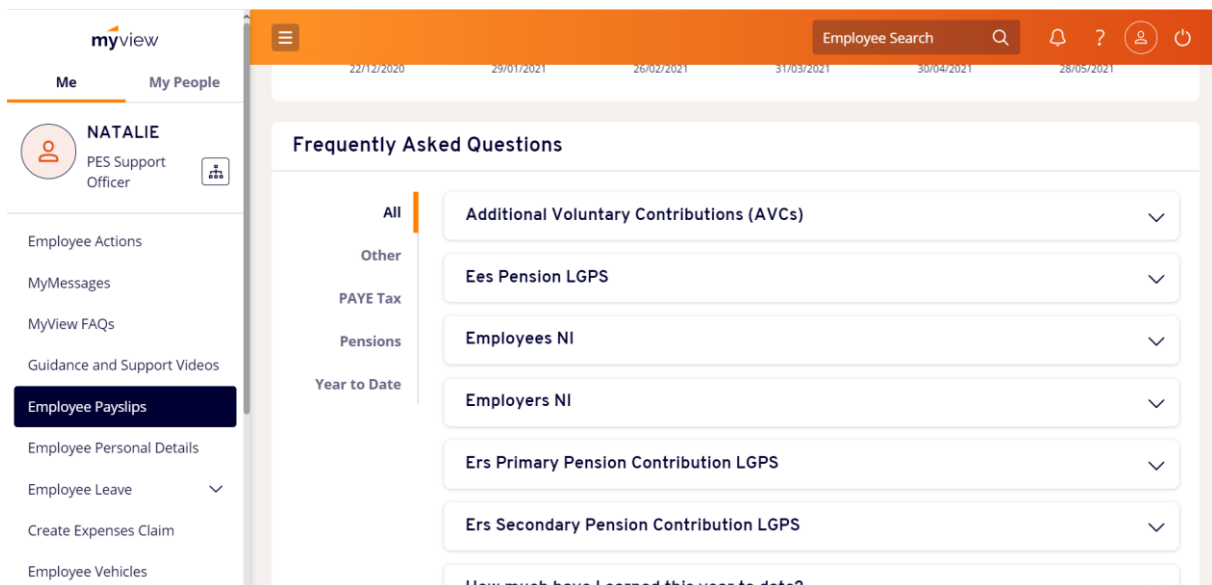


The screen also displays key dates – including a countdown to your next pay day, and expenses submission deadlines.

Further down the page, you can also display a pay analysis over either a 6-month, 12-month or 24-month period. The analysis can display net pay, payments and deductions and will be particularly useful for those employees who work variable hours – select which to display using the options available:



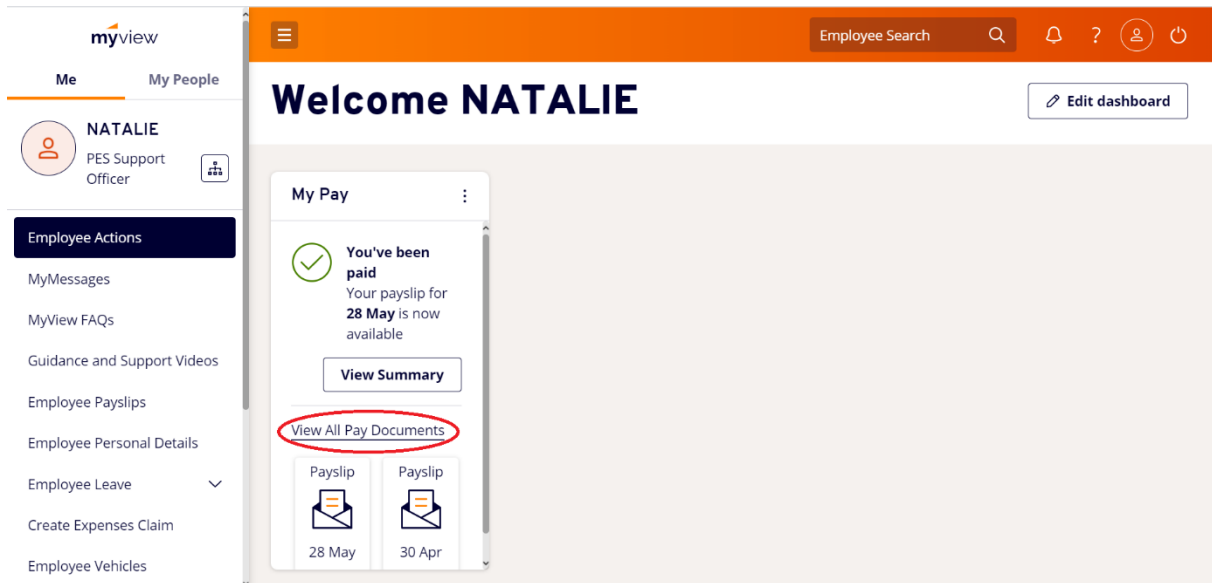
This page also has an informative section of Payroll FAQ's for employees to access:



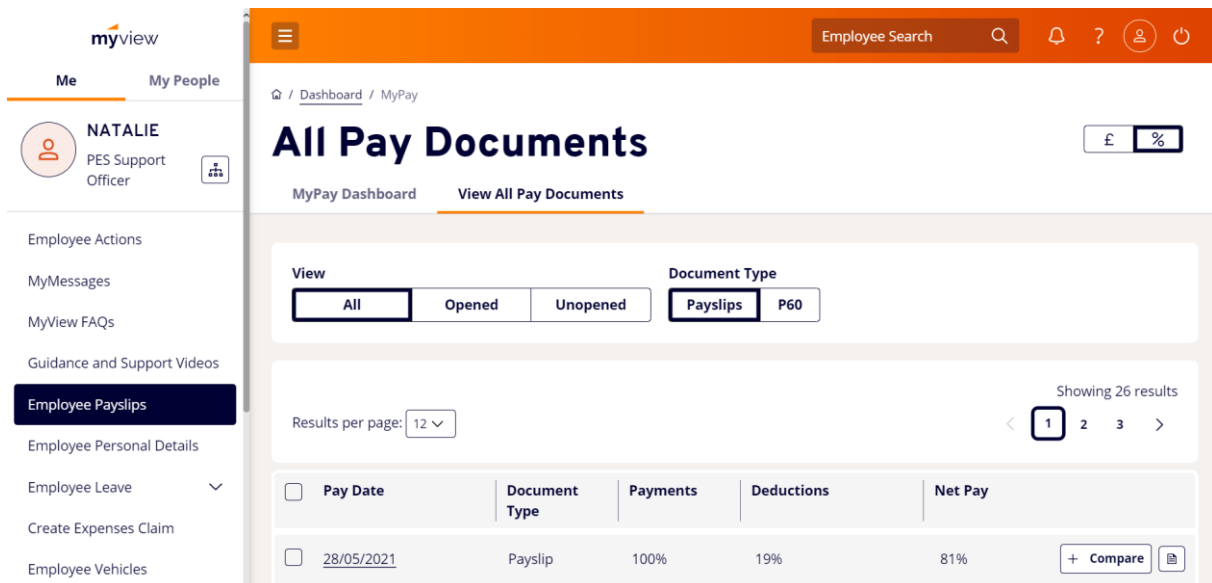
Click the arrow to display the appropriate answer. You can also filter by PAYE Tax, Other or Pension related questions.

## 4.2 View All Pay Documents

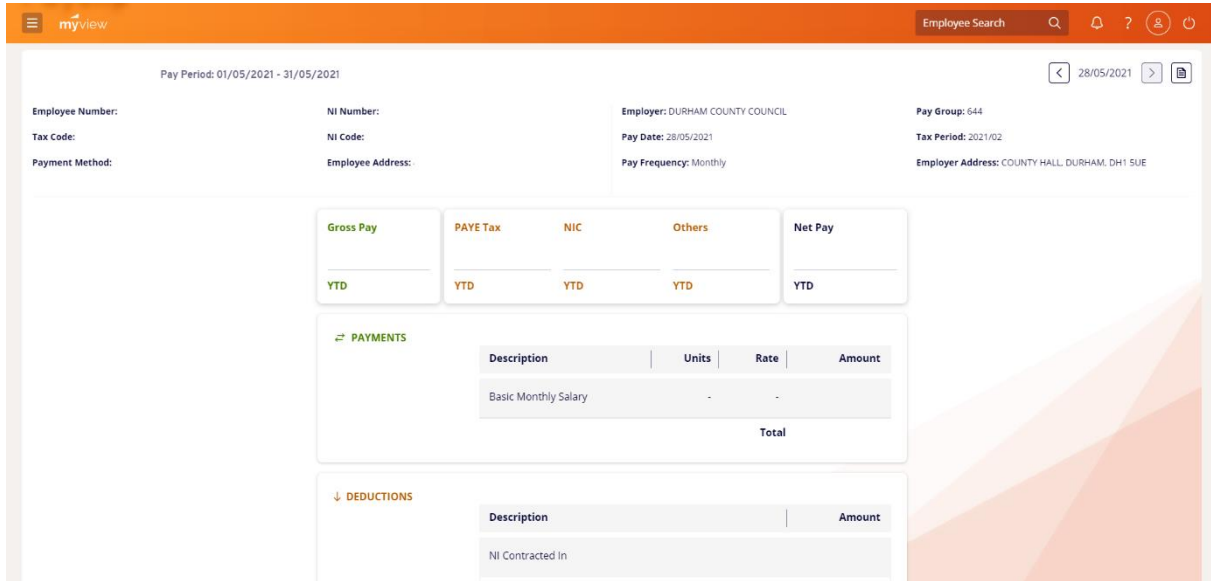
Select 'View All Pay Documents' from the MyPay widget.



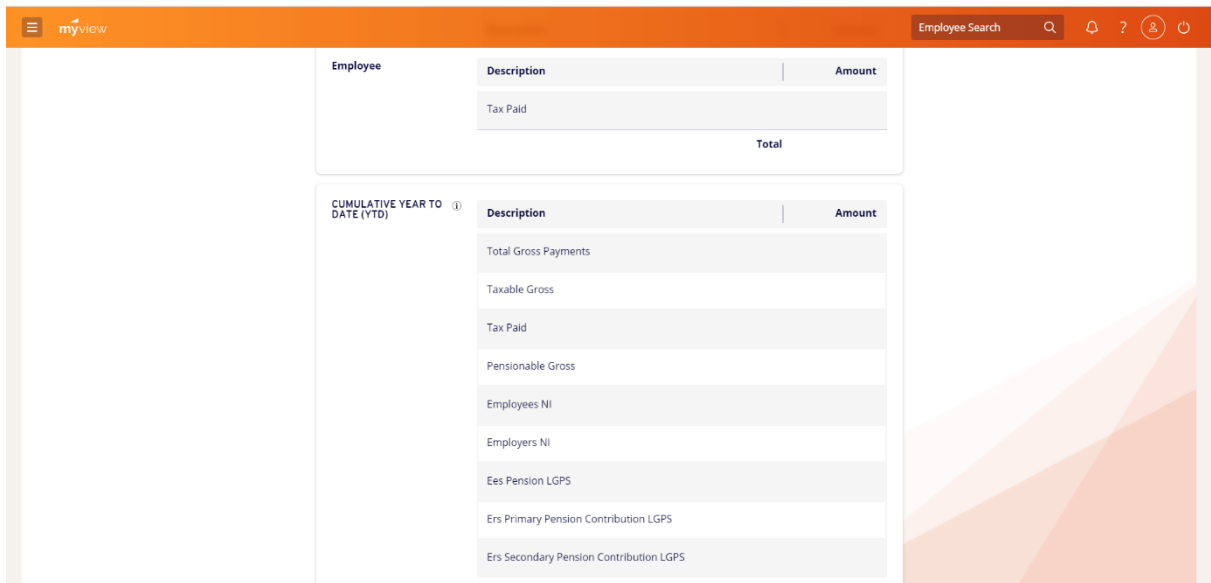
This page will display all pay documents. You can filter your view by All/Opened/Unopened, and you can also filter by document type (Payslip or P60):



To open your electronic payslip, select the relevant 'Pay Date'  
(data has been omitted from the below image for data protection purposes)



The electronic payslip will display all payments, deductions, year to date figures (including pension (if applicable), tax, and N.I.), as well as any payslip messages:



Whilst in an electronic payslip, you can also easily toggle to previous payslips or open a PDF version of the payslip:

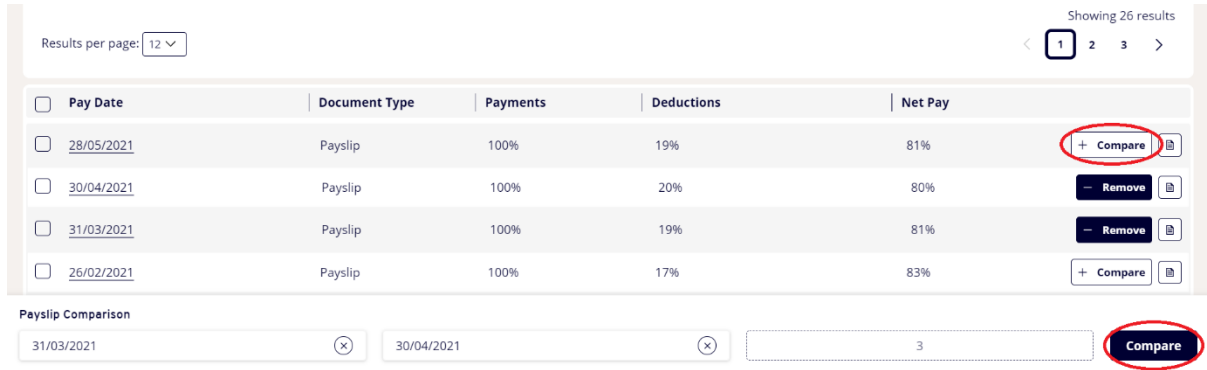




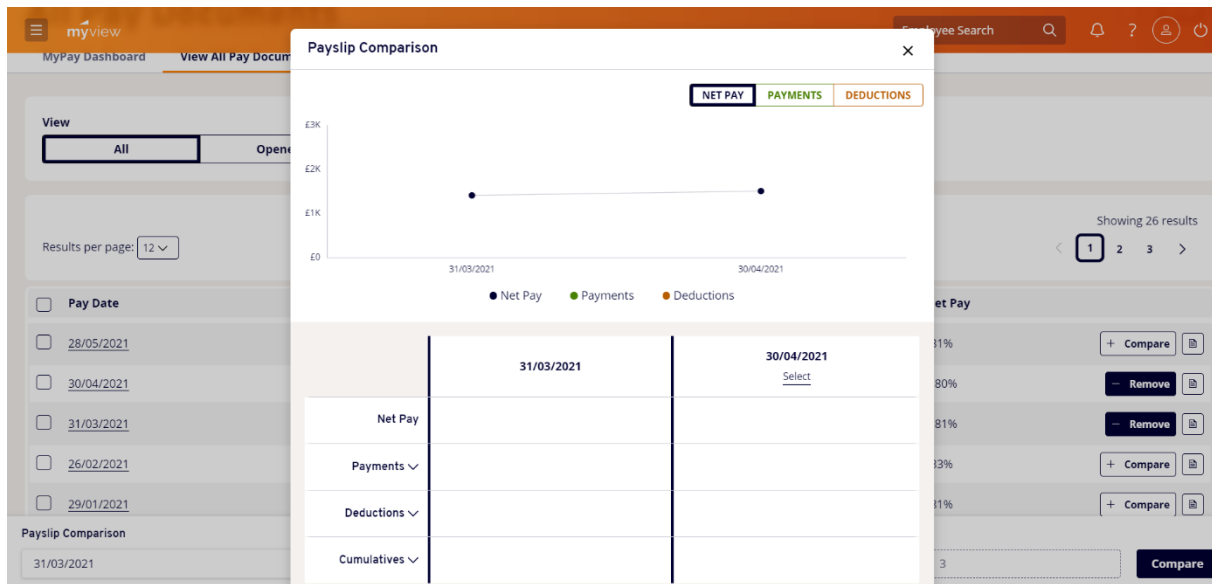
When you open the payslip as a PDF, the document will display the Durham County Council logo in full colour. The payslip can then be saved to your device or printed if required.

Employees also have the option to compare payslips in the View All Pay Documents screen.

Employees can select up to three pay documents to compare by clicking the '+ Compare' icon. Once you have selected the payslips you wish to compare, click 'Compare':

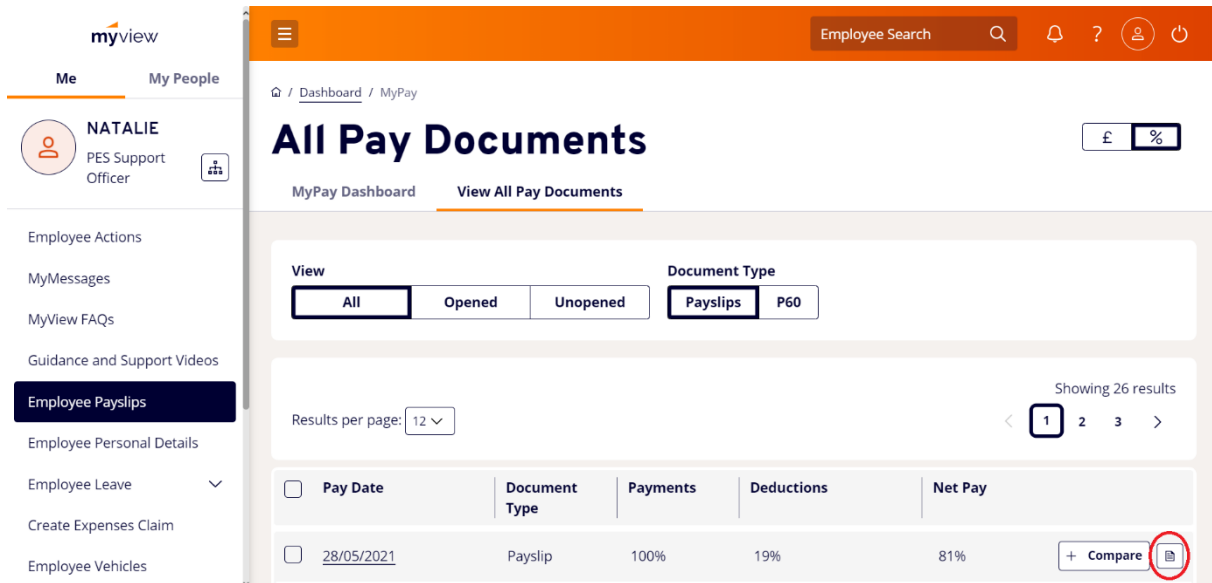


This will open the payslip comparison:

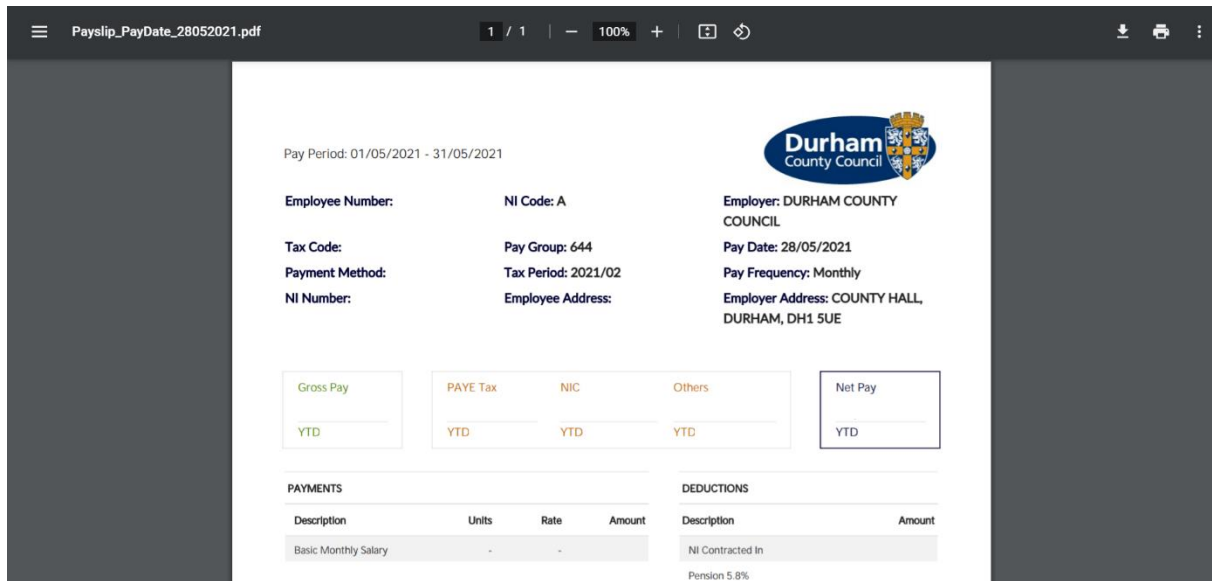


### 4.3 Saving / Printing Pay Documents

Employees also have the option to open payslips in PDF format whilst in the View All Pay Documents screen. Simply select the PDF icon as shown below:



When you open the payslip as a PDF, the document will display the Durham County Council logo in full colour. *(data has been omitted from the below image for data protection purposes)*



The payslip can then be saved to your device or printed if required.

## 5 – Payslip Descriptors

We have detailed below some of the terms you might expect to see on your payslip, and what they mean.

Payslip descriptors can also be located within the FAQ section of MyPay.

<b>Ers Secondary Pension Contribution LGPS</b>	Ers means employers. These are the cumulative additional employer pension contributions based upon your pensionable pay for the financial year to date. This figure is a fixed percentage rate set by finance. This amount is currently set at 5.30%. This value is monitored by finance and amended as necessary linked to the pension deficit lump sum payments required as an employer to meet the requirements of the triennial review of the pension fund. These sums do not impact on your net pay.
<b>Ers Primary Pension Contribution LGPS</b>	Ers means employers. These are the cumulative employer pension contributions based upon the pensionable pay figure calculated for the financial year. This value is a fixed percentage deduction set by the pension fund administrators. Currently the employers rate is 18.50%. This is re-evaluated every 3 years as part of the triennial review of the pension fund. These sums do not impact on your net pay.
<b>Additional Voluntary Contributions (AVCs)</b>	These are Additional Voluntary Contributions (AVCs) made in the current financial year. AVCs allows employees build an additional retirement fund. The fund can be used to generate a lump sum payment or monthly benefits within Inland Revenue limits. AVCs are managed by Pension Fund Providers such as Prudential and Standard Life.
<b>LGPS Additional Contribution</b>	Additional Pension Contributions. Normally used to purchase additional service or buy back breaks in service.
<b>Ees Pension LGPS</b>	Ees means employees. These are the cumulative employee pension contributions for pensionable pay figure calculated in the financial year. This value is derived from the pension bandings set every April by the LGPS
<b>Taxable Gross</b>	This is the amount of money on which you are liable to pay tax on. This is different to total gross payments as not everything is taxable.
<b>LGPS Shared Cost Additional Pen Conts</b>	These are cumulative Additional Pension Contributions made to compensate for salary sacrifice schemes such as purchase of annual leave.
<b>Total Gross Payments</b>	This is your full pay before Tax, National Insurance or Pension contributions have been deducted. This figure will include any overtime, additional payments or expenses and mileage claimed.

<b>Tax Paid</b>	This is the amount of tax you are liable to pay based upon your tax code and your taxable earnings in the period.
<b>Pensionable Gross</b>	This is the total amount of money on which your pension contributions will be calculated on.
<b>Employees NI</b>	This is the amount of National Insurance due to be deducted from your gross pay this period based upon your National Insurance category. Your contributions are based on your pay that is subject to National Insurance.
<b>Employers NI</b>	This is the amount of National Insurance due to be paid by your employer. These contributions are based on your pay that is subject to National Insurance.

## 6 – Help and Guidance

If you require any further support, please contact the MyView helpdesk on 03000 269919. Alternatively, please e-mail [MyView@durham.gov.uk](mailto:MyView@durham.gov.uk).