

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.





my view	E	mployee	e Search	Q	¢	? 😩) U
Me My People	Welcome NATALIE	1	Edit dashb	oard			×
NATALIE			In Progres	s			+
PES Support Officer			Birthdays				+
Employee Actions			Leave Bal	ance			+
MyMessages	Add your widgets here using the edit dashboard p	ane	Authorisa	tion			+
MyView FAQs		0	My Pay				÷
Guidance and Support Videos							
Employee Payslips							
Employee Personal Details							
Employee Leave 🗸 🗸							
Create Expenses Claim							
Employee Vehicles							

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.

my view	E	Employee Search	Q Q ? 😩 U
Me My People	Welcome NATALIE		🖉 Edit dashboard
PES Support Officer	My Pay :		
Employee Actions MyMessages	You've been paid Your payslip for		
MyView FAQs Guidance and Support Videos	28 May is now available		
Employee Payslips	View All Pay Documents		
Employee Personal Details Employee Leave V	Payslip Payslip		
Create Expenses Claim Employee Vehicles	28 May 30 Apr		

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:

Guidance and Support Videos Employee Payslips Employee Personal Details 22/12/2020 29/01/2021 26/02/2021 31/03/2021 30/04/2021 28/05/2021	Employee Actions MyMessages MyView FAOs	Your pay over the Last Last Last	6 payslips 6 payslips 6 payslips 1 2 payslips 24 payslips			NET PAY PAY	MENTS DEDUCTIONS
Employee Personal Details 22/12/2020 29/01/2021 26/02/2021 31/03/2021 30/04/2021 28/05/2021	Guidance and Support Videos Employee Payslips	•	•	•	•	•	•
	Employee Personal Details	22/12/2020	29/01/2021	26/02/2021	31/03/2021	30/04/2021	28/05/2021

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

myview	E			Employ	yee Search Q	۵? (٤	ු ර
Me My People	22/12/2020	29/01/2021	26/02/2021	31/03/2021	30/04/2021	28/05/2021	
PES Support Officer	Frequently Ask	ed Questions					
	All	Additional Vol	untary Contribution	is (AVCs)			\sim
Employee Actions MyMessages	Other PAYE Tax	Ees Pension LO	GPS				~
MyView FAQs	Pensions	Employees NI					~
Guidance and Support Videos Employee Payslips	Year to Date	Employers NI					~
Employee Personal Details		Ers Primary Pe	ension Contribution	LGPS			~
Employee Leave V Create Expenses Claim		Ers Secondary	Pension Contributi	on LGPS			~
Employee Vehicles		How much hav	e I earned this vear	to date?			$\overline{\mathbf{v}}$

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.

myview	E	Employee Search	Q Q ? 2 O
Me My People	Welcome NATALIE		Zedit dashboard
PES Support Officer	My Pay :		
Employee Actions MyMessages	You've been paid Your pavilin for		
MyView FAQs	28 May is now available		
Guidance and Support Videos Employee Payslips	View Summary		
Employee Personal Details	View All Pay Documents		
Employee Leave 🗸 🗸	Payslip Payslip		
Create Expenses Claim Employee Vehicles	28 May 30 Apr		

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):

myview	8		Employee S	iearch Q	රු ද 😩 ර
Me My People	습 / <u>Dashboard</u> / MyPay				
PES Support	All Pay Do	ocuments			£%
Officer	MyPay Dashboard Vi	iew All Pay Documents			
Employee Actions					
MyMessages	View		Document Type		
MyView FAQs	All Ope	ened Unopened	Payslips P60		
Guidance and Support Videos					
Employee Payslips	Results per page: 12 V				Showing 26 results
Employee Personal Details					_
Employee Leave 🗸 🗸	Pay Date	Document Paym	ents Deductions	Net Pay	
Create Expenses Claim	_		1		
Employee Vehicles	28/05/2021	Payslip 100%	19%	81%	+ Compare

To open your electronic payslip, select the relevant 'Pay Date'

(data has been omitted from the below image for data protection purposes)

≡ myview						Employee Search	Q Q ? B O
Pay Period: 01/05/2021 - 3	31/05/2021						< 28/05/2021 > ■
Employee Number: Tax Code: Payment Method:	NI Number: NI Code: Employee Address:		Er Pa Pa	nployer: DURHAM COUNTY COU ay Date: 28/05/2021 ay Frequency: Monthly	NCIL	Pay Group: 644 Tax Period: 2021/02 Employer Address: COUN	TY HALL DURHAM, DH1 SUE
	Gross Pay	PAYE Tax	NIC	Others	Net Pay		
	YTD	YTD	YTD	YTD	YTD		
	₽ PAYMENTS	Descripti	on	Units Ra	te Amount		
		Basic Mor	thly Salary	Te	- otal		
		Descripti NI Contra	on cted In		Amount		

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:

				Employee Search	۹	٥		ු ර
Employee	Description		Amount					
	Tax Paid							
		Total						
CUMULATIVE YEAR TO () DATE (YTD)	Description		Amount					
	Total Gross Payments							
	Taxable Gross							
	Tax Paid							
	Pensionable Gross							
	Employees NI							
	Employers NI							
	Ees Pension LGPS							
	Ers Primary Pension Contribution LGPS							
	Ers Secondary Pension Contribution LGPS							
	Employee	Employee Description Tax Paid Tax Paid CUMULATIVE YEAR TO Formation CUMULATIVE YEAR TO Pescription Tax Data Taxable Gross Tax Paid Taxable Gross Tax Paid Pensionable Gross Employees NI Ees Pension LGPS Ers Prinary Pension Contribution LGPS Ers Secondary Pension Contribution LGPS	Employee Description I Tax Paid Total CUMULATIVE YEAR TO IP Perscription I Total Gross Payments I Tax Paid I Pensionable Gross I Employees NI Employees NI Ensployees NI Ees Pension LGPS Ers Secondary Pension Contribution LGPS Ers Secondary Pension Contribution LGPS	Description Amount Tax Paid Total CUMULATIVE YEAR TO OXITE (YTD) OPSCRIPTION Amount Taxable Gross Total Gross Payments Total Gross Taxable Gross Taxable Gross Total Pensionable Gross Employers NI Employers NI Employers NI Es Pension LGPS Es Pension LGPS Ers Secondary Pension Contribution LGPS Ers Secondary Pension Contribution LGPS	Employee Description Amount Tax Paid Total CUMULATIVE YEAR TO (*) Description Amount Total Gross Payments Total Gross Total Gross Tax Paid Taxable Gross Taxable Gross Tax Paid Pensionable Gross Employees NI Employees NI Employees NI Ensployees NI Ers Pension LGPS Ers Primary Pension Contribution LGPS Ers Secondary Pension Contribution LGPS	Employee Description Amount Tax Paid Total CUMULATIVE YEART 0 Pescription Amount Total Gross Payments Total Gross Payments Tax Paid Tax Paid Pensionable Gross Tax Paid Employees NI Employers NI Engloyers NI Es Pension LGPS Ers Primary Pension Contribution LGPS Ers Secondary Pension Contribution LGPS	Employee Description Amount Tax Paid Total CUMULATIVE YEAR TO (*) Description Total Gross Payments Total Gross Payments Tax Paid Total Gross Tax Paid Taxable Gross Tax Paid Total Gross Payments Employees NI Employees NI Employees NI Ensployees NI Ers Pension LGPS Es Pension Contribution LGPS Ers Secondary Pension Contribution LGPS Ers Secondary Pension Contribution LGPS	Employee Description Amount Tax Paid Total CUMULATIVE YEAR TO OLITION TOTAL GROS Amount Total Gross Payments Total Gross Payments Tax Paid Total Gross Payments Tax Paid Total Gross Payments Employees NI Employees NI Employees NI Es Pension LGPS Ers Secondary Pension Contribution LGPS Ers Secondary Pension Contribution LGPS

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

my view			Employee Search Q Q ? (2) C
Payl	Period: 01/05/2021 - 31/05/2021		28/05/2021
Employee Number:	NI Number:	Employer: DURHAM COUNTY COUNCIL	Pay Group: 644
Tax Code:	NI Code:	Pay Date: 28/05/2021	Tax Period: 2021/2
Payment Method:	Employee Address:	Pay Frequency: Monthly	Employer orderess: COUNTY HALL, DURHAM, DH15UE
		Move to p	revious payslips
			Open the payslip as a PDF document

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':

Results per page: 12 V					Showing 26 results
Pay Date	Document Type	Payments	Deductions	Net Pay	
<u>28/05/2021</u>	Payslip	100%	19%	81%	+ Compare
<u> </u>	Payslip	100%	20%	80%	- Remove
<u>31/03/2021</u>	Payslip	100%	19%	8196	- Remove
<u>26/02/2021</u>	Payslip	100%	17%	83%	+ Compare
Payslip Comparison					\sim
31/03/2021	30/04/20	21	\otimes	3	Compare

This will open the payslip comparison:

myview	Payslip Compariso	n		Freeloyee Search X	Q Q ? 🙆 O
View All Open	E3K E2K		NET PAY PAYMENTS DEDUCTIO	NS	
Results per page: 12 V	£1K £0	● 31/03/2021 ● Net Pay ● Payments	30/04/2021 Deductions	-	Showing 26 results
Pay Date 28/05/2021 30/04/2021		31/03/2021	30/04/2021 Select	et Pay 31% 80%	+ Compare b
<u>31/03/2021</u>	Net Pay			81%	- Remove
26/02/2021 29/01/2021	Payments ∨ Deductions ∨			\$3% \$1%	+ Compare
Payslip Comparison 31/03/2021	Cumulatives 🗸			3	Compare

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:

mý view	Employee Search Q Q ? (2) ()
Me My People	û / Dashboard / MyPay
NATALIE PES Support Officer	All Pay Documents
Employee Actions	
MyMessages	View Document Type All Opened Unopened Payslips P60
MyView FAQs	The second secon
Guidance and Support Videos	
Employee Payslips Employee Personal Details	Results per page: 12 v < 1 2 3 >
Employee Leave 🗸	Pay Date Document Payments Deductions Net Pay Type Variable Variable Variable Variable
Create Expenses Claim Employee Vehicles	28/05/2021 Payslip 100% 19% 81% + Compare

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)

≡	Payslip_PayDate_28052021.pdf		1 /	1 - 100% -	+ I ට රෝ		Ŧ	ē	
		Pay Period: 01/05/2021	- 31/05/2021			Durham			
		Employee Number:	NI	Code: A	Employer: I COUNCIL	DURHAM COUNTY			
		Tax Code:	Pa	y Group: 644	Pay Date: 2	8/05/2021			
		Payment Method:	Та	x Period: 2021/02	Pay Freque	ncy: Monthly			
		NI Number:	En	nployee Address:	Employer A DURHAM,	ddress: COUNTY HALL, DH1 5UE			
		Gross Pay	PAYE Tax	NIC	Others	Net Pay			
		YTD	YTD	YTD	YTD	YTD			
		PAYMENTS			DEDUCTIONS				
		Description	Units	Rate Amount	Description	Amount			
		Basic Monthly Salary			NI Contracted In				
					Pension 5.8%				

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.

Ers Secondary Pension Contribution LGPS	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.
Ers Primary Pension Contribution LGPS	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.
Additional Voluntary Contributions (AVCs)	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.
LGPS Additional Contribution	Additional Pension Contributions. Normally used to purchase additional service or buy back breaks in service.
Ees Pension LGPS	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
Taxable Gross	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.
LGPS Shared Cost Additional Pen Conts	These are cumulative Additional Pension Contributions made to compensate for salary sacrifice schemes such as purchase of annual leave.
Total Gross Payments	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.

Tax Paid	This is the amount of tax you are liable to pay based upon your tax code and your taxable earnings in the period.
Pensionable Gross	This is the total amount of money on which your
	pension contributions will be calculated on.
Employees NI	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.
Employers NI	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.