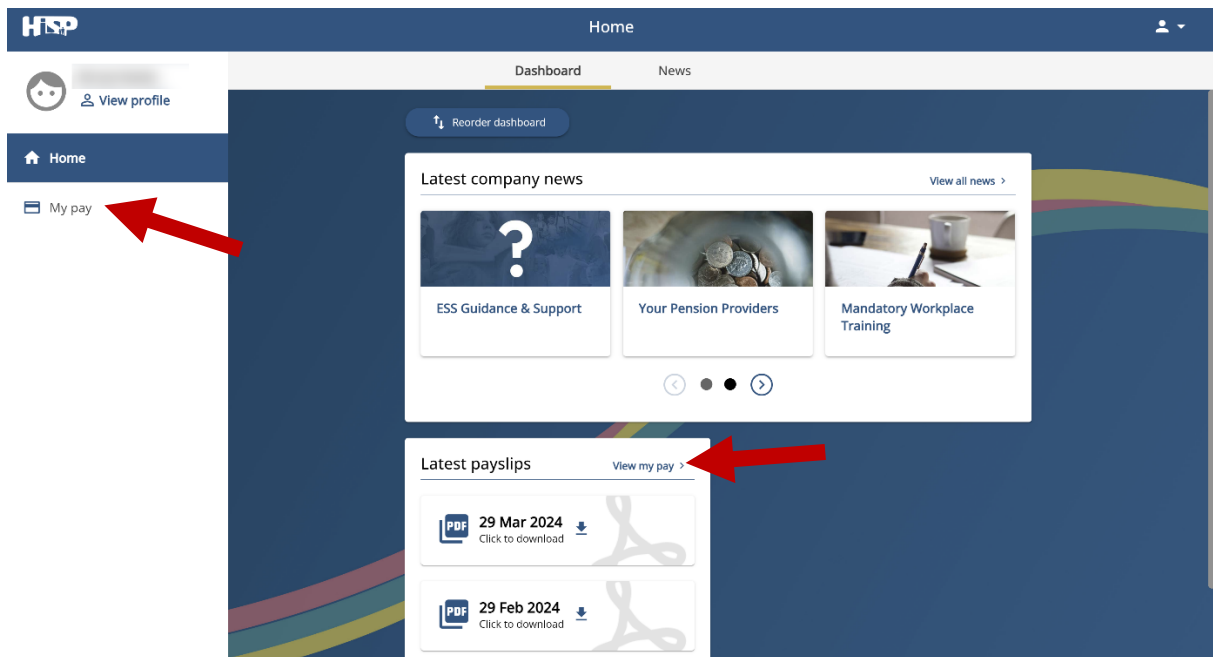
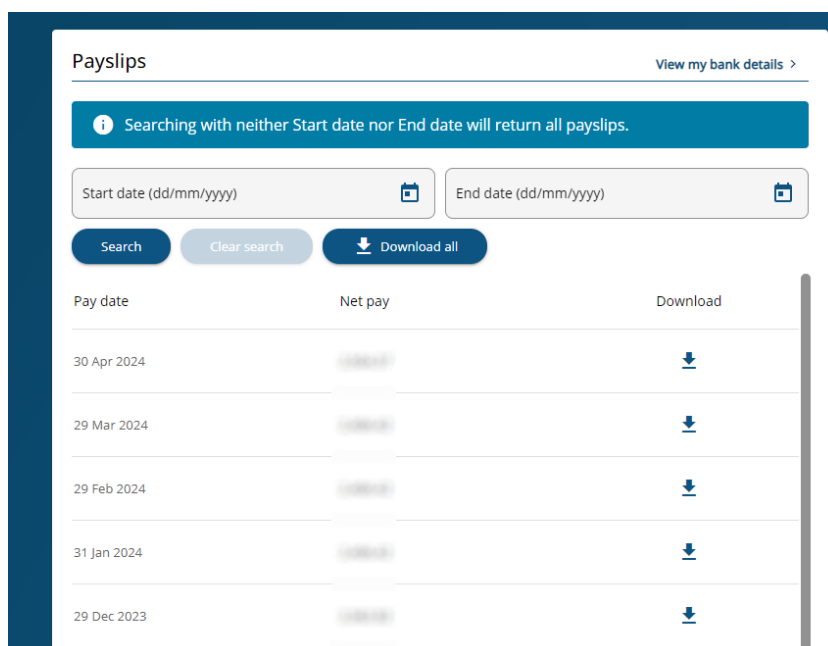


You can access your payslips in one of a few ways.

1. a) Click the 'My pay' link on the navigation menu.  
b) Click the 'View my pay' link on the 'Latest payslips' card on your ESS homepage.



2. From the 'My pay' page, you can view a list of all the payslips that you have received since HISP started using iTrent (April 2023).



The screenshot shows the 'Payslips' page. At the top, there is a search filter with a message: 'Searching with neither Start date nor End date will return all payslips.' Below this are input fields for 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', along with 'Search', 'Clear search', and 'Download all' buttons. The main content is a table with the following data:

Pay date	Net pay	Download
30 Apr 2024	£1,234.56	<a href="#">Download</a>
29 Mar 2024	£1,234.56	<a href="#">Download</a>
29 Feb 2024	£1,234.56	<a href="#">Download</a>
31 Jan 2024	£1,234.56	<a href="#">Download</a>
29 Dec 2023	£1,234.56	<a href="#">Download</a>

- Click on one of the pay dates or net pay values to access an interactive version of your payslip for that date or the download button to download it as a PDF.

The screenshot shows the 'Payslips' page with a search bar and a table of pay dates and net pay values. A red arrow points to the '30 Apr 2024' entry. Another red arrow points to the 'Download' button for that entry. To the right, a smaller screenshot shows a PDF document with a red arrow pointing to a 'PDF' icon.

- From the interactive payslip view, you can see a breakdown of the selected payslip. Any elements highlighted in blue can be clicked on to reveal an explanation of the calculation. You can also download a PDF of the payslip from this page by clicking the 'Download' button in the top right.

The screenshot shows the 'Payslip details: 30 Apr 2024' page. A red arrow points to the 'Tax' deduction item in the 'Deductions' table. A modal window titled 'Tax' is open, showing a breakdown of tax calculations including taxable pay, tax allowance, and tax due.

**Calculating your taxable pay**  
 You have been issued a cumulative tax code of [REDACTED]. This instructs that tax is calculated on earnings from 06/04/2024 up to and including this period.  
 Your taxable pay this period is £[REDACTED], giving taxable pay to date of £[REDACTED].

**Calculating your tax allowance**  
 Your tax free allowance so far this year of £[REDACTED] is deducted from your taxable pay to date.  
 You will pay tax on £[REDACTED] - £[REDACTED] = £[REDACTED].

**Calculating your tax due**  
 Your taxable pay of £[REDACTED] is split between the applicable tax bands and tax is calculated as:

Tax bands/rates	Applicable pay	Tax due
[REDACTED] %	[REDACTED]	[REDACTED]

Your total tax due for the year is £[REDACTED]. Prior to this period you had already paid tax of £[REDACTED], requiring you to pay tax this period of £[REDACTED].

For more information on tax visit <https://www.gov.uk/income-tax>.

Is this helpful? Yes No Cancel