



Dashboard Menu: Recent Payslips and P60s

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff
- ✓ University of Nottingham casuals / associates
- ✓ Non University of Nottingham staff (e.g. Unitemps, Nottingham Scientific Ltd)

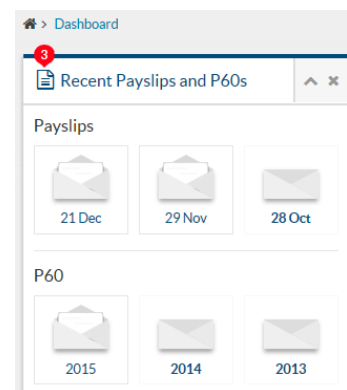
If you are leaving the employment of the University please ensure you print any payslips and P60s where required as you will not be able to access these or MyView once you have left. Your final payslip will be sent to you by Payroll Services.

How Do I Open a Payslip / P60?

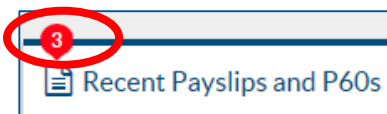
1. After you have logged into MyView you will

be shown the 'Dashboard'. The Dashboard contains your 3 most recent payslips and P60s.

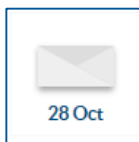
Click on a payslip or P60 to view it.



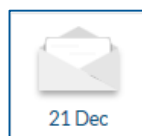
2. The number bubble at the top tells you how many have not been opened:



3. A 'Closed' envelope means it has not been opened, an 'Open' envelope means it has been opened.



Closed



Open

4. Once opened, you have the option to Print (bottom, right) where you can physically print it or save as a PDF.