



University  
of Exeter



**Paid Time – How do I access my Payslip and P60?**

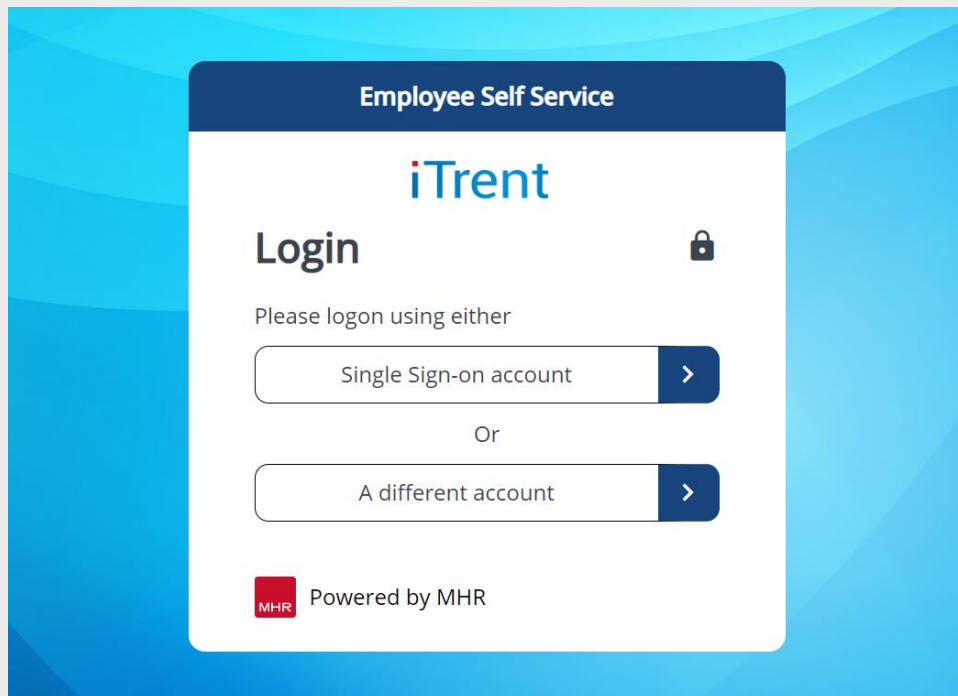
# How do I access my Payslip and P60?

## Accessing your Payslip

### How do I access my payslip?

Log in to iTrent.

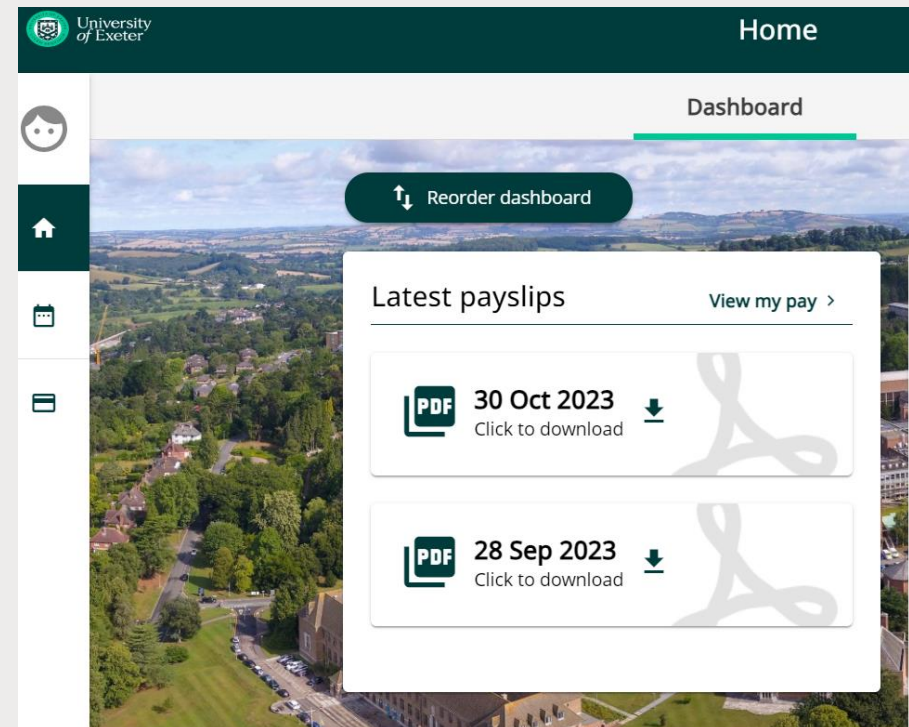
[https://staff.exeter.ac.uk/hrpr\\_ess/](https://staff.exeter.ac.uk/hrpr_ess/)



Choose Single Sign-on account.

Login using your username and password provided to you, if you are unsure, please contact your line manager.

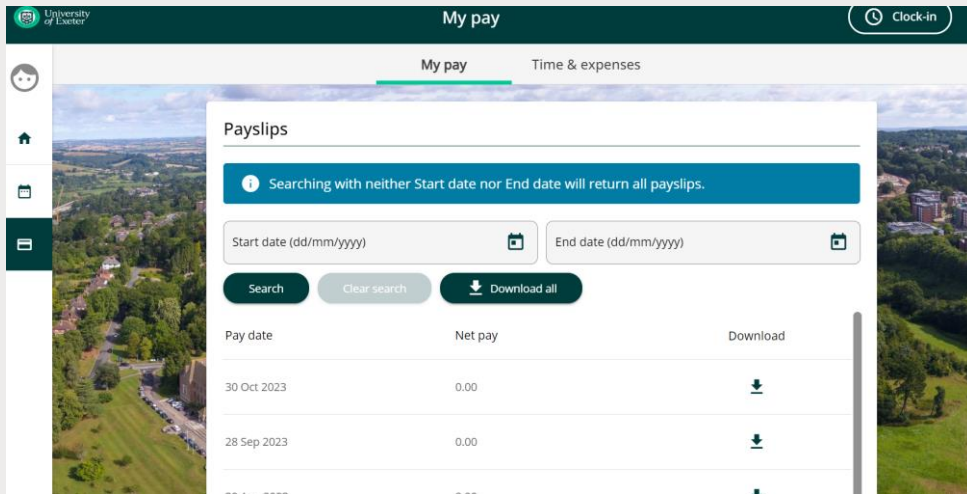
On your dashboard you will see a box titled "latest payslips"



Click on the PDF to download your payslip, this will be saved in your downloads on your computer.

Alternatively, if you want to view all your payslips, click on the “view my pay” tab in the right-hand side of the “latest payslips” box.

Enter the “start date” and “end date” of the payslips you are searching for in the boxes as indicated below.



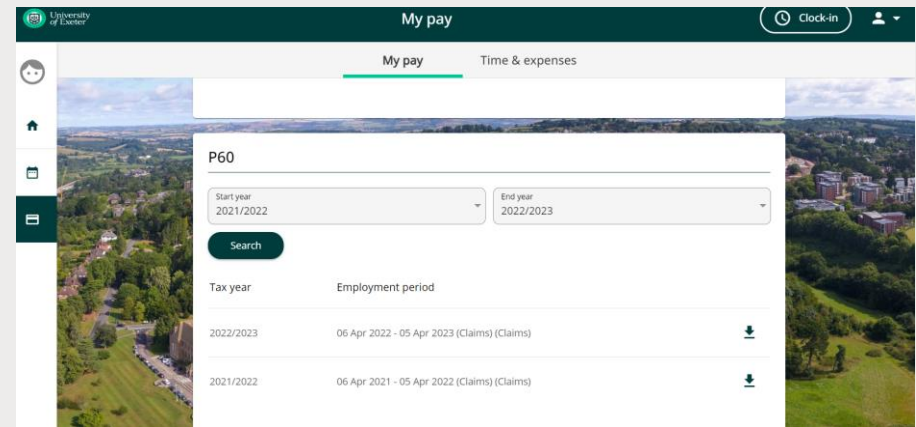
The payslips you have searched for will appear. You will be able to download all of them at once or individually by clicking on the “download” button on the right hand side of the screen.

## Viewing my P60

On this screen you will also be able to view your P60 shown in the box below your payslips.

Click on the PDF to download your P60, this will be saved in your downloads on your computer.

Alternatively, if you want to view all your P60s, enter the “start date” and “end date” of the P60s you are searching for in the boxes as indicated below.



The P60s that you have searched for will appear and you can download them by clicking on the arrow key on the right-hand side of the screen and saved to your downloads on your computer.

**IMPORTANT SECURITY ADVICE** As this Self-Service system includes some very sensitive information about you it is important that you use it responsibly to ensure that the security of your personal information is maintained. You should therefore always log out of Self Service once you

have finished using it and should never let anyone know your university username & password. To log out of Self Service always click on 'Sign out' which can be found in the Utility menu in the top right-hand corner. Alternatively, please ensure you close the browser or tab as this will log you out automatically.