

# Help viewing your payroll documents (for ESCC Employees)

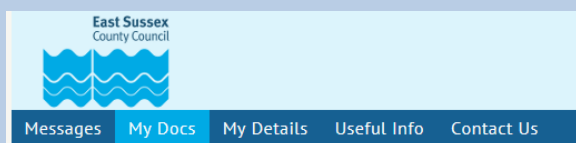


## Not receiving monthly alerts?

Click on the **My Details** tab and enter your email address in the applicable field. You will now receive an email every month confirming your payslip is ready to view.

Each time you log in the **Messages** screen will be displayed containing important notices and staff benefit offers.

## How do I view my payroll documents?



All of your payroll documents are under the **'my docs'** tab. Click on the tab to view your Payslips, P60s or P45 folders.

Type	Item(s)
Payslips	55
P60s	4

Click on the folder link to view all of the documents saved in the folder.

Pay Date	Tax Period	Gross Pay	Total Deductions	Net Pay
30-11-2017	8	2,542.40	405.40	2,137.00
31-10-2017	7	1,465.00	293.00	1,172.00
30-09-2017	6	1,910.85	293.00	1,617.85
31-08-2017	5	1,465.00	293.00	1,172.00
31-07-2017	4	1,831.75	293.00	1,538.75
30-06-2017	3	1,465.00	293.00	1,172.00
31-05-2017	2	1,465.00	293.00	1,172.00
30-04-2017	1	1,962.25	293.00	1,669.25
31-03-2017	12	1,450.50	290.00	1,160.50
28-02-2017	11	1,885.65	290.20	1,595.45

Click on the pay date field to view each payslip. Your payslip will open as a PDF document.

## Messages

Welcome to ePay!

East Sussex County Council payroll service welcomes you to ePay - Your online payroll information website.

To view your latest payslip click on the **My Docs** tab above.

Need help accessing your e-payslip, [click here](#) for guidance

Need help interpreting your payslip, [click here](#) for Your Payslip Explained

## ESCC staff benefits



Have you visited our new staff benefits site? The site is provided by My Staff Shop, and contains a wide range of offers, discounts and deals from major brands and local businesses. You'll find ways to save on all of the below, and more:

- Shopping and groceries, including discounts with Sainsburys, Morrisons, Tesco, Waitrose and Asda
- Department stores like Argos, John Lewis, Debenhams and Amazon
- Savings at major cinema chains including Odeon and Cineworld
- Days out and attractions such as Thorpe Park, Sealife Centres, Chessington and Alton Towers
- Discounted gym memberships
- Dining and eating out
- Finance and utilities, including financial advice

All contracted ESCC employees are eligible to access the site. To register, please visit <https://eastsussex.mystaffshop.co.uk/Account/LogOn/>, and click the 'activate your account' link, to the right hand side of the page.

## Frequently Asked Questions

### Are payslips considered as official documents?

Yes. All your payslips are kept in one secure place on the online portal and you can print copies yourself or save these in a PDF format should you need them for a loan or mortgage application.

### How will I know when a new payslip is ready to view?

You will receive an email notification to say your new payslip or P60 is ready to view via ePay. You can change your email address by going to the **'my details'** tab.

### Are your personal details correct?

If any of your personal details (i.e. home address) are displayed incorrectly on the website or payslips, please contact Employee Services via email to ensure these are updated:

#### Schools Employees:

[Employee.ServicesSchools@eastsussex.gov.uk](mailto:Employee.ServicesSchools@eastsussex.gov.uk)

#### ESCC Employees:

[Employee.Services@eastsussex.gov.uk](mailto:Employee.Services@eastsussex.gov.uk)