

# Help viewing your payroll documents (for Academy School Employees)

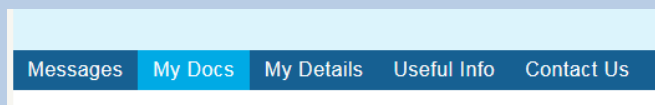


## Not receiving monthly alerts?

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 links to user guides.

## 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	2,542.60	405.40	2,137.20
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 your online payroll information website  
East Sussex County Council payroll service, on behalf of your Academy School, welcomes you to ePay.

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



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

Need help understanding your payslip, [click here](#) to access Your Payslip Explained

Did you know you can view your LGPS

## 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:

**Employee Services – Client Liaison Team**

**Phone: 01273 336490**

<mailto:ClientLiaisonTeam@eastsussex.gov.uk>