## **Quick Reference Guide ESS – Viewing Payslips**



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Viewing Payslips	Viewing Payslips
<u>Payslips</u>	<b>Step 4.</b> All the previous Payslips will be displayed here.
Step 1. Click Me	
Me	Last 3 Months ~   31/12/19 0.00 GBP
Step 2. Click on Pay.	01/12/19 to 31/12/19
Pay	Note: Use the Filter to Search the required payslips.
It will display Payslips and Payment Methods.	Last 3 Months
Step 3. Click on Payslips	Last 3 Months
	Last 12 Months
Payslips	Specific Date Range
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.	
Payslips will have details such as View, print, download and search current and	