



From mountain to sea

V2.0 Feb 2022

View my Payslip & P60

This guide provides an overview of how to view and download your payslips and P60s through the askHR portal.

Login to Employee self service

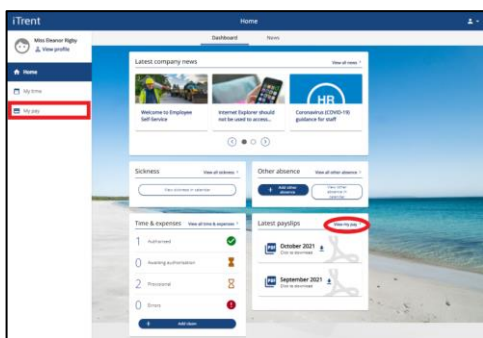
For guidance as to how to login to your employee self-service, see the quick start guides below.

If you are an employee with a @aberdeenshire.gov.uk email address [click here](#)

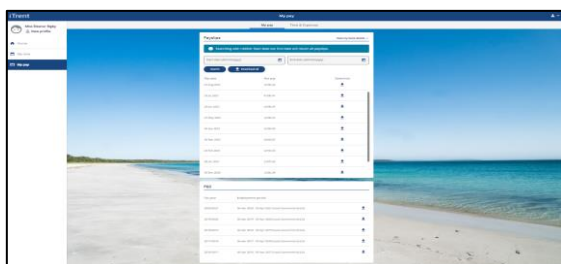
If you are an employee without a @aberdeenshire.gov.uk email address [click here](#)

Viewing and Downloading

Navigate to the “My Pay” section by clicking on the “My Pay” section on the lefthand side or “View my Pay” in the Latest Payslips section on the dashboard.



The “My Pay” screen displays your payslips for the last 12 months and P60s dating back to the 2016/2017 financial year.



To view a payslip or P60, click on the download icon next to the month / financial year of the payslip / P60 you wish to view.

A prompt may open at the bottom of the page asking if you want to open or save.

Select open.

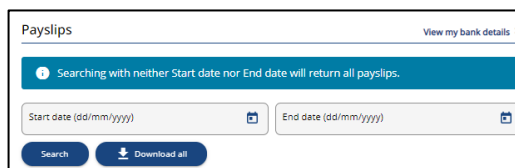
Your payslip / P60 will generate in a pop up as a PDF document. You may need to enable pop ups on your device in order for the payslip / P60 to open.

From here you can opt to print your payslip / P60 or save it to a secure location of your choice.

Payslips and P60s should not be printed at work.

Previous Payslips

The My Pay screen displays a list of your payslips for the last 12 months. Payslips older than 12 months can be displayed by using the search function at the top of the page.



By default, both Start and end date fields are empty. To display all payslips simply press the search button. Otherwise enter the date range you want to view payslips for and click on ‘search’.

Once the search button has been pressed, a revised list based on the parameters set will populate.

The “Download” all button, downloads all payslips currently showing on the list.



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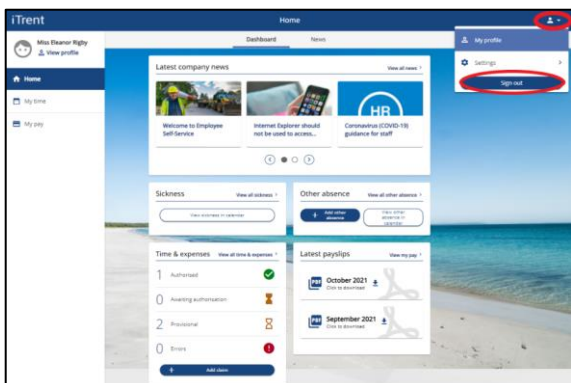
Your P45

When you leave Aberdeenshire Council, your P45 will be posted to your home address along with your final payslip. You will no longer be able to access your payslips online when you leave.

Logging Off

If you are using ESS on a shared or public computer or device, it is critical that you log out of the system when you have finished using it. Closing the internet browser is not sufficient as this will not log you out.

To log off, click on the person icon on the top right of the ESS homepage and then click 'sign off'.



Further Information

If you require further information or guidance on your payslip or P60 please contact [askHR](#).