Employee Self Service: View Payslips, P60 and TCP Ratings

This guide will help you use Employee Self Service to view your payslips, P60 and TCP ratings.

Viewing your Payslips:

1. Click on 'View Payslips' from the Employee Self Service menu.

2. You will be taken to the screen which will list your most recent payslips.

3. To view a payslip select 'View Output'.

4. The payslip will open in a separate window as a PDF document.

5. This document can be viewed, saved and printed as required.

View more payslips:

Within Employee Self Service you are able to view your last 12 months payslips. If the payslip you wish to view is not displayed on the main payslip screen;

1. Select 'View More Payslips', which will take you to the 'Payslip Run' screen.

2. The last 12 months will be available for selection. Select the payslip you wish to view by clicking on the relevant pencil icon.

3. You will be taken back to the main payslip screen, where the month you have selected will now be listed.

4. If the 'Phase' of the payslip says 'Pending' or 'Running' you will need to click on the 'Refresh' button until the 'Phase' changes to 'Completed'.

5. Open the payslip by clicking 'View Output'. A new window will display the payslip in a PDF format. You are able to view, save and print the payslip as required.

View P60:

To view your P60 select the 'View P60' menu option from the Employee Self Service menu. The P60s available to view will be displayed. Select the Tax Year and Assignment for which you wish to view the P60 and click on the 'View Report' button. A new window will display the P60 in a PDF format. You are able to view, save and print the P60 as required.

View my TCP Ratings:

Select the 'View my TCP Ratings' menu option from the Employee Self Service menu.

'Current Year TCP percentage details' will be displayed in the top part of the screen.

In the bottom part of the screen, two tabs are displayed: 'Current Year' and 'Previous Year'. The 'Current Year' tab will be automatically selected.

'Your Current Year TCP Information' will be dislayed. Your final moderated rating and salary information will be detailed for your assignment(s).

To export the information, select the 'Export Current Year Data to Excel' button. A file download box will appear at the bottom of the screen, and you will need to select 'Open' or 'Save' depending on whether you want to view or save the details. Excel will then open the document.

Select the 'Previous Year' tab in order to view ratings for your assignment(s) for previous years. 'Prior Years TCP Ratings (2011 onwards)' will be displayed.

To export the information, select the 'Export Prior Year Data to Excel' button. A file download box will appear at the bottom of the screen, and you will need to select 'Open' or 'Save' depending on whether you want to view or save the details. Excel will then open the document

Help and Support:

For non-technical queries regarding your TCP ratings, please speak with your line manager.

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.