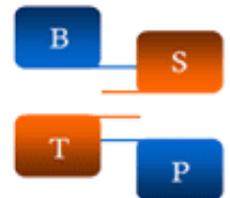


How to print your salary statement



Select 'Employee Self Service'

The screenshot shows a web browser window with a navigation bar at the top. The navigation bar includes links for 'Home', 'Employee Self Service', 'Worklist', and 'Help & Support'. A red arrow points to the 'Employee Self Service' link. Below the navigation bar is a banner image of water splashing, with a text box on the right that reads 'Online se HR, Pay, Substier'. Below the banner are three columns of content: 'Frequently Asked Questions', 'Help & Support', and 'Quick Links'. The 'Frequently Asked Questions' section has a sub-heading 'Who do I contact now regarding queries to do with my pay?' and a paragraph 'You can continue to contact your organisation's Payroll Department.' The 'Help & Support' section has a sub-heading 'Context Sensitive Help' and a paragraph 'To access SAP context sensitive help whilst using HRPTS navigate to the menu bar at the top of the screen and click Help. A web browser window or a new tab will open to display specific help guidance and information for the HRPTS screen you are using.' The 'Quick Links' section lists 'Leave Request', 'Travel & Expenses', 'Payslip', 'Personal Data', and 'Record Working Time'.

Back Forward History Favorites

Home Employee Self Service Worklist Help & Support

Home

Online se
HR, Pay,
Substier

Frequently Asked Questions

Who do I contact now regarding queries to do with my pay?

You can continue to contact your organisation's Payroll Department.

Help & Support

Context Sensitive Help

To access SAP context sensitive help whilst using HRPTS navigate to the menu bar at the top of the screen and click Help. A web browser window or a new tab will open to display specific help guidance and information for the HRPTS screen you are using.

Quick Links

- Leave Request
- Travel & Expenses
- Payslip
- Personal Data
- Record Working Time

Select 'Salary Statement'

The screenshot displays the 'Employee Self Service' portal. The navigation bar at the top includes 'Home', 'Employee Self Service' (highlighted), 'Manager Self Service', 'Manager Self Service', 'Worklist', 'HR', and 'Sp'. Below the navigation bar, the page title is 'Employee Self Service' and the main heading is 'Employee Services'. A secondary navigation bar contains 'Map', 'Directory', and 'Index'. The main content area is divided into two columns of service tiles. The left column includes 'My Processes', 'Life & Work Events', 'Salary Statement', and 'Personal Information'. The right column includes 'Appraisals, Learning & Development', 'Recruitment & Selection', 'Travel and Expenses', and 'Employee Relations'. A red arrow points to the 'Salary Statement' tile, which is described as: 'In this section you can view your salary statement.'

Home | **Employee Self Service** | Manager Self Service | Manager Self Service | Worklist | HR | Sp

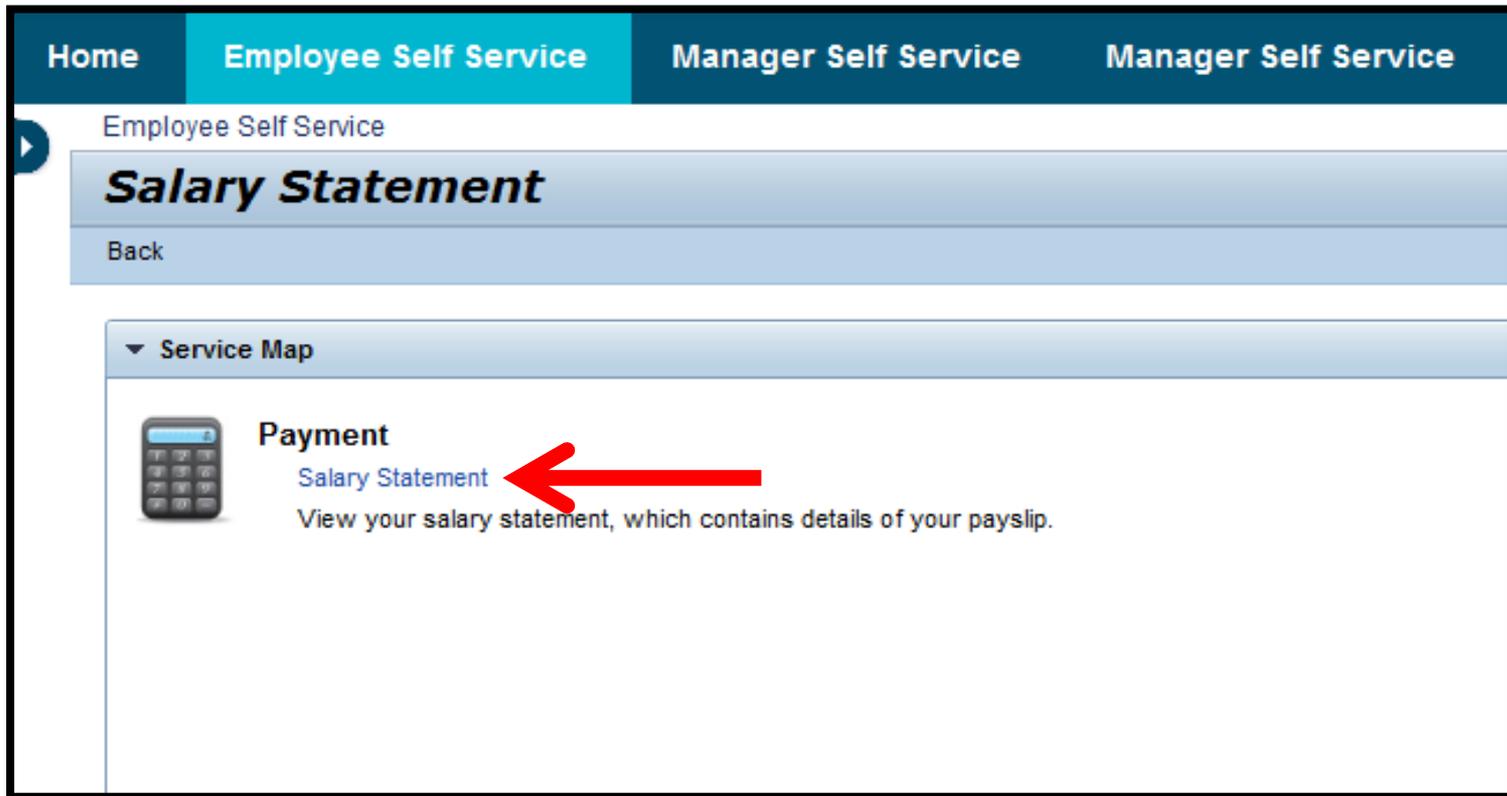
Employee Self Service

Employee Services

Map | Directory | Index >>

- My Processes**
In this area, you can use the Status Overview service.
- Life & Work Events**
Forms and related documents for the events that occur during your employment with us including annual leave.
- Salary Statement** ←
In this section you can view your salary statement.
- Personal Information**
View and edit your personal information, addresses and bank information.
- Appraisals, Learning & Development**
View your appraisal and manage your learning and development activities.
- Recruitment & Selection**
In this area you will be able to search and apply for posts.
- Travel and Expenses**
In this area you can complete and submit your travel and expense claims and view and print claims history.
- Employee Relations**
To deal with a grievance or harassment/working well together issue or appeal a decision of a process in which you have been involved.

Select 'Salary Statement'



The screenshot displays a web interface for an HR self-service portal. At the top, there is a navigation bar with four tabs: 'Home', 'Employee Self Service', 'Manager Self Service', and 'Manager Self Service'. The 'Employee Self Service' tab is currently selected and highlighted in a darker blue. Below the navigation bar, the page title is 'Employee Self Service'. A large blue header bar contains the text '**Salary Statement**'. Below this header, there is a 'Back' button. The main content area is titled 'Service Map' with a dropdown arrow. Underneath, there is a 'Payment' category represented by a calculator icon. Within the 'Payment' category, the 'Salary Statement' link is highlighted in blue and has a red arrow pointing to it from the right. Below the link, there is a descriptive text: 'View your salary statement, which contains details of your payslip.'

Home Employee Self Service Manager Self Service Manager Self Service

Employee Self Service

Salary Statement

Back

Service Map

 **Payment**

[Salary Statement](#)

View your salary statement, which contains details of your payslip.

Select the Statement you require and, on the pdf tool bar, please select the print icon

The screenshot displays the 'Employee Self Service' interface. The top navigation bar includes links for Home, Employee Self Service (highlighted), Manager Self Service, Worklist, HR, Specialist, Reporting, Help & Support, and Learning. Below the navigation bar, the page title is 'Salary Statement: 29.05.2013'. A secondary navigation bar contains 'Previous Statement', 'Next Statement', and 'Request Print'. The main content area is divided into two sections: 'Overview and Selection' (indicated by a red arrow) and 'Salary Statement'. The 'Salary Statement' section contains a PDF viewer with the following text: 'Employee Name: Mr Henry Colour', 'Address: 99 Beech Hill House, Belfast, Antrim, BZ9 9ZZ'. The HSC Health and Social Care logo is visible in the top right corner of the document. At the bottom of the PDF viewer, a toolbar shows various icons, including a print icon (indicated by a red arrow), a save icon, navigation arrows, a page indicator '1 / 1', and zoom controls.

