

# Accessing your payslip from DMUhub

To gain access to DMUhub, type **dmuhub.dmu.ac.uk** into your internet address field.

You will be taken to the **Single Sign-on** page. Input your staff username and password.

If you do not know your username or password for your staff account, or you are unable to gain access, please contact the ITMS Service Desk by phone between 9am - 5pm on 0116 250 6050. Alternatively, if you know your username, you can reset your password from the Single Sign-On page.

DE MONTFORT UNIVERSITY LEICESTER

## Single Sign-On

Please Log In [Need Help?](#)

Username:

Password:

Login

To safeguard your data ensure all web browser windows are closed when you have finished using the computer.

About Single Sign-On

Single Sign-On allows you to access multiple IT resources with only one log in.

If you'd like to change your password, or set up your challenge response, please visit [Password Self Service](#) (bookmark this link).

If you have forgotten your password, and have set up your challenge response, please visit [Forgotten Password](#).

University IT facilities are governed by [regulations](#). Logging on to University IT systems denotes acceptance of these regulations.

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**To protect your personal data, your DMUhub account will be frozen after 30 days of inactivity. Please contact the ITMS Service Desk to reactivate your account. Reactivation may take up to three working days.**

The first time your sign in, you will be asked to set a six digit PIN number and a security question, which will be used to authenticate your identity when you click on the relevant tiles.

The following message will appear when you try to access My Payslips, My Profile and My Employment.

It is required that you set up a secure pincode to help us to protect your personal data. You will enter this when entering certain tiles in the Hub which contain your sensitive information. Please set this up in the fields below.

**\*Enter PIN**  
PIN must be six digits and must not be 000000.

**\*Choose Question From Dropdown**

**\*Enter Answer To Chosen Question**  
Must be between 3 and 40 characters. Remember, the answer is case-sensitive.

Then all you need to do is follow the on-screen instructions to complete the process.

Going forward, you will need to use your chosen PIN number each time you want to access these tiles, so please memorise your PIN and keep it private. It is also a good idea to avoid a very simple number combination, such as 123456 or your birthday and please note that you cannot use 000000.

We recommend that you change your PIN regularly and you can do this by clicking the Reset PIN button at the bottom left of the screen. You will be prompted to enter your current PIN to verify your identity and then you can enter a new one.

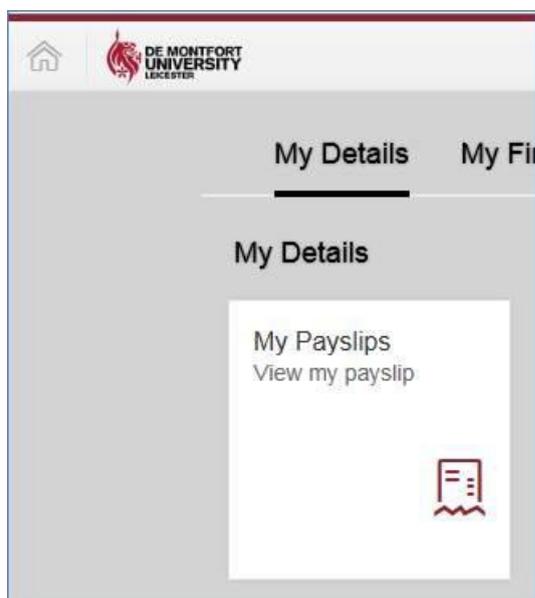
### **What happens if I forget my PIN number?**

If you forget your PIN number, click on the Forgotten Pin button at the bottom left of the screen. You will then be asked to provide the answer to your chosen security question. Once this is entered correctly, you will be able to reset your PIN.

If you have forgotten your PIN and the security question, please contact the ITMS Service Desk by phone between 9am - 5pm on 0116 250 6050 and they will be able to assist you in resetting them.

### **How do I view my payslips and P60?**

Once you have successfully logged in, you should see a single tile called "My Payslips".



#### **To view your P60:**

- Go to the "My Profile" tile.
- View HMRC document.
- Click on the P60 form.
- Generate form

➤ Click once on the tile

You will be taken to the **My Payslip** home screen as below

The screenshot shows the 'My Payslip' interface. On the left, a list of payslips is shown with columns for month/year, amount, and payroll period. The selected payslip for 02/2017 is highlighted. The main area displays the payslip details for Miss. Penny Pitstop, including her address and a table of payments and deductions. The table shows a salary payment of 999.50 and a deduction of 101.54. A search bar is located at the top left, and an 'Open as PDF' button is at the bottom right.

All historic payslips will be listed on the left side of the screen **1** and will be listed with the newest at the top. There will be a tab for each month a payslip is produced. It will give the total take home pay, the month and year of the payslip and the payroll period i.e. 01.07.16 to 31.07.16



*Only Payslips from April 2017 will be put onto the DMUhub. The screen print above is for demonstration purposes only.*

Click once on a tab and the payslip will be shown in the main screen. The tab is highlighted to show which one you are currently viewing.

The header at the top of the screen **2** will change depending on which payslip you are viewing but will stay visible even when scrolling down the screen. This will give also give the total take home pay, the month and year of the payslip and the payroll period, and will include the total payments and deductions for that month.

The main area of the screen is used to display the payslip **3** showing your address at the top.

You will need to use the scroll bar on the right of the screen to move down the screen. **4**

### **Print or Save your Payslip**

You can open the payslip in PDF format which will allow you to print or save it.

➤ Select '**Open as PDF**' at the bottom of the screen **5**

➤ From the dialog box select Open. This will open your payslip as a PDF document.

(Opening the PDF will vary depending on which browser you are using but you should follow the instructions that appear on the screen).



- You will see a panel similar to the below which will give you the option to save or print the document.



## Your Payslip explained

Let's look at a payslip in more detail.

Person ID :	21000141 <b>1</b>	Name :	Miss. Penny Pitstop	NI Number :	ZA193503A			
Tax Code :	1100L	Tax Basis :	Cumulative	Tax Period :	02-2016			
				Period End :	31-May-2016			
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>				
Ref.No.	Payments	Retro	Number	Rate	Amount	Deductions/Taxes	Retro	Amount
1	Salary		75	26.38	1,978.50	LGPS Main EE Con		159.94
1	Unsocial Permanent	X			27.05	Tax paid		293.40
2	Salary				483.89	Employee NIC	<b>8</b>	224.58
2	Living Wage Top-Up				54.09	Car Park Fee		10.00
					<b>7</b>	<b>Total Payments</b>		2,543.53
						<b>Total Deductions</b>		687.92
						<b>NET PAY</b>		1,855.61

Employer Contribution	NI This Period	NI Year to Date	Pension This Period	Pension Year to Date	
<b>9</b>	257.72	502.26	419.67	823.58	
Employee Year To Date	Total Gross	Taxable Gross	Tax Paid	NI Contribution	Pension
	4,991.56	4,677.89	568.60	437.70	313.67

Ref No.	Position	NI Category
1	HP Lecturer	A
2	HR Administrator	A

Message **10**

**1** **Person ID:** is your new staff number and will always start with the number 2100.

**2** **Ref. No:** If you have more than one contract of employment with DMU these will now be referenced separately on your payslip, e.g. 1, 2 etc. There is a table further down the payslip that will show which position (contract) the reference number relates to.

**3 Payments:** This column gives a short description of the payment type. You may see the term “Living Wage Top-up”. **7** This will be displayed if your published pay scale hourly rate falls below the living wage. This will automatically be calculated to bring your hourly rate up to the living wage rate. (Currently pay spine points 1 – 6).

If you are a salaried employee and have entered into a salary sacrifice arrangement, such as child care vouchers or cycle to work, this amount will also show under “Payments” as it represents a contractual change to your salary.

**4 Retro:** A cross in this column indicates that this payment is a retrospective action (e.g. back dated payment). For example, the payslip shown is for May 2016. The payment for “Unsocial permanent” was in relation to a previous month or months and is therefore a back dated payment. This can be for any type of payment including an increase in salary. If more than one month’s retrospective payment needs to be made, this will be displayed as a single figure for the total amount due.

**5 6 Number & Rate:** These columns are used to display the number of hours and hourly rate if your pay is calculated in that way. Any overtime will also be displayed this way regardless of how your salary is displayed.

Unitemps pay will be displayed as the total number of hours claimed and total payment made. It will not show an itemised breakdown of hours claimed at different rates of pay. This may change in the future to show a separate line for each rate of pay.

**8 Deductions/Taxes:** This area displays all statutory and voluntary deductions from pay such as pension contributions, PAYE tax and National Insurance (if applicable). Voluntary deductions would typically include Car Park Fees, Gym membership or Union subscriptions. There is also a retro column to indicate any back dated deductions.

**9 Employer & Employee YTD contributions:** This area shows the national insurance and pension contributions that your employer, DMU, has made in addition to your individual contributions, for both this current pay period and the tax year to date. It also displays your Total Gross payments, Total Taxable Payments, and individual tax, National Insurance, and pension contributions for the tax year to date.

**10 Message:** This area is used to provide any important information that relates to your pay or pension.

**Any queries regarding your payslip should be emailed to the Payroll and Pension team using the following email address:** [payrollpensions@dmu.ac.uk](mailto:payrollpensions@dmu.ac.uk)