

# MyPAY – Accessing my Payslip

Modified on Tue, 10 Dec, 2024 at 1:10 PM



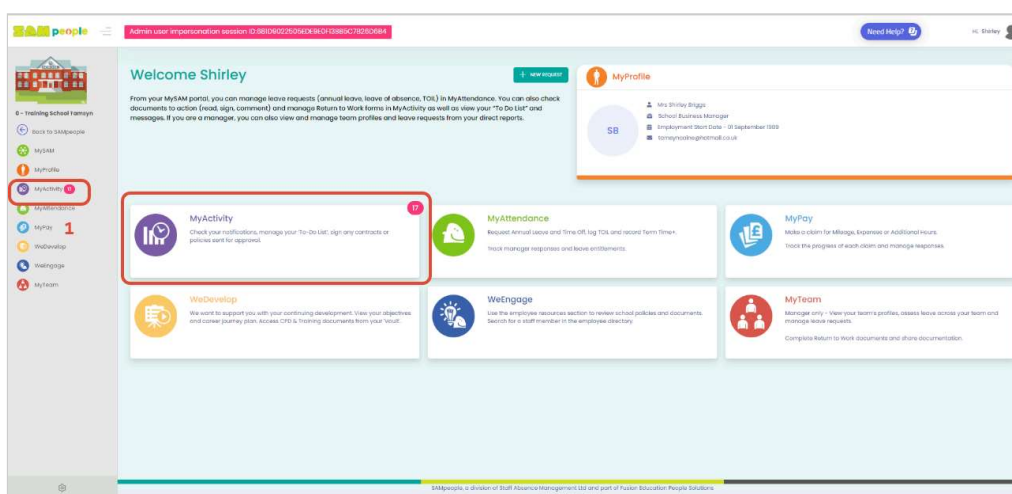
## How to access my pay slip in MySAM.

Within **MySAM**, you can access your payslip through **MyActivity**.

Log in to **SAMpeople**. If you are already a **SAMpeople** user, click on the **MySAM** button on the left hand menu.

If you are not a **SAMpeople** user you will go directly to your **MySAM** portal.

1. To access **MyProfile**, click on the tile or the left hand menu option.



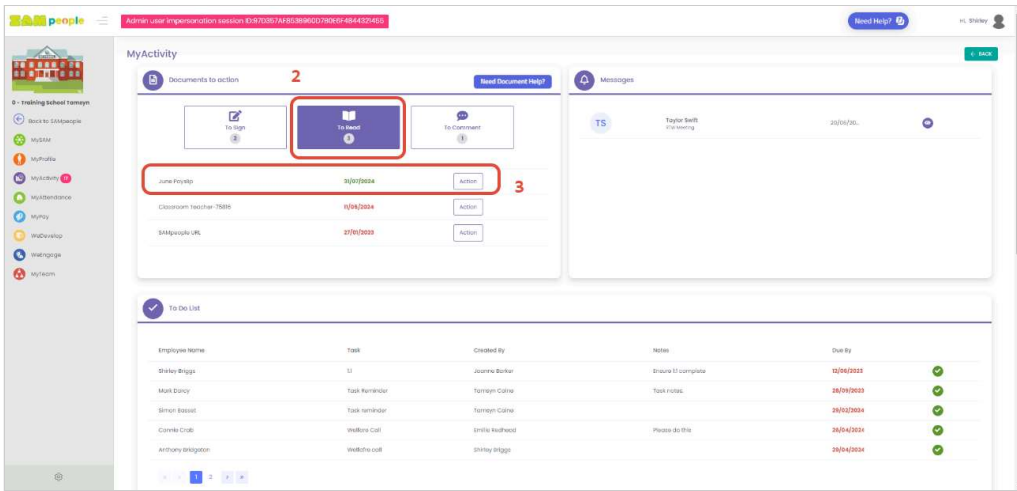
Depending on your employer, your payslip will either be sent to **Documents to Action** or directly into the **Vault**.

## Accessing the Payslip from Documents to Action

2. Select **To Read** within the **Documents to Action**.

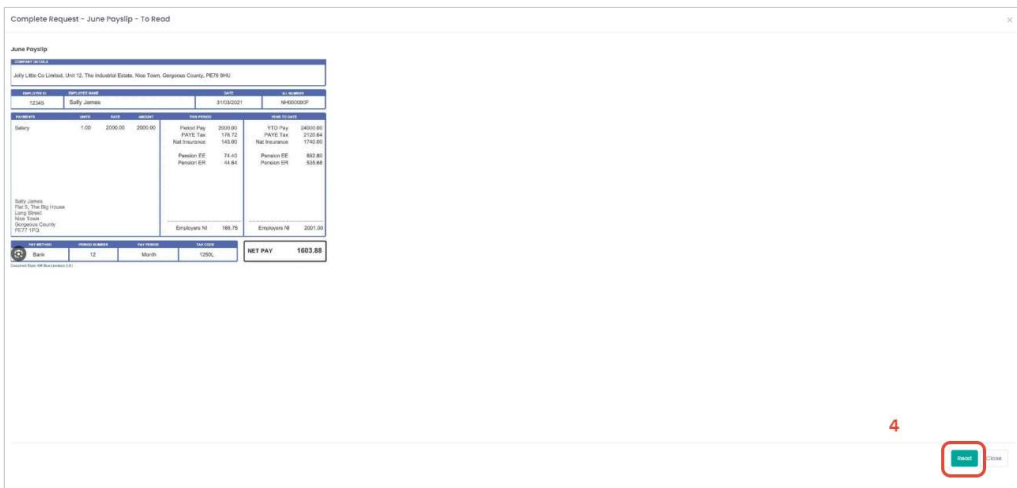
This will display any documents that you need **To Read**.

3. Click **Action** of the Payslip you want to access.



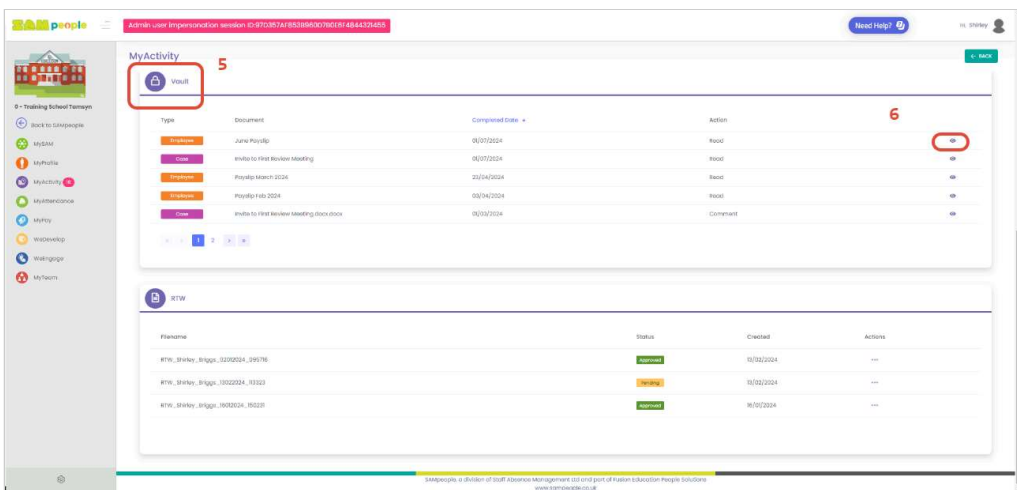
4. The payslip will load. Once accessed, select **Read** to move the payslip to your vault where it will save, and can be accessed in future.

Once you have marked it as read click **Close**, to return to **MyActivity**.



5. The payslip is then available for you to access within your **Vault**.


6. Click on the view symbol, to load the payslip.



**Accessing the Payslip from your Vault**

7. Scroll to the vault. The payslip is available for you to access and view.

8. Click on the view symbol, to load the payslip.

Type	Document	Completed Date	Action
Document	June Payslip	06/07/2024	View 
Code	Info to first Review Meeting	04/07/2024	View
Document	Payslip March 2024	22/04/2024	View
Document	Payslip Feb 2024	03/04/2024	View
Code	Info to first Review Meeting document	02/02/2024	View

9. The payslip will load.

Code	Rate	Hours	Amount	Code	Rate	Hours	Amount
Salary	1.00	2000.00	2000.00	Public Pay	3500.00		3500.00
				PAYE Tax	129.72		129.72
				Nat Insurance	148.00		148.00
				Pension EE	74.44		74.44
				Pension EE	64.84		64.84

10. Once you have accessed the payslip, click **Close**, to return to **MyActivity**.

Employee Name	Task	Created By	Notes	Due By
Shirley Briggs	11	Josanna Barker	Ensure 11 complete	12/06/2023
Mark Cooney	Task Reminder	Tommy Conne	Task notes	26/09/2023
Simon Bessant	Task reminder	Tommy Conne		26/02/2024
Connie Croft	worklife call	Smilie Redwood	Please do this	26/04/2024
Anthony Briggaton	worklife call	Shirley Briggs		26/04/2024