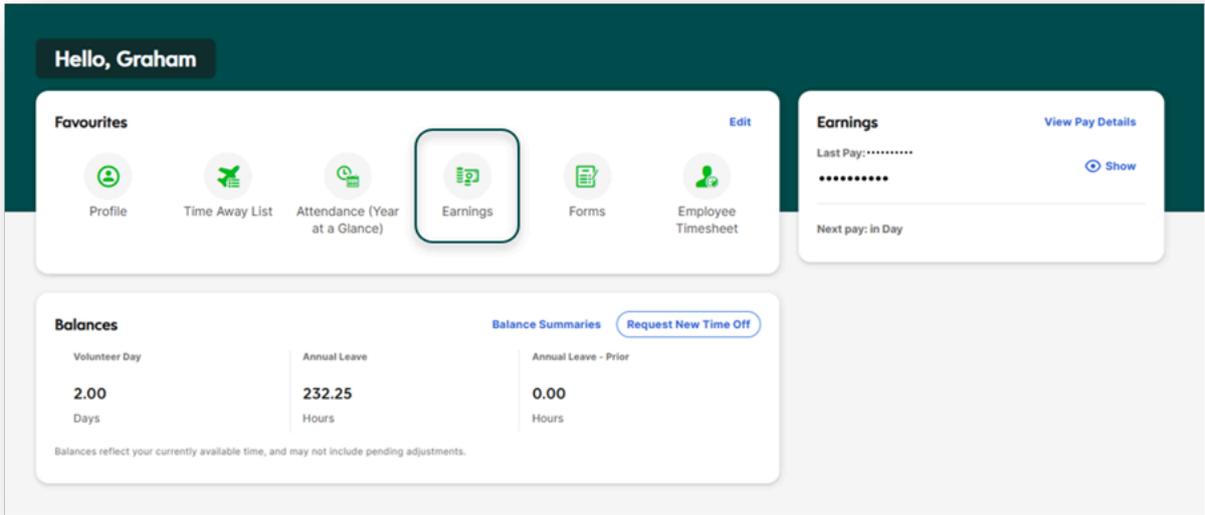


## How to Guide

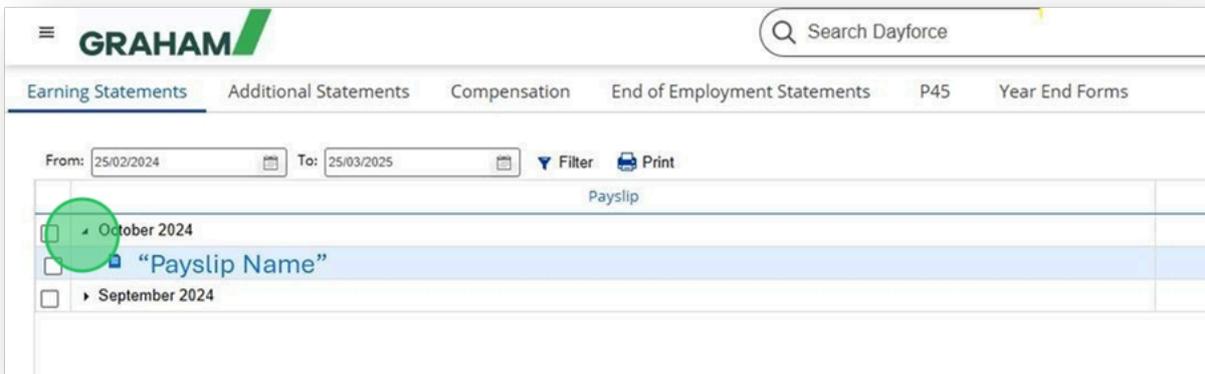
# Accessing Your Payslip in



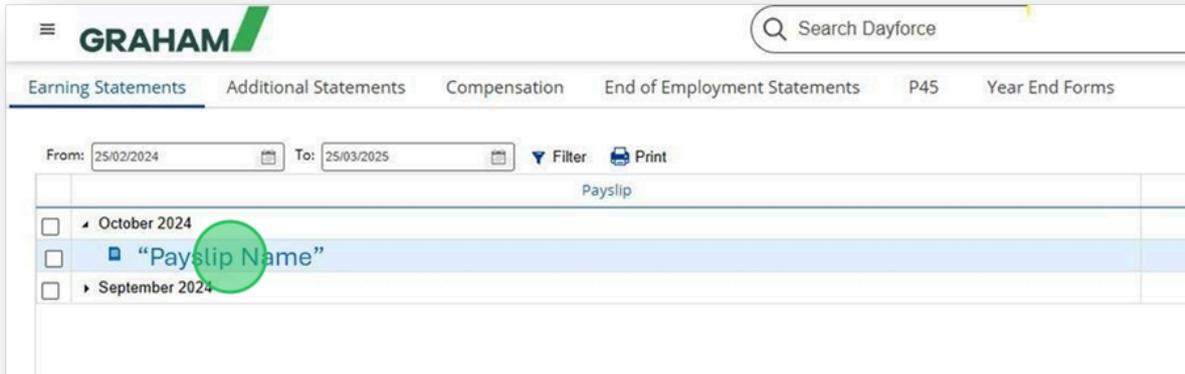
1 To view your Payslip, open your Dayforce "Hub" screen and click on "Earnings".



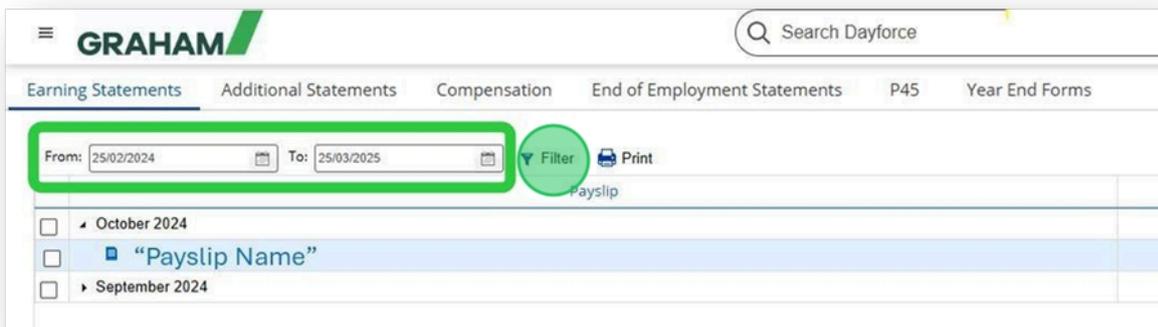
2 Click on the arrow beside the month to view the Payslip for that month.



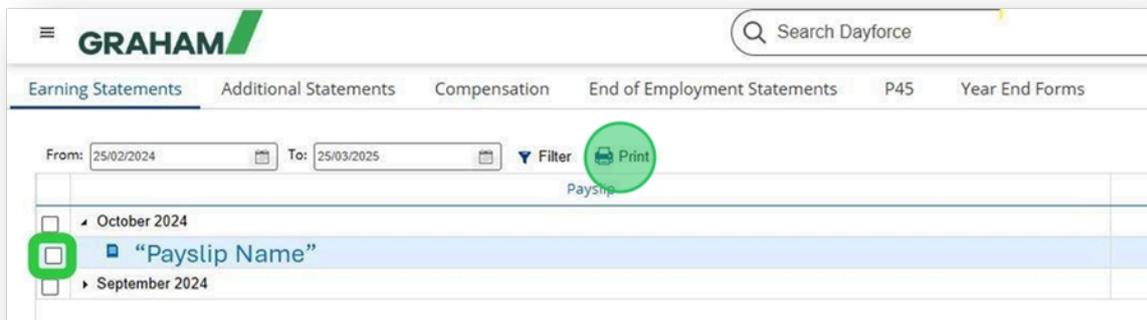
3 Click on the line that opens to view your full payslip for that month.



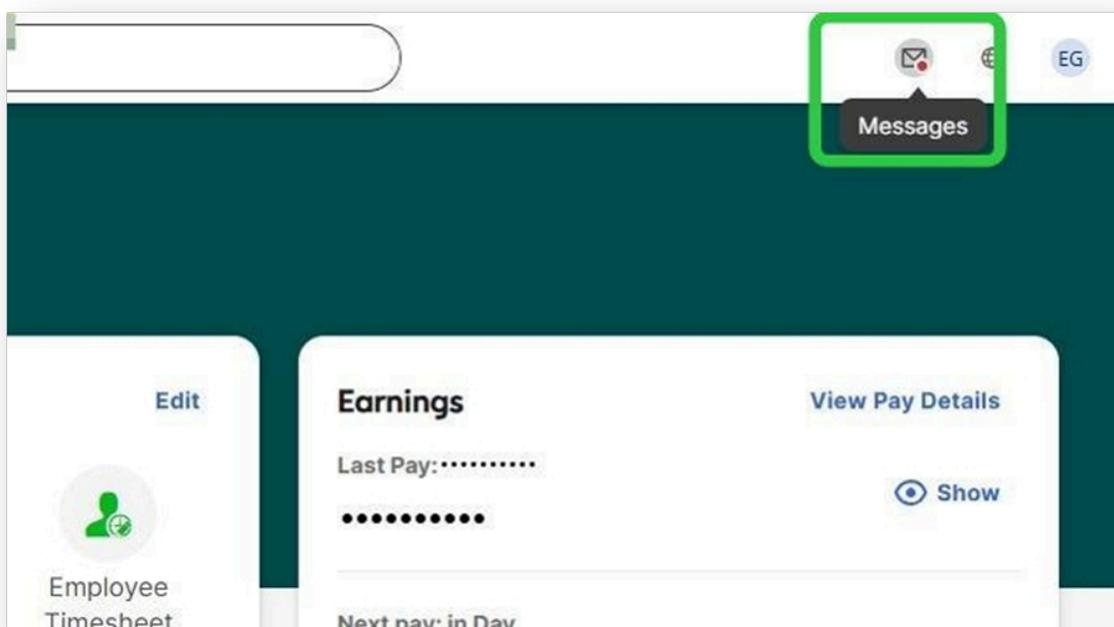
4 If you want to search for payslips in a date range you can select the "From" and "To" dates by clicking on the calendar icon and then clicking on "Filter".



- 5 You can also print your payslips from here by selecting the tick boxes beside the payslips you require and clicking on "Print"

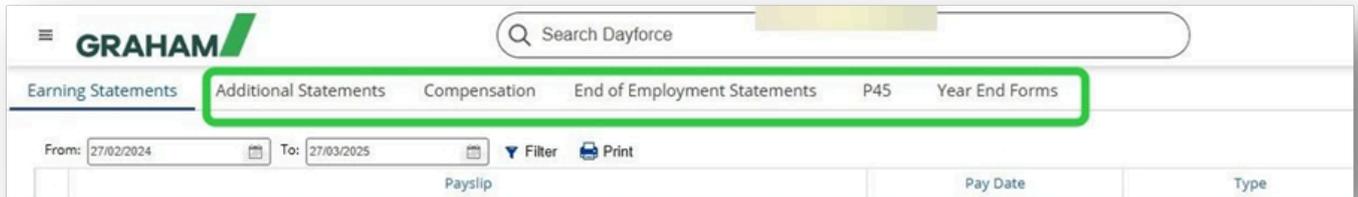


- 6 This will send a report to your "Message Centre" where you will be able to download and print a PDF which contains all the payslips you selected.



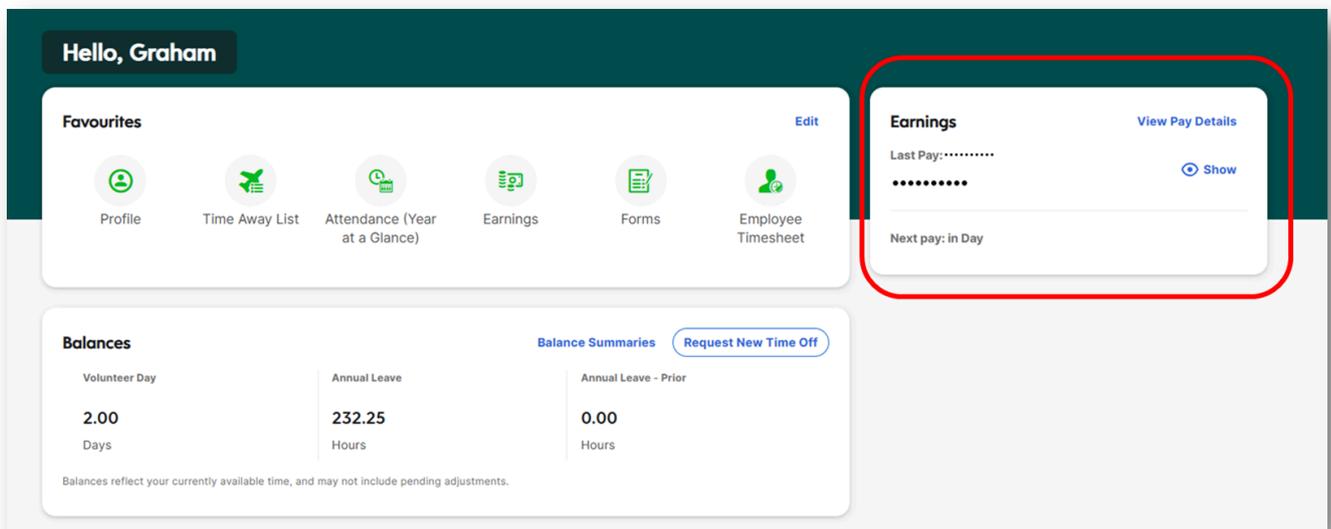
7

There are a number of other tabs available in the "Earnings" section, for example your P60 will appear in the "Year End Forms" section. Simply click on the tabs to find out more.



8

Click on the GRAHAM Logo to return to your "Hub" screen. From here you can also see an Earnings summary. Simply click on "Show" to view the hidden information, or click on "View Pay Details" to go to your "Earnings" page.



**You have now successfully viewed your Payslip in Dayforce**

If you have any questions please contact your Payroll team quoting your **Employee Number, Date of Birth** and **National Insurance Number**