

How to Guide

Accessing Your Payslip in Correction



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

avourites			\square		Edit	Earnings	View Pay Details
٢	*	C.	្ទោ		2	Last Pay:	Show
Profile	Time Away List	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
Balances			Bala	nce Summaries (R	equest New Time Off		
Volunteer Day		Annual Leave		Annual Leave - Prior			
2.00		232.25		0.00			
Days		Hours		Hours			

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

arning Statements	Additional Statements	Compensation	End of Employment Statements	P45	Year End Forms
From: 25/02/2024	To: 25/03/2025	Filter	🖶 Print		
\frown		Pa	ayslip		
October 2024					
"Pays	lip Name"				
September 202	4				

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

From: 25/02/2024 To: 25/03/2025 Titler Print Payslip • October 2024 ■ "Payslip Name"	arnin	ng Statements	Additional Statements	Compensation	End of Employment Statements	P45	Year End Forms
Payslip	From	1: 25/02/2024	To: 25/03/2025	Filter	🖨 Print		
Cotober 2024 Payslip Name				Pa	ayslip		
Paystip Name"		October 2024					
September 2024		 Pays September 202 	lip Name"				



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**".

arning Statements	Additional Statements	Compensation	End of Employment Statements	P45	Year End Forms
From: 25/02/2024	To: 25/03/2025	Filter	e Print		
			ayslip		
October 2024					
 October 2024 Pays 	lip Name"				

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

arning Statements	Additional Statements	Compensation	End of Employment Statements	P45	Year End Forms
From: 25/02/2024	To: 25/03/2025	Filter	Print)		
		P	aysha		
October 2024					
Pays	lip Name"				
Contractor 202	1				

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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.

		🕞 🧯 EG
		Messages
Edit	Earnings	View Pay Details
Edit	Earnings Last Pay:	View Pay Details

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.

arning Statements	Additional Statements	Compensation	End of Employment Statements	P45	Year End Forms	
From: 27/02/2024	To: 27/03/2025	📋 🍸 Filter	🖨 Print			
		Payslip			Pay Date	Туре

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.

Favourites					Edit	Earnings	View Pay Details
٢	*	e	50 1		20	Last Pay:	• Show
Profile	Time Away List	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
Balances			Bala	nce Summaries (Re	equest New Time Off		
Volunteer Day		Annual Leave		Annual Leave - Prior			
2.00		232.25		0.00			
		Hours		Hours			

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

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