

Aston Staff Portal – Viewing Payment Details

Once you have logged in to Aston Staff Portal you will be taken to your **Employee Dashboard**.

The screenshot shows the Aston Staff Portal interface. At the top, there is a navigation bar with the 'corehr' logo, a 'Quick Jump' search bar, and the user's name 'HENRY SIMPSON'. Below this is the Aston University logo. The main content area is titled 'Henry Simpson, Yoga Instructor, Human Resources' and shows a profile completeness of 40%. A sidebar on the left contains navigation options: Welcome, Leave Requests, Payment (highlighted with a purple box and a callout 'Select the Payment Tab'), Expenses, and Training. The main content area displays 'Work Week - Daily Hours & Leave/Absences/Training 16' for 'May 2016 - 22 May 2016'. A table shows daily hours: Mon 16 (7.3), Tue 17 (7.3), Wed 18 (7.3), Thu 19 (7.3, Working Safely), Fri 20 (7.3), Sat 21 (Resting), and Sun 22 (Resting). Below this is the 'My Contracts' section, showing contract ID 503537-1, role Yoga Instructor, department Human Resources, 1 FTE, and effective date 11 Apr 2016.

Managers

Please note that if you are also a manager, you will enter the Portal automatically on the Manager's dashboard and will need to switch to the Employee Dashboard.

The screenshot shows the Aston Staff Portal interface for a manager. At the top, there is a navigation bar with the 'corehr' logo, a 'Quick Jump' search bar, and the user's name 'MARGARET SIMPSON'. Below this is a navigation menu with three options: 'Employee Dashboard' (highlighted with a red box), 'Manager Dashboard', and 'Administrator Dashboard'. The main content area is titled 'Margaret Simpson, Zumba Instructor, Human Resources' and shows a profile completeness of 60%.

Type words in the Quick Jump bar, to navigate to different dashboards, e.g. type 'HESA' to go to the HESA page, or 'Employee' to go to your Employee dashboard

The screenshot shows the Aston Staff Portal interface with the 'Quick Jump' search bar highlighted. The search bar contains the text 'hesa'. Below the search bar, there are several tabs: 'Education', 'Statistics', 'University', and 'Regulation'. The main content area is titled 'Henry Simpson, Yoga Instructor, Human Resources'.

Click here to **view and print your most recent payslip.**

You can also select older payslips

Click here to **view and print historic payslips only**

The screenshot shows a user interface with a left-hand navigation menu and three main content panels. The navigation menu includes 'Home', 'My Payslips', 'Payment', 'Expenses', and 'Training'. The 'My Payslips' panel displays a list of dates and a 'Payment Summary' table. The 'My Bank Accounts' panel shows a dropdown menu for selecting a bank account. The 'P60 Documents' panel shows a dropdown menu for selecting a year.

Date	Summary Item	Value
24th March 2016	Payment Summary	Full Payslip
26th February 2016	Total Earnings	*****
26th January 2016	Total Deductions	(*****)
26th December 2015	Net Pay	*****

Click here to **change the bank account** your salary is paid to

Click here to **view and print your most recent P60.**
You can also select older P60's

Viewing and Printing your Payslips

From the Payment Tab, select either your most recent or an historic payslip to **view** it. The following authentication box will appear, please enter your University Password to view your payslip (this is a new feature to protect people's salary details).

Confirm Password

Please re-enter your password

The salary details will become visible once the password has been entered, to view the payslip select **Full Payslip**.

The screenshot shows the 'View Payslip' window for Aston University, powered by core. It displays various sections: Payslip Details (Date: Mar 27, 2014, Period: 201347), Scale, Address (Ms Denise Jackson, Human Resources-Staff Development), Gross Earnings table, Deductions table, Details, Cumulatives, and a Message section. A 'Print Payslip' button is highlighted with a callout: '1. Click here to print your payslip'. A 'Print' button in the print dialog is highlighted with another callout: '2. Click here to print your payslip'. The print dialog also shows 'Total: 1 sheet of paper', 'Destination: \\gutenberg\isa-kyo400', and 'Pages: All'.

Description	Hours	Value
Basic Salary		
Aups Flexi-Benefit		
Total Pay		
Gross Pay for PAYE		

Description	This Period	Year-to-date
Tax		
Employees Ni		
Charitablegiving		
Total Deductions		
Net Pay		

Description	Hours	Value	Des
Basic Salary			Tax
Aups Flexi-Benefit			Empl
			Char

Changing your Bank Account

From the Aston Staff Portal Dashboard, click on My Bank Accounts. You will have the following screen where you can amend the bank account your salary is paid into.

1. Type in your sort code slowly – this will pull back your bank branch

The screenshot shows a web form titled "My Bank Accounts" with a close button in the top right corner. Below the title is a grey instruction box: "Set your Bank Branch and Account Number details for on this screen. Pressing the Save option updates your details in immediately in Core." The form is divided into sections. The "Bank Account Information" section contains a "Sort Code" dropdown menu (currently showing "Co Operative"), an "Account Number" text input field, and a "Confirm Account Number" text input field. Below this is a section for "Building Society Reference" with two text input fields: "Building Society Reference" and "Confirm Building Society Reference". At the bottom of the form is a checkbox labeled "I accept that saving will update my bank details." and two buttons: "Close" and "Save".

2. Enter your account number twice to confirm

3. You will be required to tick the declaration to confirm you understand updating your bank details means your salary will be paid to this account.

4. Click **Save**

You are also prompted to re-enter your network password when you save the updated entry (to re-authenticate) Portal will then tell you that your changes have been saved successfully.