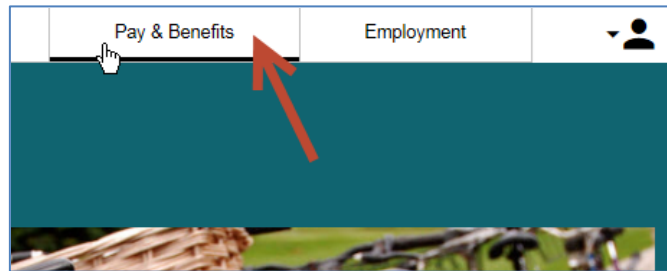


How to find your personnel/payroll number with Employee Self Service

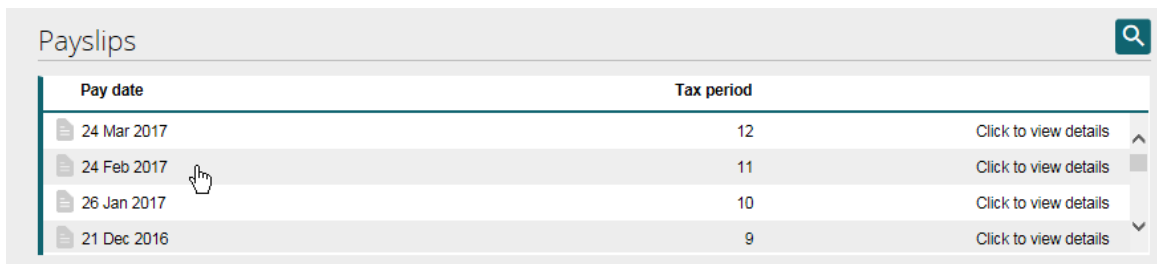
Your personnel/payroll number is listed on the detailed version of your payslip in Employee Self Service (ESS). To find this number:

1) Navigate to the Pay and Benefits section of ESS.



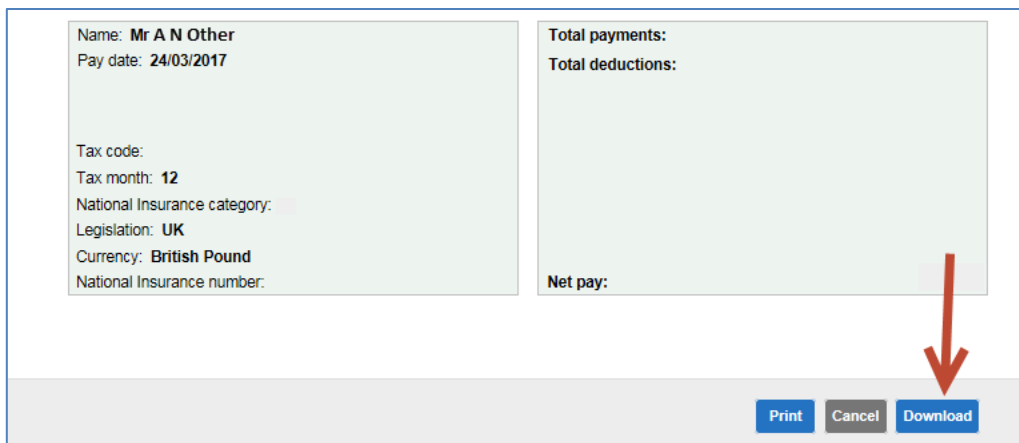
A link to this section is available in the menu at the top of the screen in Employee Self Service

2) Select a payslip to open the simplified version of that payslip.



Pay date	Tax period	
24 Mar 2017	12	Click to view details
24 Feb 2017	11	Click to view details
26 Jan 2017	10	Click to view details
21 Dec 2016	9	Click to view details

3) Click the Download Button on the simplified version of the payslip. This will download the detailed version of your payslip



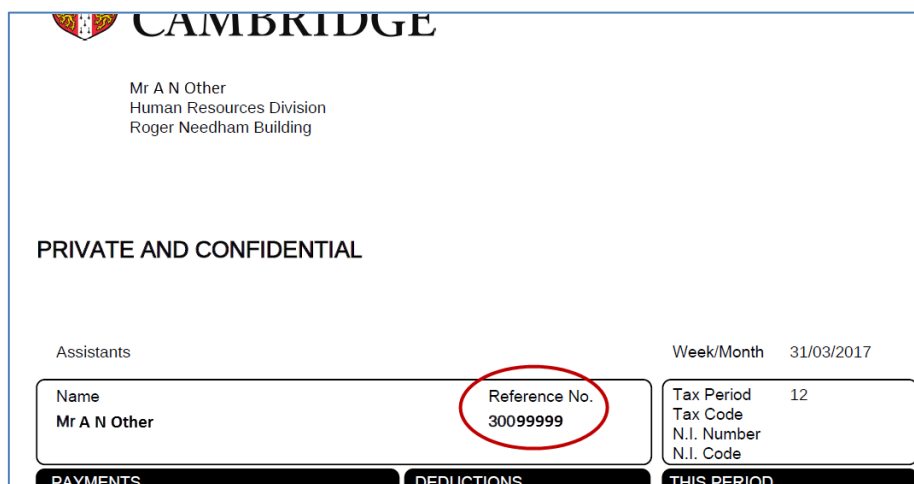
Name: **Mr A N Other**
Pay date: **24/03/2017**

Tax code:
Tax month: **12**
National Insurance category:
Legislation: **UK**
Currency: **British Pound**
National Insurance number:

Total payments:
Total deductions:
Net pay:

[Print](#) [Cancel](#) [Download](#)

4) Your personnel/payroll reference number can be found in the top half of your detailed payslip under "Reference No."



CAMBRIDGE

Mr A N Other
Human Resources Division
Roger Needham Building

PRIVATE AND CONFIDENTIAL

Assistants Week/Month 31/03/2017

PAYMENTS	DEDUCTIONS	THIS PERIOD
Name Mr A N Other	Reference No. 30099999	Tax Period 12 Tax Code N.I. Number N.I. Code