9 Checking Pay Calculations

9.1 Calculating Pay for an individual

You can ask the system to calculate the pay for an individual at any time in the current period to see the effect of any changes that have been made to their details (e.g. change of tax codes, NI categories, inclusion of permanent and temporary elements). For new starters this will be **step 13 of their process chain**.

Click on the [Calculate] button to view the pay details

The calculate button will change to [Processing]

Once the process has completed the payslip will be displayed

Further options are available by clicking the expand icon to the left of Additional pay details

Alternatively, this form can be accessed at other times by navigating to:

Navigate: Organisation > People (find person) **>Payroll > Pay History > Pay Details**