

Quick Reference Guide

View Payslip

The purpose of this Quick Reference Guide (QRG) is to outline the steps to follow in VPC to view payslips.

- Note: there are no changes to payslips, pay cycles or pay runs.
- **Note:** payslips issued before the launch of VPC remain in SAP. Payslips issued after the launch of VPC will be viewable in VPC.

Step	Screenshot		
 On the VPC home page click the My Profile or from the Home menu choose My Employee File. 	KORE Home Goals Performance Calibration Compensation Learning Development Succession Presentations		
	Quick Actions Company Info My Employee File Reporting Admin Centre Time Off My Profile Org Chart		
 2. On the Employee Files page click the Payslip Delivery link. Note: you may need to click the > icon to scroll to the right to select the Payslip Delivery link. 	PERSONAL INFORMATION V EMPLOYMENT INFORMATION V TIME OFF PURCHASED LEAVE TOOL OF TRADE COMPENSATION INFORMATION EXISTING DELL C / V		



Step	Screenshot			
 In the Payslip Delivery section, you can see details of the most recent payslip, including payment date, pay period, etc. To view the payslip 	< ATION > EMPLOYMENT INFORMATION > TIME OFF PURCHASED LEAVE TOOL OF TRADE COMPENSATION INFORMATION PAYELIP DELIVERY BACKGROUND INFORMATION Payslip Delivery Payslip Display ③			
click on the link next to Payslip Attachment.	Work Experience Within VISY 💉 💿 👘 Work Experience Out of VISY 🌾 💿			
 To view previous payslips, click on the clock icon next to the Payslip Display heading. 	ATION <			
 The Change History column shows all historical payslips. Click on the payslip to view the details and then click on the link next to Payslip Attachment to view the payslips 	Change History Payslip Display Changes × 25 Jun 2021 C Effective as of: 25 Jun 2021 Payment Date 25 Jun 2021 Payroll Area W1 Pay Period 26 Pay Period End Date 27 Jun 2021 Payslip Attachment Payslip, Test.pdf			
You have completed viewing a payslip in VPC.				



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File	

DOCUMENT HISTORY

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