Employee Self-Service User Guide

LYDIATE LEARNING TRUST

ENGAGE, ENABLE, EMPOWER

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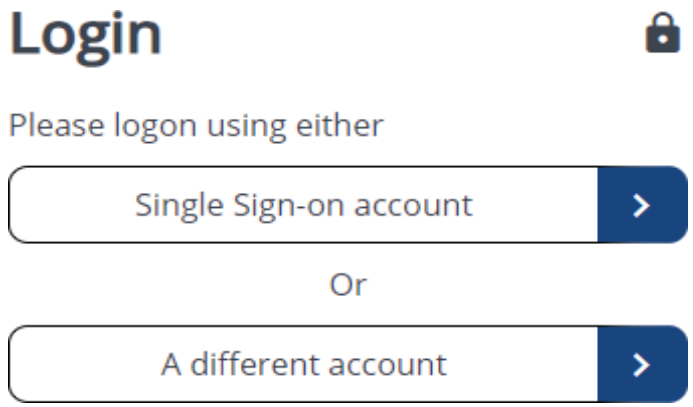
Logging in

Employee Self-Service is available at the following web address:

Single Sign-On Users: https://ce1158li.webitrent.com/ce1158li_ess

Employee Self-Service uses Single Sign-on (SSO), meaning your school login credentials will automatically sign you in.

If you are prompted with login options, choose **"Single Sign-on account"** and follow the instructions in the ESS Single-Sign On User Guide.



Staff who are not linked to the school must log in using **'A different account'** at:

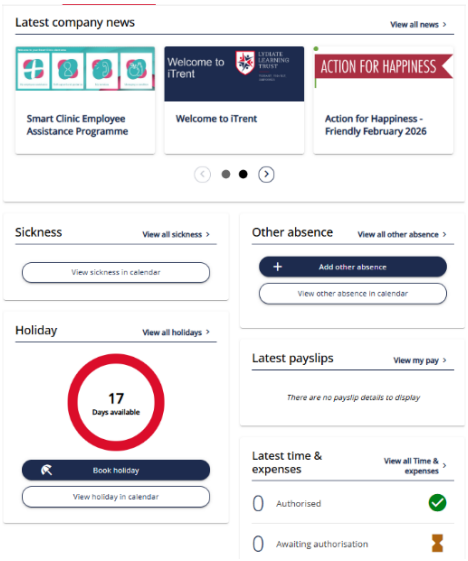
Non-Single Sign-On: https://ce1158li.webitrent.com/ce1158li_lss and follow the instructions in the ESS MFA User Guide.

If you need help accessing Employee Self-Service, please contact:

peopleassist@lydiatelearning.org

Homepage

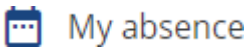
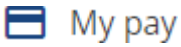
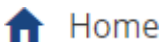
Once logged in, you'll arrive at the **Dashboard**, which includes four key tiles which contains useful information and quick access to commonly used features of Employee Self-Service.



The dashboard is comprised of six tiles:

Dashboard Section	Description
Latest Company News	The Latest Company News section includes various news stories across the Trust and useful information relevant to the Employee Self-Service system and employee support services.
Sickness	The Sickness section contains links for you to view your absence calendar as well as your sickness absence history.
Other Absences	The Other Absences section allows you to quickly book any type of leave that is not classed as annual holiday.
Holiday **(52-week support staff)**	The Holidays section provides quick access to book and review your annual leave using your absence calendar. It also includes a shortcut to book a new period of annual leave.
Latest Payslips	The Payslips section provides quick access to download your two most recent payslips. There is also an option to view and search all of your payslips.
Latest Time & Expenses	The Latest Time & Expense section provides quick access for logging additional hours and submitting expense claims.

From the home page, you can access additional pages which are available by clicking on the options on the left-hand side of the Employee Self-Service homepage. These are:

Button	Description
	The **View my details** page allows you to view or update your personal information, as well as view, update or add new contact details. You can also update your bank details and review your job history during your time employed at the Lydiate Learning Trust.
	The **My Absence** page allows you to view any period of sickness absence that is held on record for you.
	The **My Pay** page allows you to view, print, and download your electronic payslips and P60s. There is also a search function should you need to view a specific payslip.
	This button returns you to the homepage.
	Clicking on this button in the upper right-hand side of Employee Self-Service will give you the option to change various preferences and allow you to log out of Employee Self-Service

The **Events Calendar** is available within Employee Self-Service and provides a visual overview of key events linked to your record, such as Annual Leave, Flexi Time, TOIL, Paydays, and sickness absence. The calendar displays the current month by default, with any days containing an event marked by a blue dot.

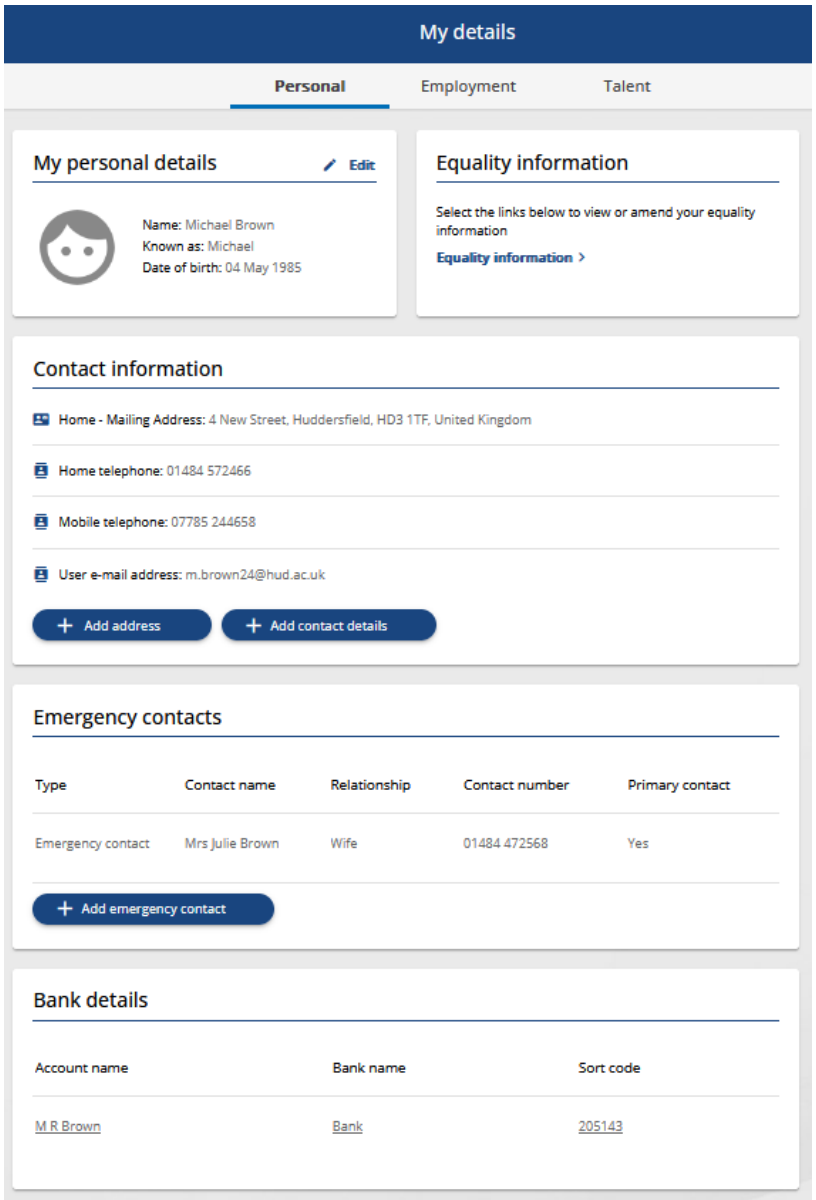
You can access the Events Calendar in the **My Absence** and **My Pay** pages only. The events shown will change depending on which page you are viewing:

- When viewing **My Absence**, the calendar will show absence-related events.
- When viewing **My Pay**, the calendar will show pay-related events.

This ensures that the calendar presents only the events relevant to the page you are currently using.

Viewing, adding, or updating your personal information

Using the **My personal details** page in Employee Self-Service, you can view, add or update many of your personal details without needing to contact People & Culture Team. To access the **My personal details** page, click on the "View my details" option on the Employee Self-Service home page, and you will see the page below:



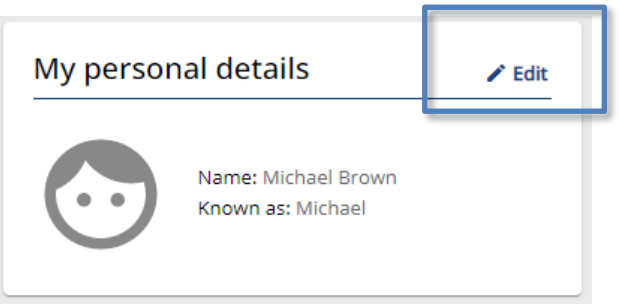
The ***Personal*** tab of the **My Details** page is split into five tiles:

- *My personal details*
- *Equality Information*
- *Contact information*
- *Emergency contacts*
- *Bank details*

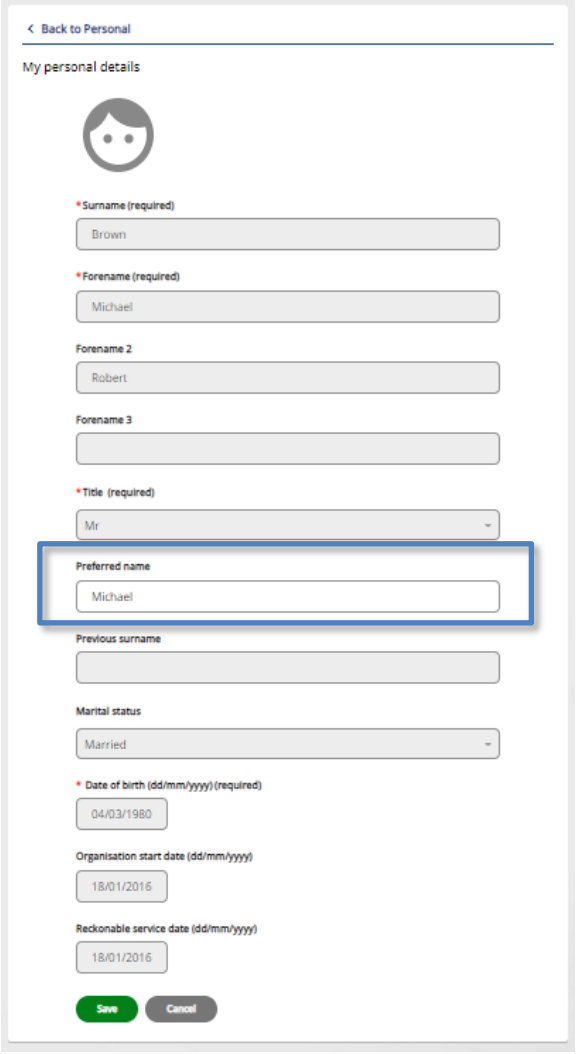
My details

Personal Details

You can view or amend your personal details by clicking on the "Edit" button on the ***Personal Details*** tile.



After clicking on the "Edit" button, the **My personal details** form will open which contains the information the Trust currently holds about you. Using this form, you can update your "Preferred name" (shown below). This is the name that will be used for correspondence and will appear for you across the system.

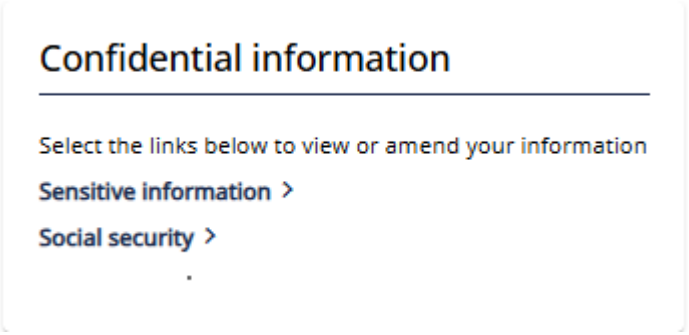


All other personal details on this form are not available to amend yourself, if you need to update or correct any other personal details such as Surname, Date of birth, or Marital status please contact the People and Culture Team peopleassist@lydiatelearning.org as these changes will need to be verified before they can be updated.

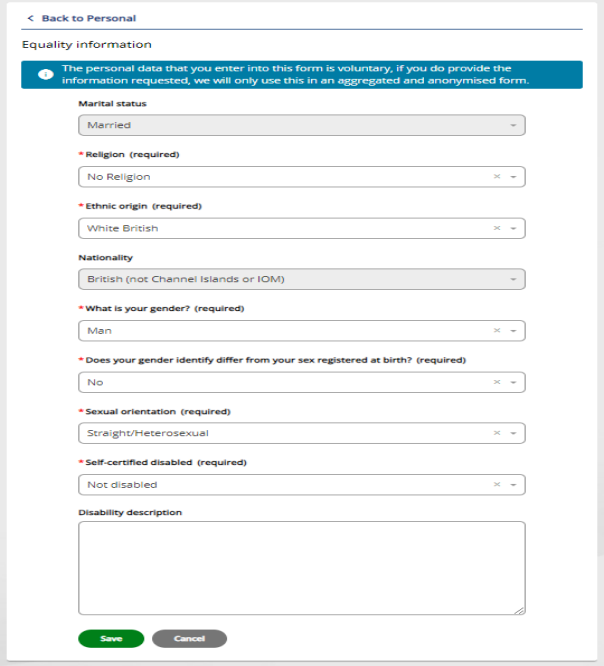
Clicking the "Save" button will update these details in Employee Self-Service and clicking "Cancel" will close the **personal details** form without applying any changes made.

Confidential Information

You can view and update the sensitive personal information that is held by People & Culture Team by clicking on the "Sensitive information" option on the *Confidential information* tile.



After clicking on this option, the **Equality information** form will open. From here you can update the "Religion", "Ethnic origin", "What is your gender", "Does your gender identity differ from your sex as registered at birth", "Sexual orientation", "Self-certified disabled" and "Disability description" fields.

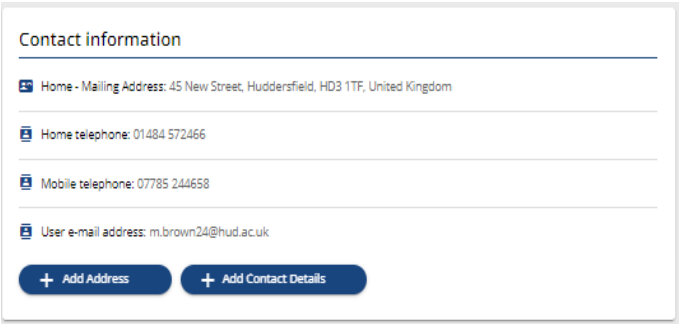


If you need to update/correct your "Marital status" or "Nationality", please contact the People & Culture Team peopleassist@lydiatelearning.org as these changes will need to be verified before they can be updated.

Clicking the "Save" button will update these details in Employee Self-Service and clicking "Cancel" will close the **Equality information** form without applying any changes made.

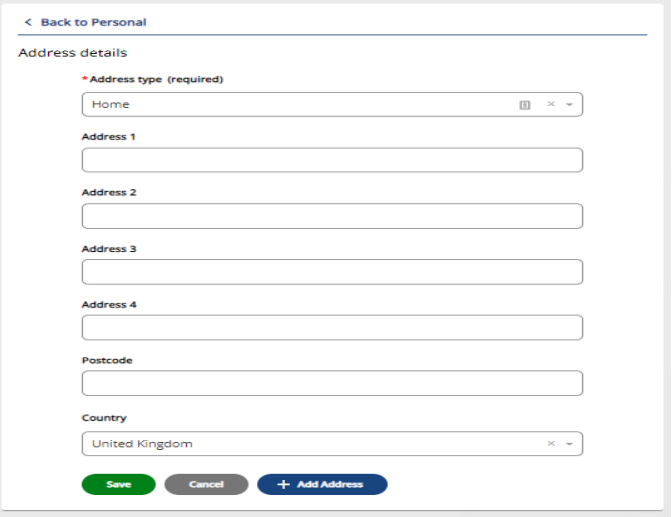
Contact Information

The *Contact information* tile contains the contact information that is held for you by the People & Culture Team.



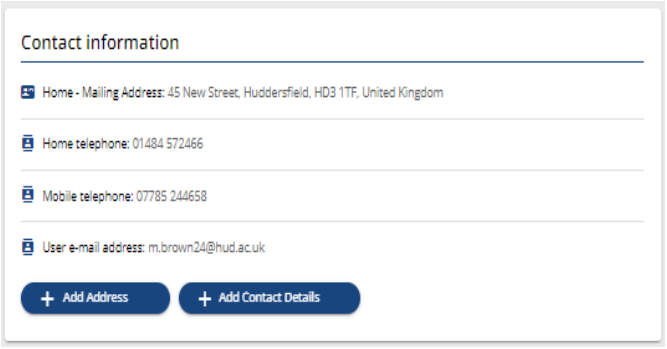
In this section, you can view and update your home address and view, update or add contact telephone numbers and email addresses.

Updating your address



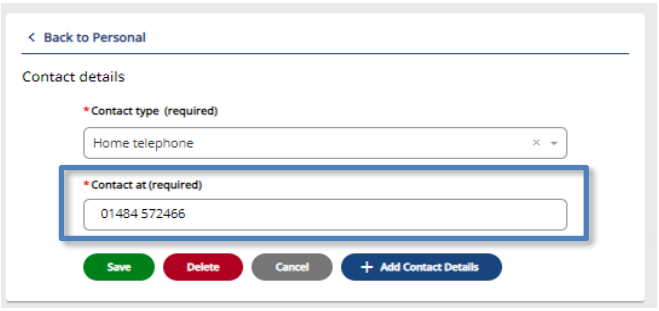
If you have moved address and need to update your address details, you can do this using Employee Self-Service. To do this, click on the "Add Address" button on the *Contact information* tile which will open a blank **Address details** form, you can then enter your new address details on to this form. Once you save the page, your home address will be updated.

Updating your contact information



You can update your contact details by clicking on the appropriate contact details from the *Contact information* tile.

This will open the **Contact details** form.

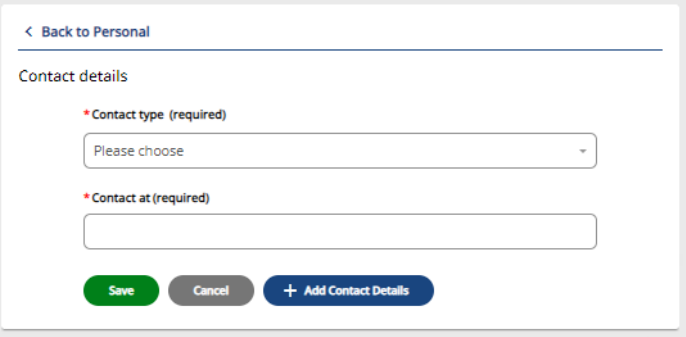


Here you can update your details by amending the Contact at field and then pressing the "Save"
button.

Note: "User e-mail address" appears in the list of contact types, but you are unable to add or update this in Employee Self-Service. This is your work email address which is linked to your Active Directory account.

Adding new contact information

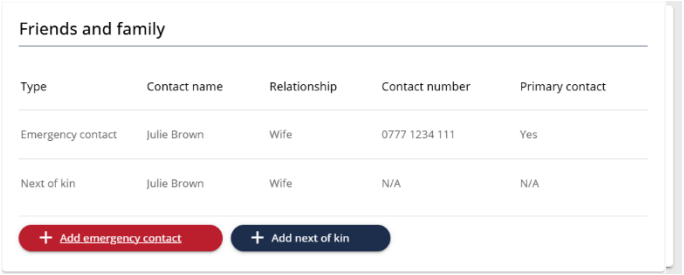
To add new contact information, you can click on the "Add Contact Details" button on the *Contact details* tile, this will open a new blank **Contact details** form.



From here you can add new details for Home Telephone and Mobile Telephone**,** however, you are only able to have one of each contact type recorded. Select the contact type from the "Contact type" dropdown list and enter your contact detail in to the "Contact at" field. Once you have done this click the "Save" and your new contact details will be added to your record.

Emergency Contacts

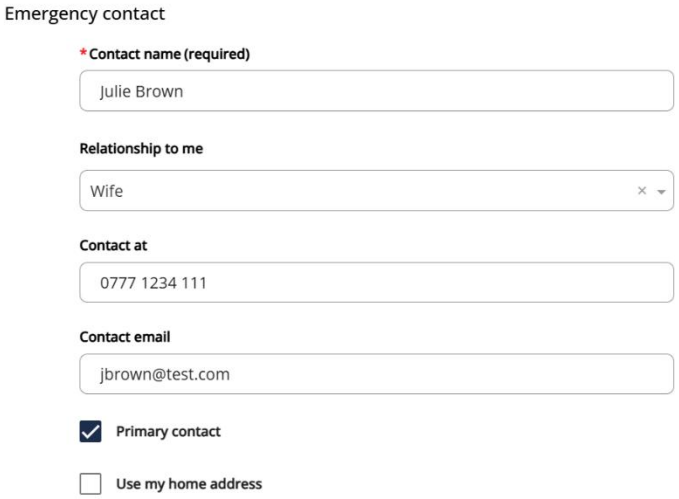
You can update your emergency contact and next of kin details by clicking on the contact that you would like to change in the *Family & family* tile.



Updating an Existing Emergency Contact

You can update your emergency contact and next of kin details by clicking on the contact that you would like to change in the *Family & family* tile.

This will open the **Emergency contact or Next of Kin** form.



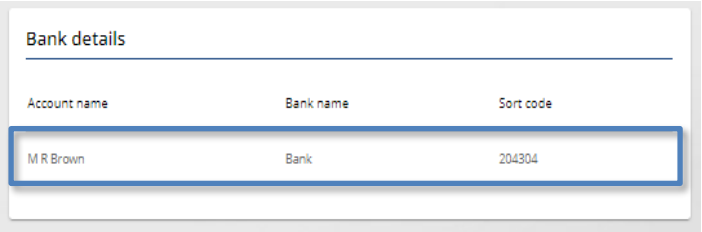
Here you can update the relevant information relating to this emergency contact.

Note: you are unable to delete the record for your primary contact as we need at least one emergency contact in the event of an emergency.

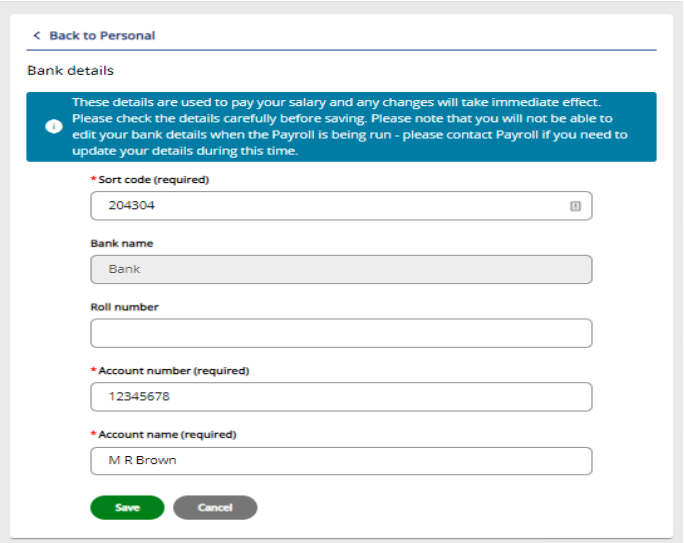
Bank Details

Updating your Bank Details

You can view and update the bank account information we currently have for you by clicking on the details listed in the *Bank details* tile.



This will open the **Bank details** form.



Here you can update the bank details which are used to pay your salary in to. It is extremely important that this is checked carefully before saving.

The "Bank name" field currently cannot be updated, but don't worry, if your "Sort code", "Account number" and "Account name" are correct, this should not cause any issues with your pay.

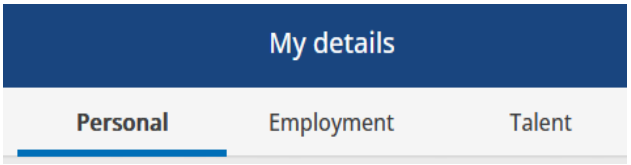
If you enter a sort code that is not recognised by the system, you will receive the following message:

If you receive this message, please contact peopleassist@lydiatelearning.org quoting the sort code you would like to enter, and they will be able to resolve this error for you.

Employment

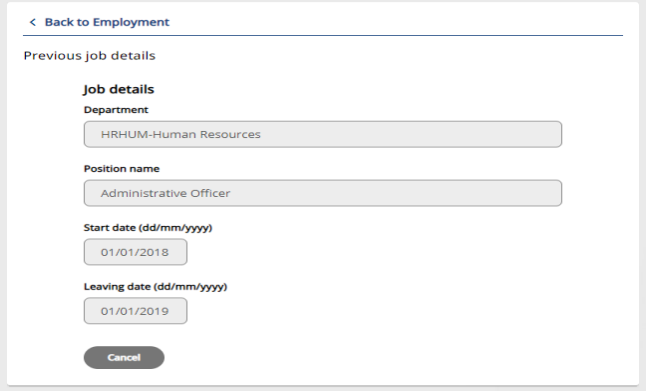
Viewing Current and Previous Job Details

From the My Details page, you can view your employment history by switching from the *personal* tab to the Employment tab.



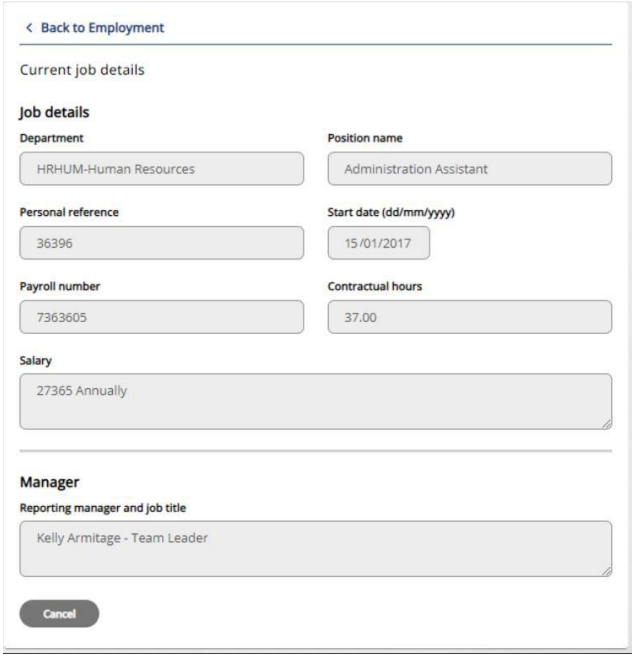
Doing this will present you with a list of any positions that you have held while employed at the Lydiate Learning Trust from 01 February 2026. The date displayed on this tab is the date of the last contractual change to your job (such as a change in hours or Grade). By clicking on a job in this list, more details will be shown.

If you click on a previous job, the **Previous job details** form will open. This will show your job title, the department you worked in and the period you were employed in this job.



If you click on your current job, the Current **job details** form will open. This includes more details than the **Previous** The date displayed on MyHR is the date of the last contractual change to your job (such as a change in hours or Grade). **job details** form, such as your Contractual hours and Payroll number.

You are also able to see the name and job title of your reporting manager.



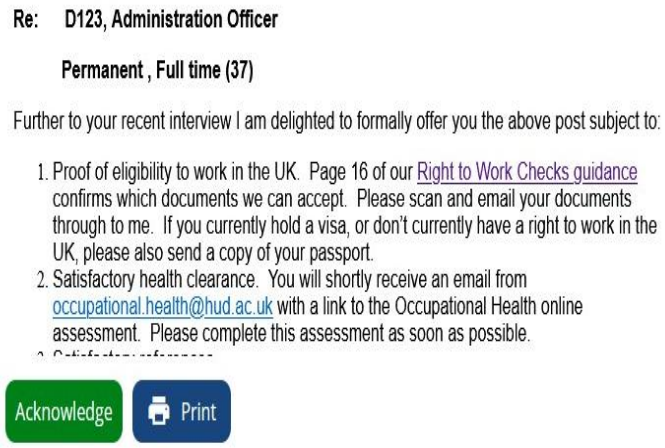
Electronic Correspondence

Some correspondence from the People & Culture team will be delivered to you electronically via Employee Self-Service. This correspondence will need you to sign in to Employee Self-Service to either acknowledge them or provide an electronic signature. An example of the type of correspondence you may receive would be an updated contract that you will need to sign.

Signing/Acknowledging Electronic Correspondence

When new correspondence is made available to you in Employee Self-Service, you will receive an automated email to inform you that the correspondence is there and what action is required from you.

When you next sign in to Employee Self-Service the correspondence will open for you to review and acknowledge/sign.



If you would prefer to review this later, you can close it without signing/acknowledging it by clicking on the cross in the top right-hand corner (highlighted in the screenshot above). This will close the correspondence and continue to the Employee Self-Service main page as normal. This will appear every time that you sign in to Employee Self-Service until it has been signed/acknowledged.

Note: Correspondence **cannot** be amended or removed from your record once it has been signed or acknowledged so always ensure that you carefully read any correspondence before doing so.

To acknowledge correspondence, click on the "Acknowledge" button that appears at the bottom of the correspondence window.

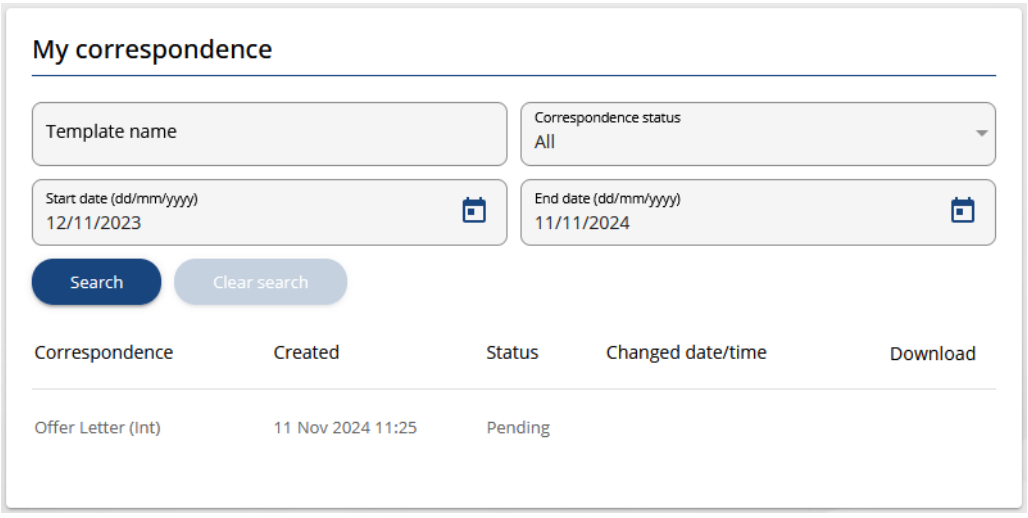
If the correspondence requires signing, you will see a signature field at the bottom of the correspondence window. If you have already set up an electronic signature in Employee Self-Service this will already contain your signature ready for you to use, otherwise you can enter a signature by typing it into this field.

Click on the "Sign" button and the correspondence will be signed.

You can change your signature if needed by following the following steps:

Reviewing Electronic Correspondence

You can view electronic correspondence that you have received in Employee Self-Service. To do this, navigate to the *Employment* tab in the **Personal Details** section of Employee Self-Service and the "My correspondence" section will be shown below the "My employment" section.



By default, this will list all correspondence received in the last 12 months.

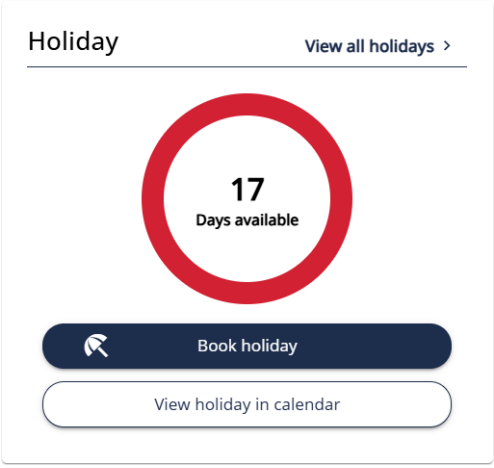
New correspondence will be recorded with a status of "Pending". To view your correspondence select it from the list and it will open.

You can use the filters at the top of the "My correspondence" section to search for a particular correspondence record.

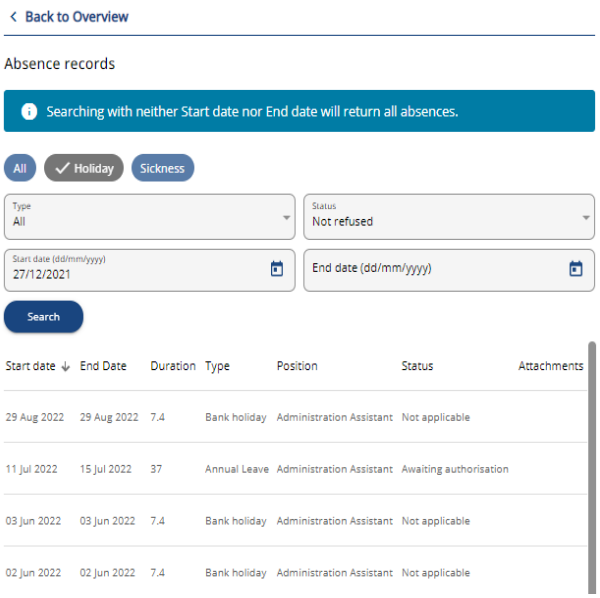
Update the filters as appropriate and click on the "Search" button. The list will then update and return all correspondence that match the search criteria provided.

Reviewing Your Annual Leave

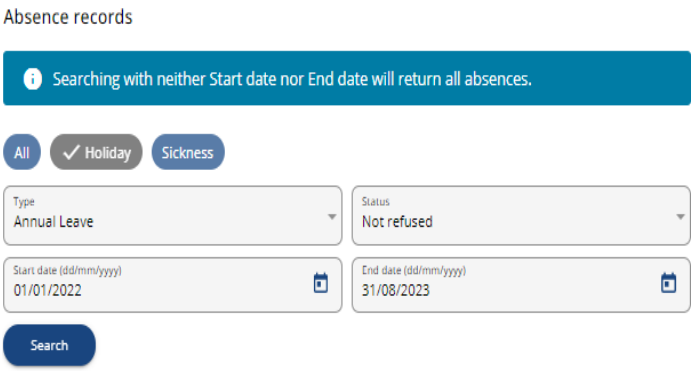
You can review your annual leave in Employee Self-Service. To do this, click on the "My Absence" option on the Employee Self-Service homepage and you will be taken to the **My Absence** page.



Click on the "View all holidays" button in the *Holiday* tile and you will be presented with a list of your future annual leave and all annual leave from the previous 12 months.

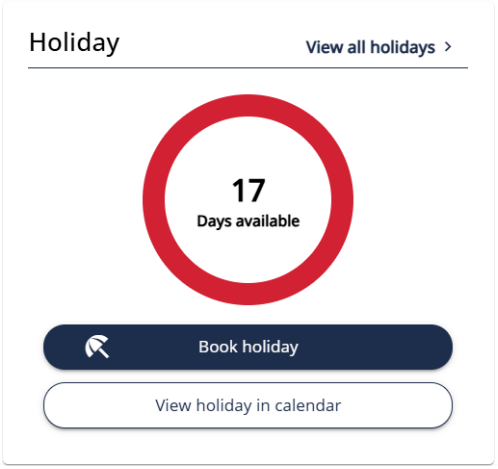


You can use the search function to filter this list or to view annual leave from before the previous 12 months by entering a date range in to the "Start Date" and "End Date" fields and clicking the "Search" button.



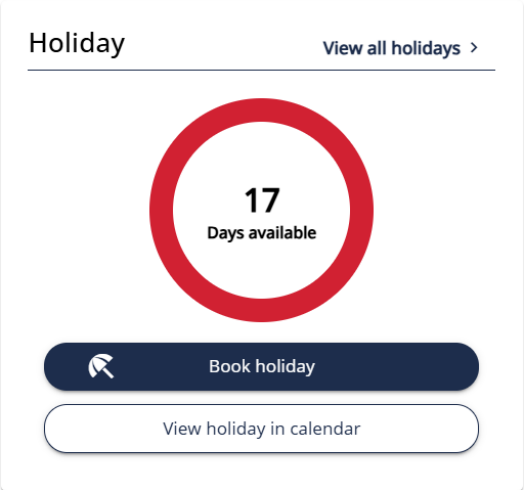
Holiday Balances and Carry Forward

In the **My absence** page of Employee Self-Service, you can review the holiday balances for the previous, current, and upcoming holiday years. To do this, click on the "My Absence" button on the left-hand side of the Employee Self-Service homepage to open the **My Absence** page.



Click on the "*View all holidays*" tab and the holiday balance page will open.

You can also open the holiday balances page by clicking on the "Hours Available" on the *Holiday* tile on the Employee Self-Service dashboard.



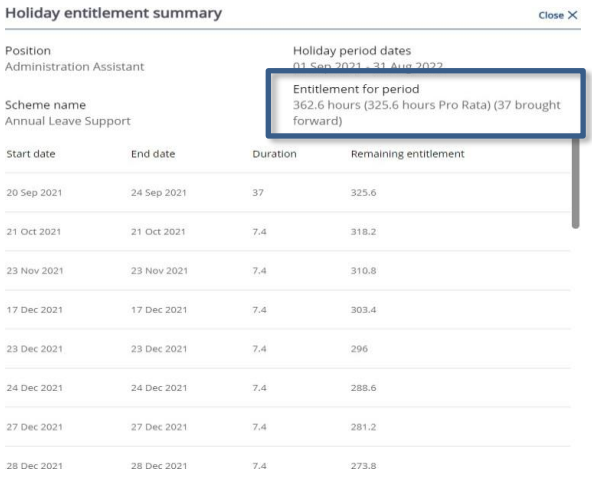
Please note: If you hold multiple positions concurrently, the *Holiday* tile will not include your available hours due to the way your annual leave entitlement is applied to your positions. You can check your available holiday for each position on the Holiday Balances page.

The holiday balance page includes the figures below:

- Start balance – This figure is your overall annual leave entitlement and is made up of your annual leave entitlement, plus your public holiday entitlement, plus carry forward (where applicable).
- Upcoming Leave – This figure includes any future dated periods of annual leave and bank holidays/Lydiate Learning Trust closure days.

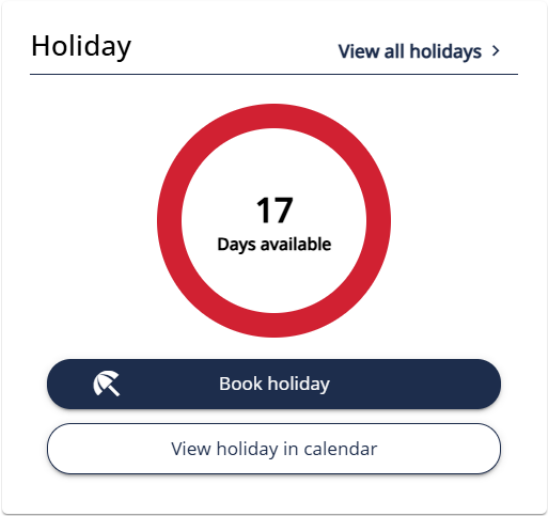
- Leave already taken – This figure includes any annual leave and bank holidays/Lydiate Learning Trust closure days that have already passed.
- Remaining – This is the annual leave entitlement that you have remaining to use for booked annual leave for the holiday year. This should be equal to your Start balance, minus the upcoming leave and Leave already taken figures.

Clicking on the summary for each holiday year will open the "Holiday entitlement summary" page which lists all of the leave you have taken during the holiday year and also shows any time that you have carried forward from the previous holiday year in the "Entitlement for period" figure highlighted.



Requesting Annual Leave

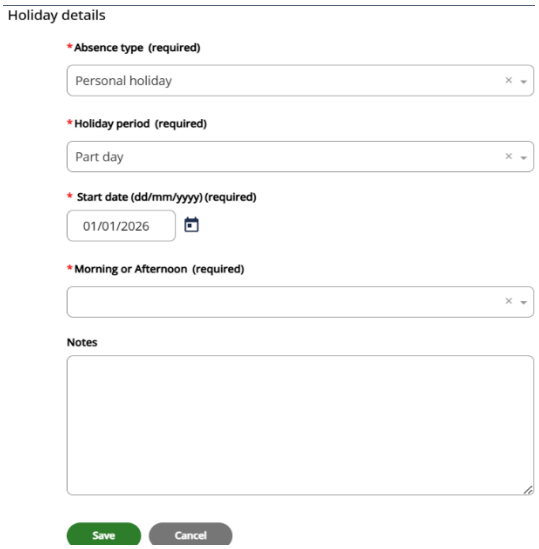
In the **My absence** page of Employee Self-Service, you can request a period of annual leave. To do this, click on the "My Absence" button on the left-hand side of the Employee Self-Service homepage to open the **My Absence** page.



Click on the "Book holiday" button in the *Holiday* tile and the **Holiday details** form will open. You can also do this by clicking on the "Book holiday" shortcut on the Employee Self-Service homepage.

Select Annual Leave as the "Absence type" and then select either Part Day, Full day or More than one day for the "Holiday Period".

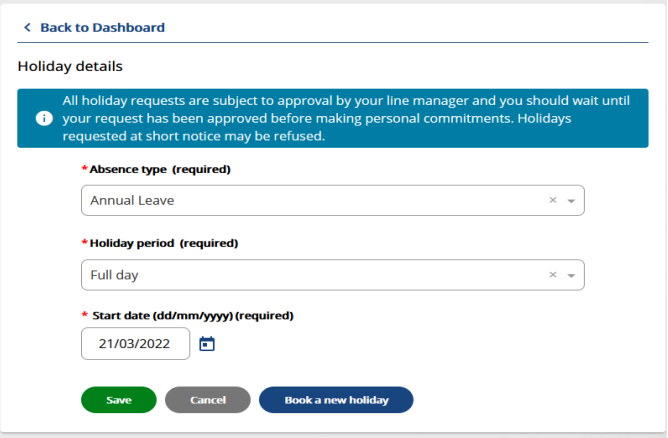
When booking a part day, select Part Day as the "Holiday period" and you will be presented with options for the "Start date" and "Morning or Afternoon". Enter the date you would like to book your annual leave for in to the "Start



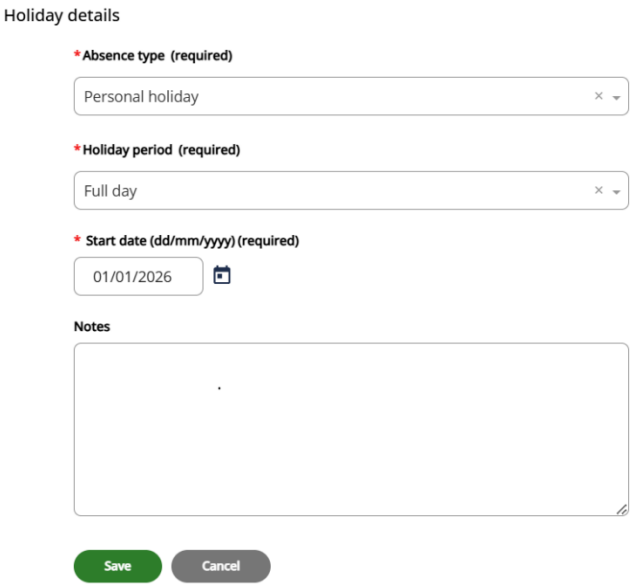
date" and then select whether you would like to book either the morning or the afternoon as leave from the "Morning or Afternoon" drop down list and click "Save".

Please note: If you work on a part time basis and would normally only work in the morning or afternoon, you should select Full day as the "Holiday period" when you request annual leave otherwise the number of hours deducted from your annual leave entitlement will be incorrect.

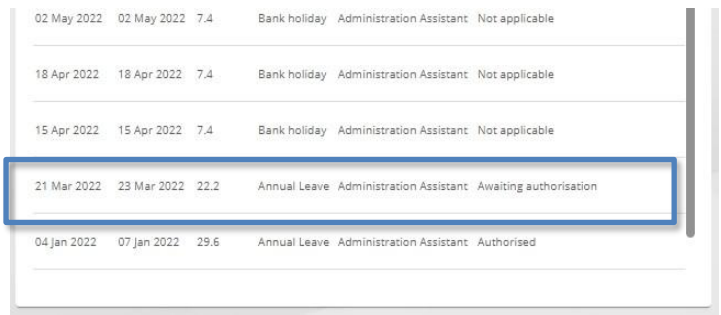
When booking one full day select Full day as the "Holiday period" and then enter the date you would like to take as annual leave as the "Start date" and click "Save".



When booking annual leave that is longer than one day, select More than one day as the "Holiday Period" and enter the first day as the "Start date", then select whether the first day will be a full day or part day. Enter the last day of your leave as the "End date" and then select if the last day will be a full day or a part day. Once this has been completed click on "Save".



After you have saved the **Holiday details** form the request will be added to the list of annual leave records on the **My absence** page of Employee Self-Service and a notification email will be sent to your line manager so that they know that you have made the request. The holiday list will show this request with a status of "Awaiting authorisation" until your manager has reviewed the request and approves it.

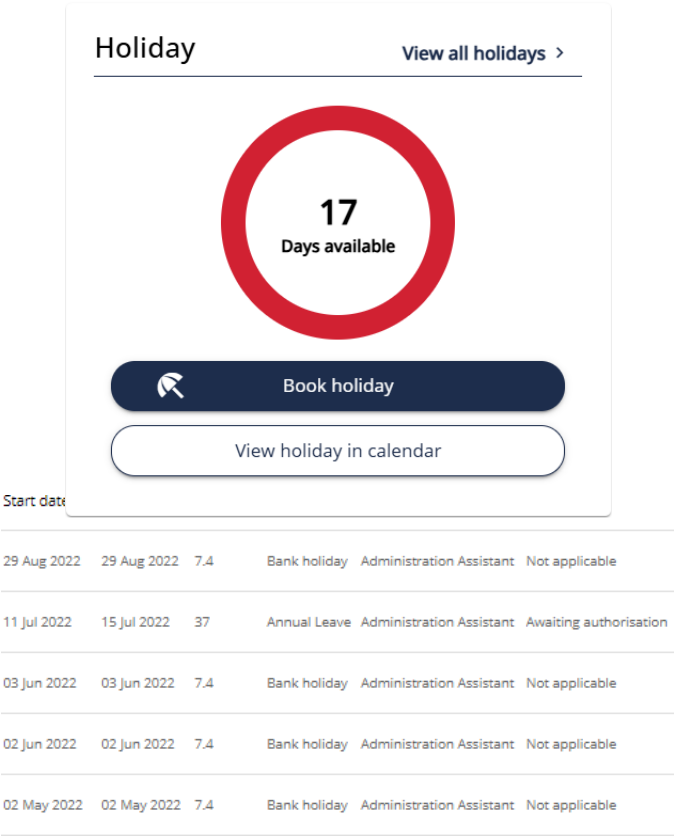


If your manager approves your annual leave, the request will update to "Authorised" and you will receive an email confirming that the annual leave has been approved.

If your manager has rejected your annual leave, you will receive an email informing you that the annual leave was rejected, and the annual leave will be removed from the list on the *Holiday* tile of the **My absence** page.

Amending an Annual Leave Request

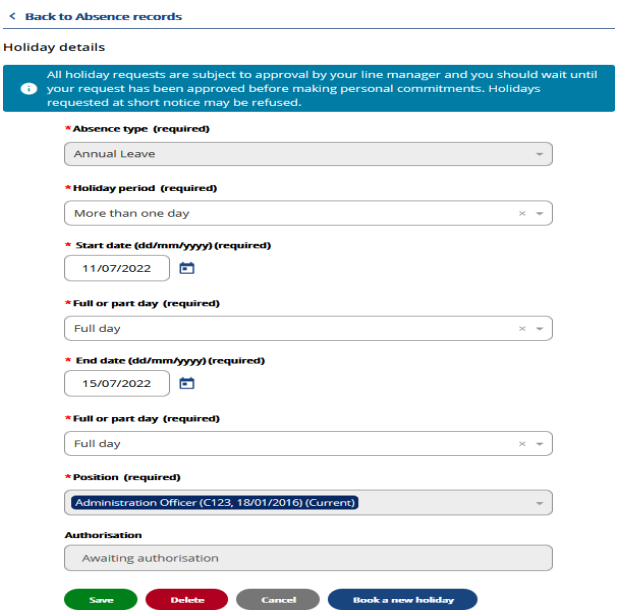
You can use Employee Self-Service to amend an annual leave request prior to the start date of your requested leave. Once this date has passed you will no longer be able to make any changes. If you notice that any of the details of a past annual leave record are incorrect, please contact your line manager who will be able to amend the annual leave record for you.



To amend a future dated annual leave request, click on the "My absence" option on the left-hand side of the Employee Self-Service homepage to open the **My absence** page.

Click on the "View all holidays" option on the *Holiday* tile and this will present you with a list of your annual leave.

Select the request you would like to amend from the list to open the **Holiday details** form.

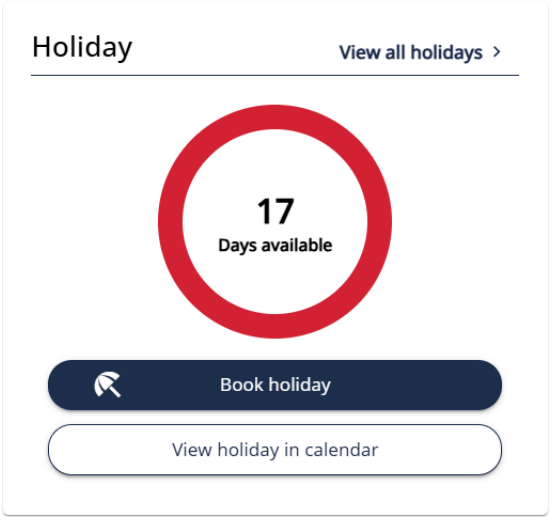


Make the necessary changes to the request and click the "Save" button.

This will send an email to your line manager informing them that you have made a change to the annual leave request. If your request has already been approved by your manager, the status of the request will change back to "Awaiting authorisation" until your manager has reviewed the changes and approved it again.

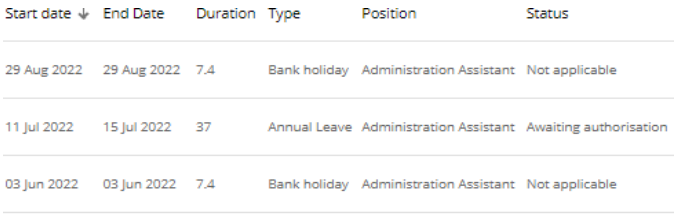
Cancelling an Annual Leave Request

You can cancel an annual leave request prior to the start date of the requested leave. Once this date has passed you will no longer be able to make any changes. If you notice that any of the details of a past annual leave record are incorrect, please contact your line manager who will be able to amend or delete the annual leave record for you.



To cancel your annual leave request, click on the "My absence" option on the left-hand side of the Employee Self-Service homepage to open the **My absence** page.

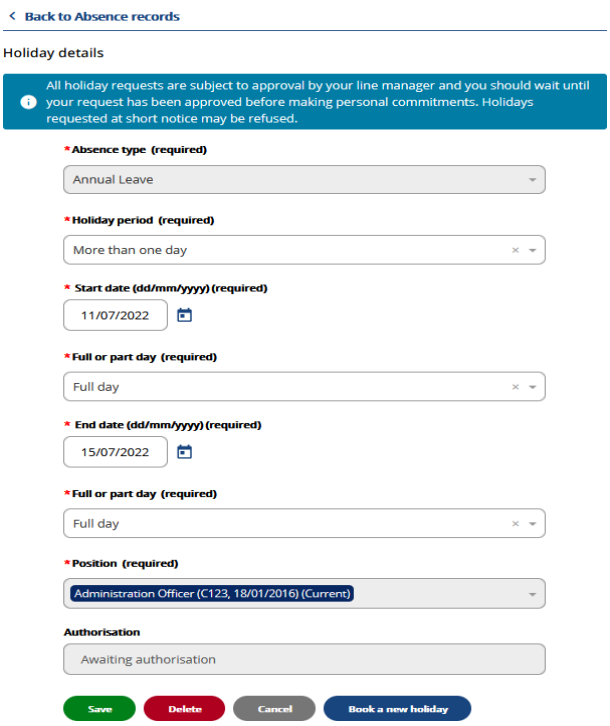
Click on the "View all holidays" option on the *Holiday* tile and this will present you with a list of your annual leave.



Start date	End Date	Duration	Type	Position	Status
29 Aug 2022	29 Aug 2022	7.4	Bank holiday	Administration Assistant	Not applicable
11 Jul 2022	15 Jul 2022	37	Annual Leave	Administration Assistant	Awaiting authorisation
03 Jun 2022	03 Jun 2022	7.4	Bank holiday	Administration Assistant	Not applicable

Select the request you would like to cancel from the list to open the **Holiday details** form.

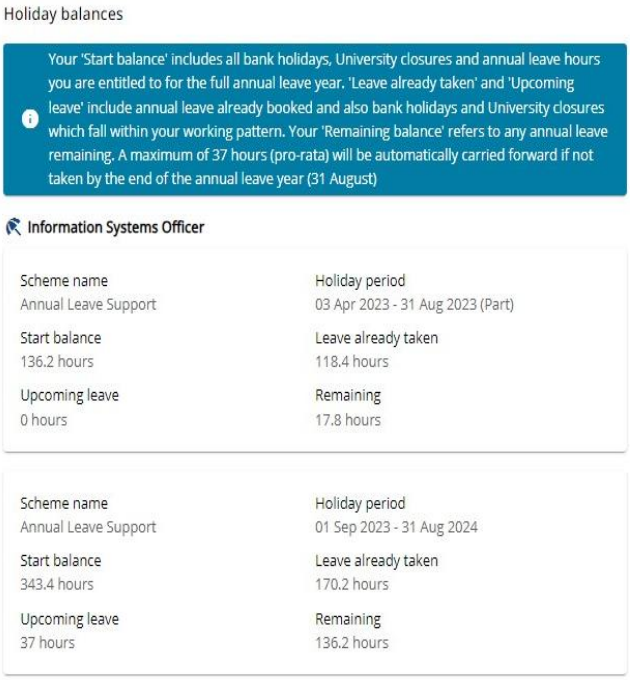
Click on the "Delete" button at the bottom of this form and the request will be cancelled. An email will be sent to your manager notifying them that you have cancelled your annual leave.



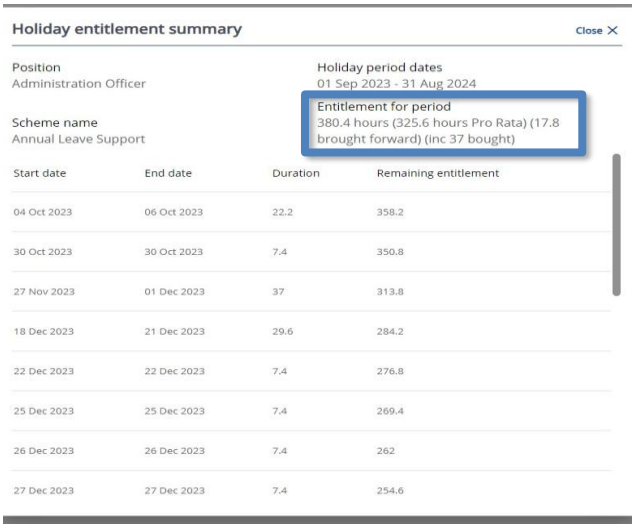
As soon as you submit the request, the hours will be added to your annual leave entitlement, but it is important to note they are still subject to authorisation by your manager and will be removed if the request is rejected and so you should not use this annual leave or make any personal commitments for this time until your manager has approved your request.

You will receive the outcome via email once your manager has responded to it in iTrent.

On the **Holiday balances** page, click on the tile for the current annual leave year.



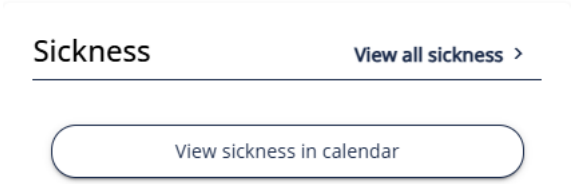
A **Holiday entitlement summary** page will appear which lists all the leave you have taken during the holiday year. Under "Entitlement for period" it will show your total leave entitlement inclusive of the number of hours bought. The total number of hours bought will also be shown separately as "inc _ bought" in brackets



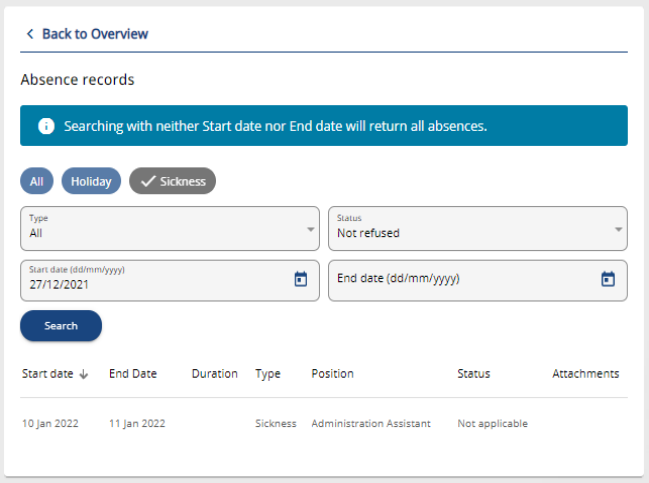
Sickness Absence

Reviewing Sickness details

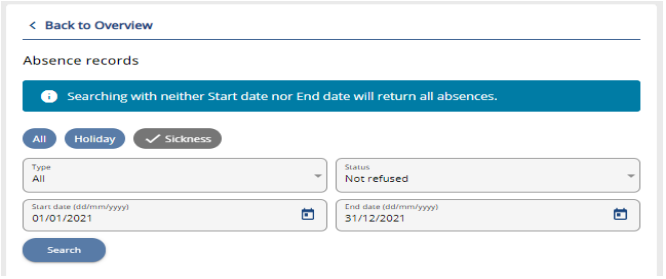
In the **My absence** page of Employee Self-Service, you can view your sickness record. To do this, click on the "My absence" option on the left-hand side of Employee Self-Service homepage and click on the option to "View all sickness" in the *Sickness* tile. You can also do this by using the "View all sickness" shortcut on the Employee Self-Service homepage.



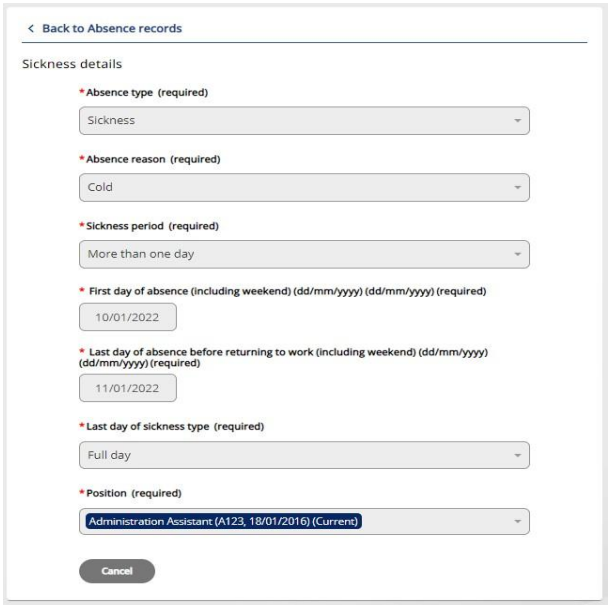
This will then present you with a list of your sickness absences for the last month.



You can use the search function to filter this list of your absences or to view sickness records from earlier than the previous 12 months by entering a date range in to the "Start Date" and "End Date" fields and clicking the "Search" button.



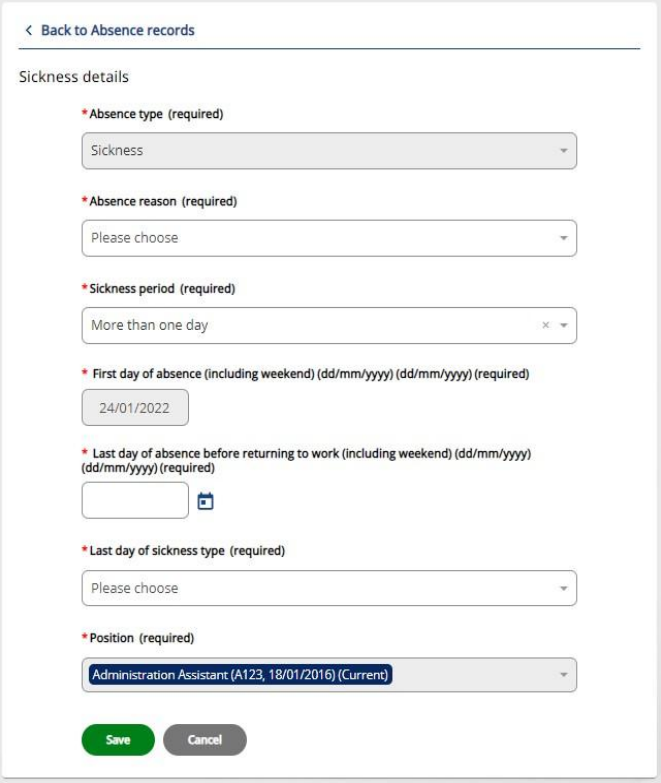
Selecting a period of sickness absence from this list will open the **Sickness details form** for you to review.



Note: You are not able to update the details of an absence record via Employee Self-Service. If you notice that any of the details of a past sickness absence record are incorrect, please contact your line manager in the first instance.

Returning to Work

When you return to work after a period of sickness absence, you will need to complete your sickness record. To do this, select the appropriate sickness absence record from the list on the *Sickness"* tile and the **Sickness details** form will open.



To complete your sickness record, you will need to add your "Absence reason", "Sickness period", "Last day of absence before returning to work", and "Last day of sickness type". If the start date of your absence has been recorded incorrectly, please contact your line manager for assistance.

If you are unsure which absence reason you should use, please refer to the table in the **Sickness Categories** section in this guide.

If your sickness absence only lasted for one day, please select "Full Day" as your "Sickness period". This will also populate your sickness end date automatically and you will not be able to amend this. If your sickness absence lasted for more than one day, please select "More Than One Day" as your "Sickness period" and then add the last day of the sickness absence.

Once you have filled out the relevant fields on this form, click on "Save" and the details entered will be added to your sickness record.

Note: If you have multiple jobs/contracts at the Lydiate Learning Trust and the *Absence reason* box is greyed out please contact peopleassist@lydiatelearning.org

Note: If you are returning from long term sickness that has lasted for more than one month, you will need to search for your sickness absence record by entering the date your absence started in to the "Start date" field and clicking on the "Search" button. You should not need to enter a value in to the "End date" field.

Sickness Categories

You may notice that you have had a period of absence recorded and feel that the reason shown is incorrect. This is most likely because Lydiate Learning Trust uses the following sickness absence categories, which means the absence reason you provided on your Sickness Details Form must be classified under one of the categories listed below.

Category	Examples Included	Notes
Autoimmune or Chronic Illness	Lupus (SLE), rheumatoid arthritis, Crohn's disease, ulcerative colitis, coeliac disease, type 1 diabetes, psoriatic arthritis, fibromyalgia	Includes long-term autoimmune conditions or chronic illnesses requiring ongoing treatment
Back/Neck Pain	Back strain, slipped disc, sciatica, whiplash, neck strain, muscle spasms, trapped nerve	Covers both acute injuries and chronic back/neck conditions
Bereavement	Bereavement	
Blood Disorders	Anaemia, haemophilia, blood clots	Includes all blood abnormalities
Burns & Poisoning	Burns, frostbite, sunburn, wasp stings	Environmental or chemical burns
Cancer or Tumour	Cancer, chemotherapy, radiotherapy, biopsy, mastectomy, lymphoma	Covers both diagnosis and treatment absences
Chest & Respiratory	Asthma, breathing problems, bronchitis, chest infection, Pneumonia, Pleurisy, chest pains, respiratory tract infection, tracheitis	Excludes ENT issues
Cold / Viral	Cold, cough, flu, fever, virus, temperature, general aches and pains, hay fever	Common viral illnesses
Dental / Oral	Toothache, dental abscess, oral problems, dental treatment	Excludes major surgical operations
Endocrine / Glandular Issues	Diabetes, glandular fever, swollen glands, thyroid disorders	All endocrine-related conditions
Eyes, Ears, Nose & Throat (ENT)	Eye problems, conjunctivitis, glaucoma, ear problems, earache, labyrinthitis, tinnitus, nosebleed, sinusitis, sore throat, laryngitis	Excludes colds/flu unless ENT-specific

Genitourinary & Gynaecological	Cystitis, kidney problems, UTIs, menstrual pain	Excludes pregnancy-related problems (separate category)
Headache & Migraine	Headaches, migraine, dizzy spells, neuralgia, sunstroke	Excludes other neurological illness
Heart, Cardiac & Circulatory	Heart attack, angina, stroke, irregular heartbeat, DVT, blood pressure issues	All cardiovascular problems
Infections and Infectious Diseases	Measles, mumps, chicken pox, shingles, legionnaires, foot and mouth	Excludes throat infection
Injury/Fracture	Fractures, broken bones, sporting injury	Covers accidental injury of all types
Menopause / Perimenopause Symptoms	Heavy periods (flooding), menopause symptoms	
Mental Health	Stress, fatigue, debility, anxiety, depression, alcohol or drug dependency, exhaustion, nervous debility, panic attacks	Excludes Personal & Work-Related Stress
Musculoskeletal	Sprains, strains, arthritis, sciatica, whiplash, muscle tears, bruising	Excludes back pain
Nervous System Disorders	Multiple sclerosis, Lyme disease, Huntington's disease, ME/CFS, epilepsy, Parkinson's disease	Includes chronic neurological conditions
Operations, Surgical Procedures	Surgery, post-operative recovery, hospital appointments, investigations, tests, organ donation	Includes dental extraction under general medical
Other / Unknown	Rarely used reasons not covered by other categories	Should be used sparingly
Personal Related Stress	Financial problems, relationship issues, housing difficulties, caring responsibilities	
Pregnancy Related	Pregnancy-related illness, miscarriage	Only where absence is directly related to pregnancy
Skin Disorders	Eczema, rash, psoriasis, alopecia, cellulitis, allergies	Excludes burns or hay fever
Stomach / Gastrointestinal	Vomiting, diarrhoea, nausea, indigestion, upset stomach	Covers digestive-related illness
Work Related Stress	Stress – work related	

Payroll Contact Information

To ensure payroll enquiries are handled efficiently and reach the correct team, **all Lydiate Learning Trust employees must use the dedicated payroll contact details provided below**.

These contact points are **strictly for payroll-related queries only**, including issues relating to salary, deductions, pensions, tax, or payslips.

Before contacting the payroll team, **please check your payslip thoroughly** and refer to the **Interactive Payslips** section of this guide to confirm whether your query can be resolved there.

Dedicated Payroll Contact Details

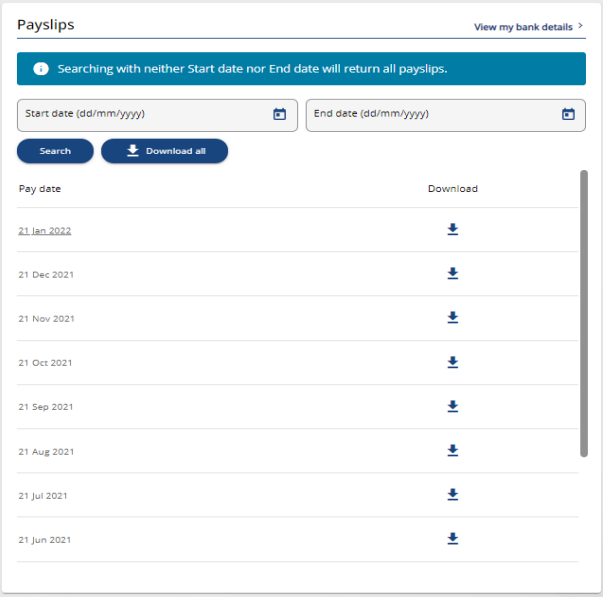
📞 **Telephone:** 0115 945 7164

📧 **Email:** LydiateLearning@mhrglobal.com

These contact details connect you directly to the **MHR Managed Services Payroll Team**, who support Lydiate Learning Trust.

Payslips and P60s

You can access the **My pay** page by clicking on the "My Pay" option on the left-hade side of the Employee Self-Service homepage. From here you can view your previous payslips and download them as a PDF file. A shortcut to your two most recent payslips is available on the Employee Self-Service homepage.



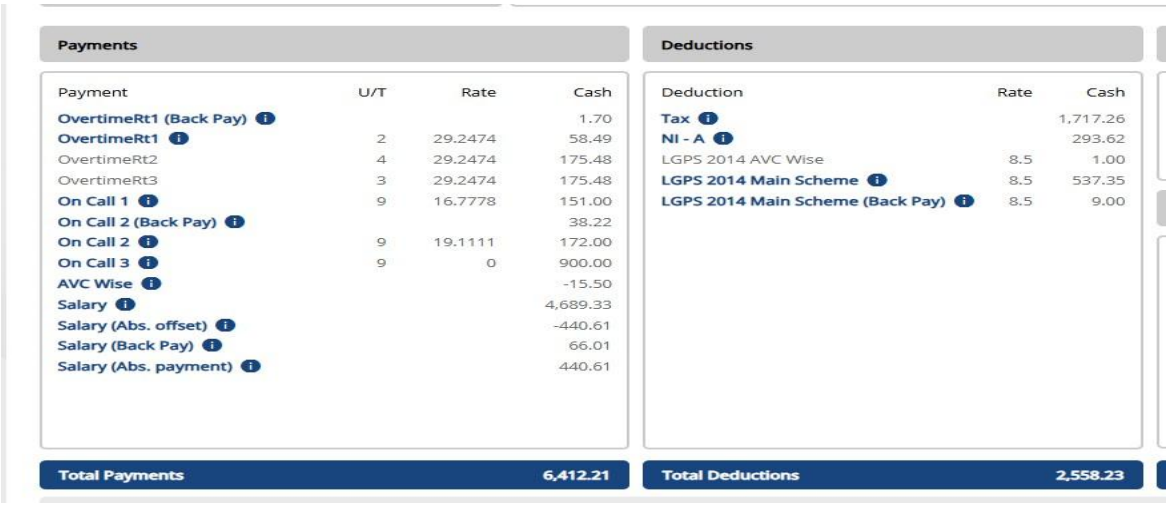
Viewing Payslips

You can view a payslip by clicking on the relevant payslip from the list in the *Payslips* tile. This will open your payslip in your web browser and provides the option to download it as a .pdf file. To close the payslip and return to the payslips list, click on the "Back to My Pay" option in the top left of the payslip.

Interactive Payslips

When viewing your payslip in your web browser, interactive payslip can be used for a number pay elements to see a breakdown on how it has been calculated. It also includes a breakdown of Tax Codes, Legislation and National Insurance Codes.

Interactive elements can be identified as elements highlighted blue with a ⓘ next to it. To view a breakdown, click on the icon.



Payments

Payment	U/T	Rate	Cash
OvertimeRt1 (Back Pay)			1.70
OvertimeRt1	2	29.2474	58.49
OvertimeRt2	4	29.2474	175.48
OvertimeRt3	3	29.2474	175.48
On Call 1	9	16.7778	151.00
On Call 2 (Back Pay)			38.22
On Call 2	9	19.1111	172.00
On Call 3	9	0	900.00
AVC Wise			-15.50
Salary			4,689.33
Salary (Abs. offset)			-440.61
Salary (Back Pay)			66.01
Salary (Abs. payment)			440.61

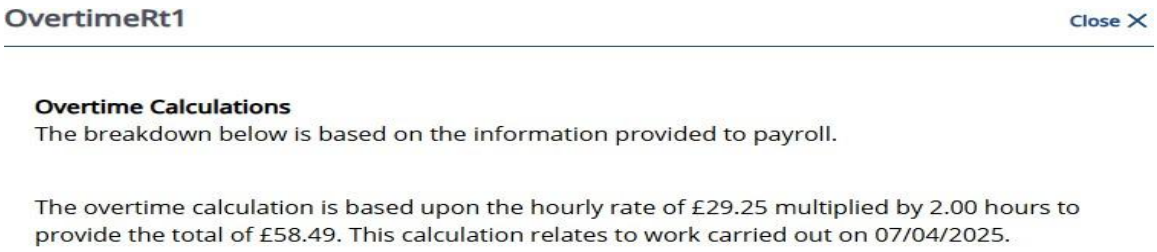
Total Payments 6,412.21

Deductions

Deduction	Rate	Cash
Tax		1,717.26
NI - A		293.62
LGPS 2014 AVC Wise	8.5	1.00
LGPS 2014 Main Scheme	8.5	537.35
LGPS 2014 Main Scheme (Back Pay)	8.5	9.00

Total Deductions 2,558.23

Once you click the ⓘ icon a window will pop as shown below.



OvertimeRt1 Close ×

Overtime Calculations

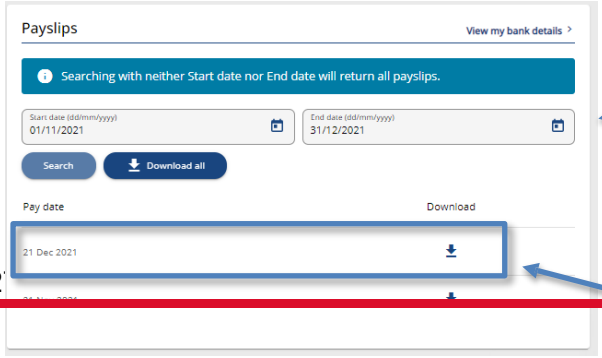
The breakdown below is based on the information provided to payroll.

The overtime calculation is based upon the hourly rate of £29.25 multiplied by 2.00 hours to provide the total of £58.49. This calculation relates to work carried out on 07/04/2025.

Searching Payslips

The payslips displayed in the Payslips tile are for the previous 12 months by default, however your payslips prior to the previous 12 months are still available in Employee Self-Service and can be found using the search feature.

To search for a specific payslip, or all payslips within a specific date range, enter the date range in to the “Start date” and “End date” fields and click the “Search” button. This will then return all payslips for the months that fall within that date range.



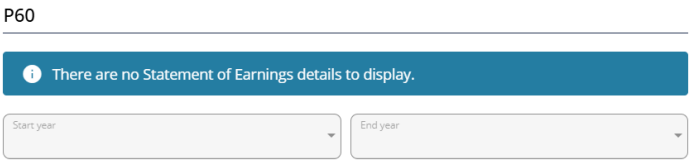
Enter the date range you would like to search for.

Click on the relevant summary card to see that payslip.

Once you find the Payslip that you are looking for, clicking on it on the list will open the payslip in your web browser and you will have the option download the payslip as a .pdf file.

P60s

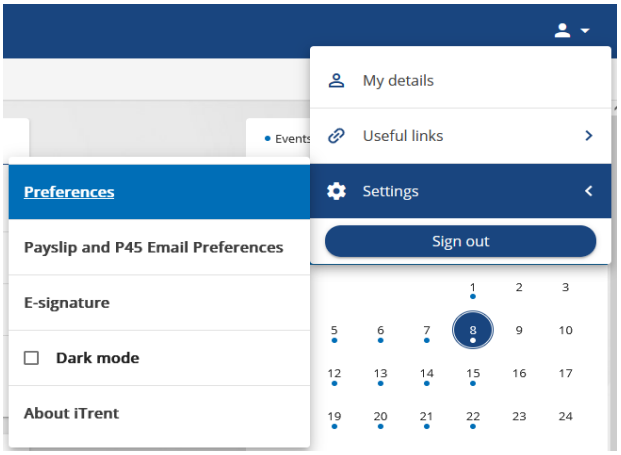
You are also able to view and download you P60s from Employee Self-Service, and these are listed in the P60 tile in the My May page.



To open a P60, click on the relevant P60 in the list and it will be downloaded as a pdf file.

Setting Payslip/P45 Email Preferences

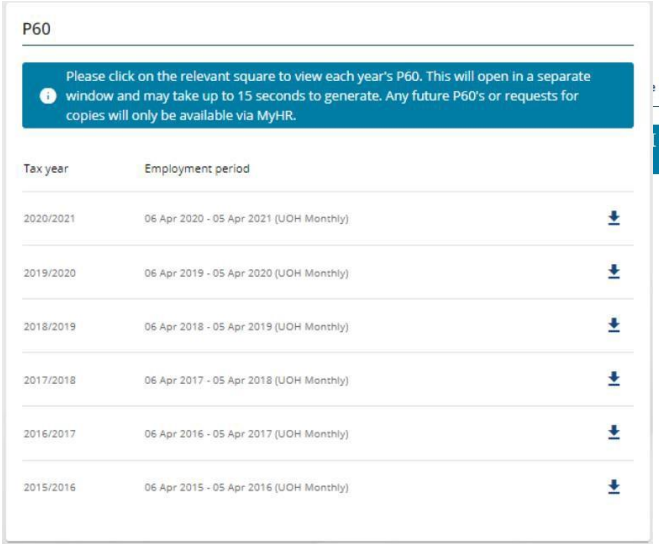
Using Employee Self-Service, you can arrange for your Payslips, P60s and P45 to be emailed to you automatically. It is recommended that you do this if you will be leaving employment with the Lydiate Learning Trust so that your final payslip and P45 can be emailed to you after you have left.



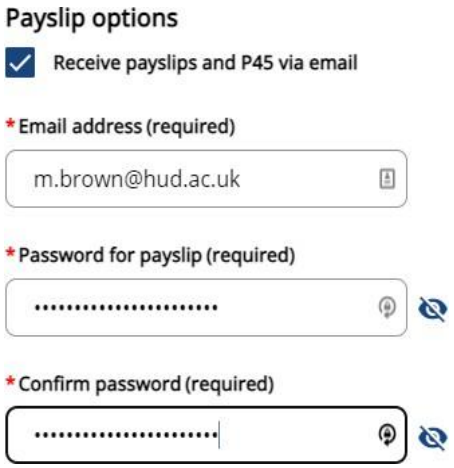
To do this, you will need to complete your Payslips and P45 Email Preferences by clicking on the options button in the top right of the screen and click on "Settings" and then the "Payslips and P45 Email Preferences" option, this will open the **Payslip and P45 Email Preferences** form.

Tick the option to "Receive payslips and P45 via email". You should then see options to enter an email address and password.

Note: If you do not see all the fields in the screenshot above, please try signing in to Employee Self-Service using a different browser or try using a private browsing session.



Enter the email address you want your Payslips/P45 to go to into the “Email address” field. This does not need to be a Lydiate Learning Trust email address and if you are completing this process as you are leaving the Lydiate Learning Trust, you should ensure you use an email address you will continue to have access to once you have left.

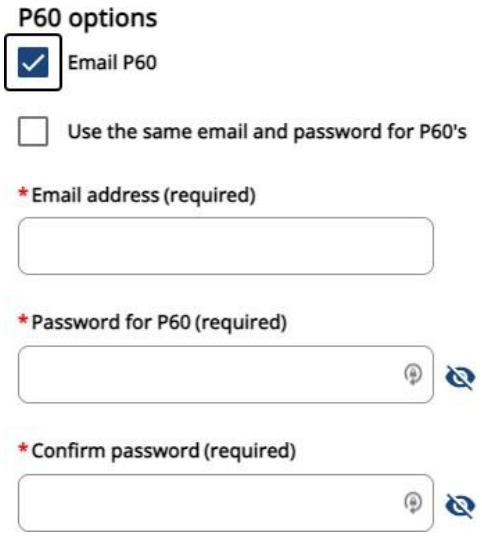


Enter the password that you would like the documents to be protected with into the “Password for payslip” field. Please ensure that this password is secure.

Note: This password should only contain the following characters: A-Z, a-z, 0-9, space or ! " $ % ^ & * ( ) - _ + [ ] { } ? , . ; @ # ~ / | \ < > = ` ' :

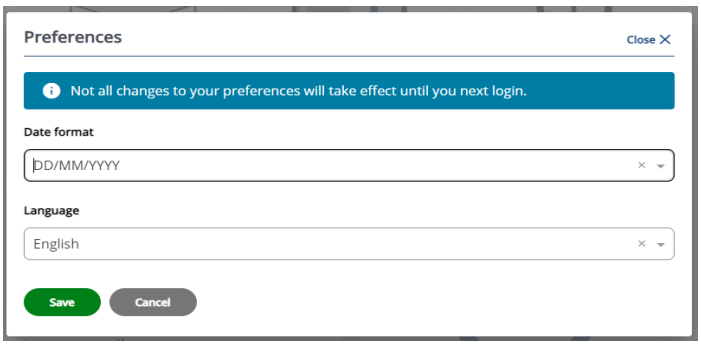
Confirm your password by entering it again in to the “Confirm password” field.

You can also choose to have your P60 automatically emailed to you by ticking the “Email P60” option.

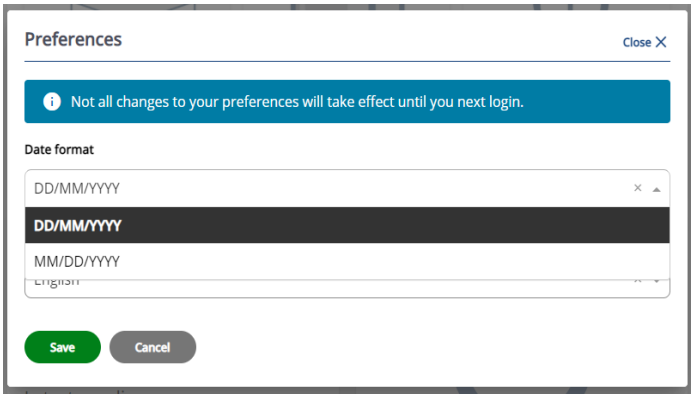


Once you have done so, you will see the see options for P60s. You can choose to use the same details as your Payslips/P45 by ticking the “Use the same email and password for P60's” option. Alternatively, you can follow the same steps outlined above to send your P60s using a different email address or password.

Once you have saved the page, your email preferences will be updated and any subsequent payslips, P60s and P45s that are generated for you will be automatically emailed to you using these preferences.



To change this, click on the arrow to open the drop-down list and select the format you want to use.



Click the “Save” button. Your preferences have now been updated. These changes will take effect from the next time you sign in to Employee Self-Service.

Note: The date format will be updated within Employee Self-Service, including the date on your short Payslip summary, however, the date format on the exported full pdf payslip will always be in the UK date format.