

## External Examiners – Introduction of Online Payslips

With effect from August 2019, the University has replaced paper payslips with online payslips for all External Examiners. To enable you to access your University payslips (and P60's where applicable) on-line, you will need to register for a computing account and then activate your Core HR portal account. Once you have activated your CoreHR portal account you will be able to view payslips (and P60's where applicable) on-line and should you wish to do so, you can also update your background and diversity information on-line.

### **Registering for a UoL computing account (MWS log-on)**

External Examiners require (MWS log-on) which will enable you to access COREHR portal.

The extexam team will email your Person ID number at appointment, along with instructions on how to register for a MWS computing account to access UoL systems.

If you experience problems in registering for a computing account please contact CSD Service Desk [servicedesk@liverpool.ac.uk](mailto:servicedesk@liverpool.ac.uk) or telephone number 0151 794 4567

### **Accessing your Core HR Portal Account**

Within 24 hours of activating your UoL computing account (MWS log-on) you can then log into your Core HR Portal, where you can submit your expense claims on-line, update your equality and diversity information and view your payslips and P60's (if applicable). You will also be registered with a @liverpool.ac.uk email address. To access your **UoL** emails you will need to enter the username and password created when you set up your MWS computing account.

### **Updating your Equality and Diversity details**

Once you have activated your Core HR portal account, you can update your Equality and Diversity details via your Core HR portal.

- You can access your Core HR portal via the University intranet homepage. This site can also be accessed on your mobile or tablet. Navigate to [www.liverpool.ac.uk](http://www.liverpool.ac.uk). Select 'Sign in', then 'Staff' from right hand side of screen and log on using your MWS username and password. Select Core HR from the Popular Tools and Services menu to access your portal.
- Hover the cursor over the icon indicated which displays your initials. This will rotate and change to 'My Profile' which you should click.

The screenshot displays the 'Employee Dashboard' interface. At the top, there is a search bar labeled 'Search Dashboards or Widgets'. Below this, the dashboard is organized into several sections:

- Employee Profile:** Located in the top left, it features a circular icon with the initials 'HT' and the text 'HR9 Test 999908'. A red box highlights this icon.
- Navigation Menu:** A vertical list on the left side includes 'Employee Dashboard', 'Employee Summary', 'My Time', 'Expenses', and 'Payment'.
- My Appointments:** A table listing appointments with columns for Position, Department, FTE, and Start Date.

Position	Department	FTE	Start Date
Research Coordin... 600606-1	Ageing and Chronic...	1	01-Oct-2019
Casual Central Pr... 594353-1614	External Examiners...	0	01-Oct-2019
- Important Dates:** A section on the right showing '18 DEC Pay Day 1 day to go' and 'None Booked' for Time Off.

To update your Equality and Diversity details you will need to click onto the 'Diversity' tab and then select the 'Background' and 'Disability' screens. Once you have updated the relevant fields on each screen click the green save button.

**Employee Dashboard**

HR9 Test, Research Coordinator, Ageing And Chronic Disease  
Employee Dashboard > HR9 Test, Research Coordinator, Ageing And Chro...

- EMPLOYEE DETAIL
- DIVERSITY**
  - Background**
  - Disability
- CONTRACT
- TIME MANAGEMENT
- LEARNING AND DEVELOPMENT
- OTHER INFORMATION
- HESA INFORMATION

### Background

**Personal Details**

Gender: Male | Is your Gender Identity the same... | Sexual Orientation | Date Of Birth: 31-Dec-1957

### Diversity

Ethnic Origin | Nationality: British | Citizenship | National Identity 1

National Identity 2 | Country Of Origin | Religion | Time Living in this Country

### Family Details

Civil Status: Married | Date Of Marriage | Previous Surname

**SAVE**

### How to access your payslips (and P60's, where applicable)

- You can access your Core HR portal via the University intranet homepage. This site can also be accessed on your mobile or tablet. Navigate to <https://staff.liverpool.ac.uk/> Select 'Sign in', then 'Staff' and log on using your MWS username and password. Select CORE HR from the Popular Tools and Services menu to access your portal.
- From your Employee Dashboard, select the Payment as shown below.
- This screen provides you with a summary of your monthly payslip and the option to view your previous payslips. Click on the Full Payslip button to view your full printable payslip.
- Payslips are visible on the Core HR Portal approximately 48 hours prior to the payment date.

**Employee Dashboard**

AC A Claimant 101589

Employee Dashboard

- Employee Summary
- My Time
- Expenses
- Payment**
- Training
- Current Vacancies
- Staffing Requests
- Interview
- Employee Request

### My Payslips

27th July 2019 **FULL PAYSリップ**

Total Earnings	£2,598.29
Total Deductions	£536.71
<b>Net Pay</b>	<b>£2,061.58</b>

29th June 2019

28th May 2019

27th April 2019

### Tax Detail

NI No.	AB123456A
NI Letter	A
Tax Code	1260L
Tax Basis	Cumulative

### P60 Documents

NO DATA TO DISPLAY

Should you need an actual copy of your payslip, click the download PDF button and select open from the pop-up window at the bottom of the screen. From the screen that opens you will be able to print this out. When printed, these payslips are valid for bank and building society mortgage applications and other official purposes.

**Full Payslip**  
Employee Dashboard > Full Payslip

**Mr A Claimant**  
A House  
A Street  
F15 1HD

Personnel No: 101589  
NI Number: AB123456A  
Pay Group: Monthly Salaries

Payslip Date: 27-Jul-19  
Pay Period: Jul-2019

UNIVERSITY OF LIVERPOOL

Gross Earnings			Details		
Description:	Hours:	Rate:	Value:	Pay Grade:	Grade 7 Point: 31
Basic Pay			2,849.00	Rate Current:	34,188.00
Uss - Pp (EE)			-250.71	Tax Code:	1250L
Total Pay:			2,598.29	Tax Basis:	Cumulative
Gross Pay for PAYE:			2,598.29	NI Letter:	A

Deductions			Cumulatives (Year-to-date)			
Description:	This Period:	Year to Date:	Gross Earnings:	11,570.92	Pre Tax Deductions:	1,011.64
PAYE	311.20	1,277.80	Taxable Pay:	10,559.28	Employee NI:	921.98
NI Ees	225.51	921.98	Tax:	1,277.80	Employer NI:	1,060.29
Total Deductions:	536.71	2,199.78				

### How do I change my address?

This can be completed via your Core HR Portal. Hover the cursor over the icon indicated which displays your initials. This will rotate and change to 'My Profile' which you should click.

Employee Dashboard

Search Dashb

**HT** HR9 Test  
999908

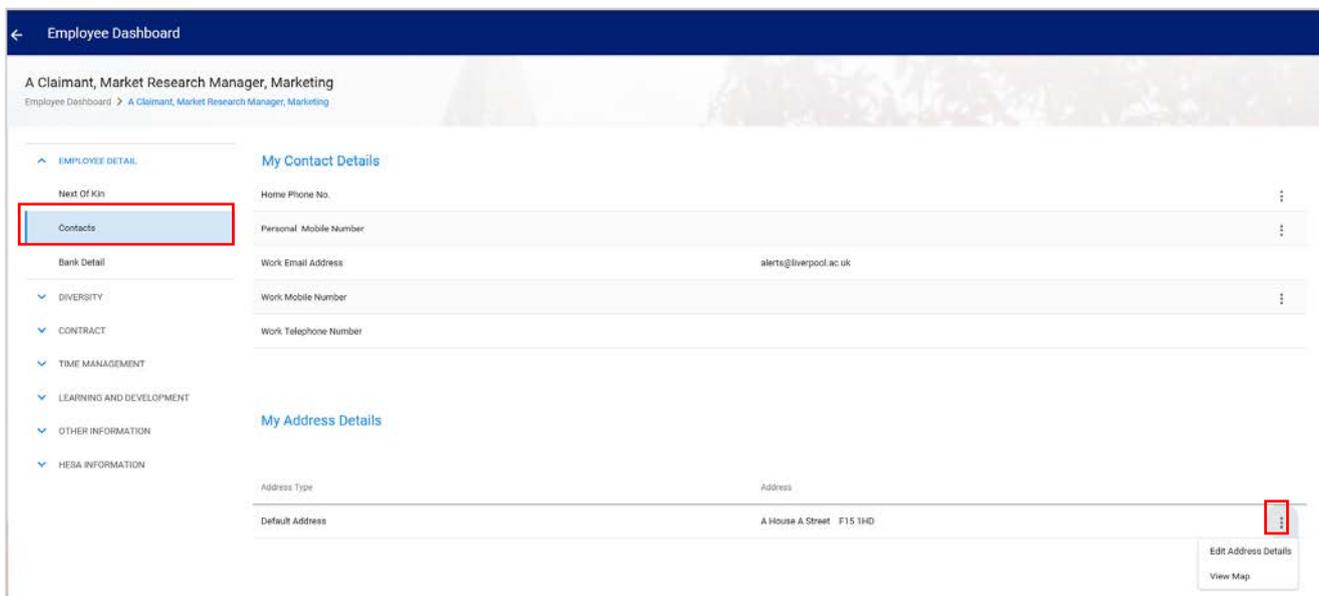
Employee Dashboard

- Employee Summary
- My Time

### My Appointments

Position	Department	FTE	Start Date
Research Coordin... 600606-1	Ageing and Chronic...	1	01-Oct-2019
Casual Central Pr... 594353-1614	External Examiners...	0	01-Oct-2019

To update your Home Address, you need to click onto the 'Employee Detail' menu and then select 'Contacts'. Click on the icon next to your existing address and select 'Edit address details'. Once you have updated the fields, scroll to the bottom of the page and click the green 'Save' button.



### How can I view my bank details?

Hover the cursor over the icon as shown in “How do I change my address”. This will rotate and change to ‘My Profile’ which you should click.

Click on Bank Detail then view. You will see your sort code and the last two digits of your account number (for security reasons your full account number does not display).

EMPLOYEE DETAIL		My Bank Detail		
Next Of Kin	Account Type	Bank Detail	Sort Code	Account Number
Contacts	Expense	Trustee Savings Bank Not Required	771750	*****78 <a href="#">VIEW</a>
Bank Detail	Pay		601029	*****78 <a href="#">VIEW</a>

### How do I change my bank details?

Please refer to the document ‘How to Change Your Bank Details’ using this link [Bank Details Form](#)

January 2020

V1.0