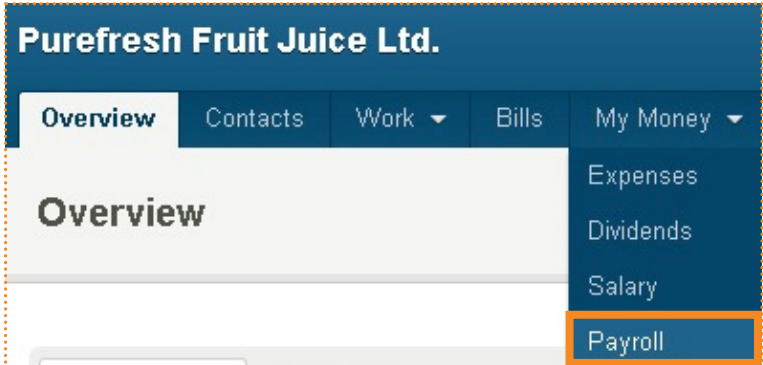


Openbooks - How to find your payslip

1. In order to print a payslip select "Payroll" from the "My Money" tab.



2. To access the relevant payslip, click on the date you require.



3. You are then presented with the required payslip.

Company Name	Purefresh Fruit Juice Ltd.		Employee Name	James Davis	
NI Number	Tax Code		Payment Period	Payroll Date	
AB123456D	810L		Monthly	06 Apr 12	
Payment	Amount	Deductions	Amount	Year to Date	
Basic Pay	1,000.00	Tax Deducted	64.80	Gross Pay to Date	1,000.00
				Tax Paid to Date	64.80
				NI to Date	0.00
Total	£1,000.00	Total	£64.80	Net Pay	£935.20

Tips:

You can either print them or save them as PDF.