

Employee User Quick Guide

Portal features V28 (U1-2023)

<https://www.myepaywindow.com>




my@PayWindow


Employee user guide


1. Employee Login page
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Employee Login Page



my@PayWindow

Username 

Password 

 Login

[Forgot Password?](#) [Forgot Username?](#)

Enter Username

Enter Password If the user enters an incorrect password 5 times the user will be locked out. Please contact your payroll department to reset or wait for an hour

Click 'Forgot Password' to re-set your password

Click 'Forgot Username' to re-set your username

Netcraft seal – this is a third party that audits myePayWindow. Netcraft cannot assist with any myePayWindow queries



my@PayWindow

myePayWindow user interface

Your Company Name & Logo

Broadcast Message If you have a message from your employer it will show here

Top-bar (can be coloured to match your company branding)

Logo and Quick Access Button Ribbon

Quick Access Buttons (can be custom-linked by user to left menu options)

Your name

View / change Your account via **My Settings** including setting 2SA/2FA on your account & Hide/unhide pay information

Contact your employer via email if enabled by your employer

Main content area

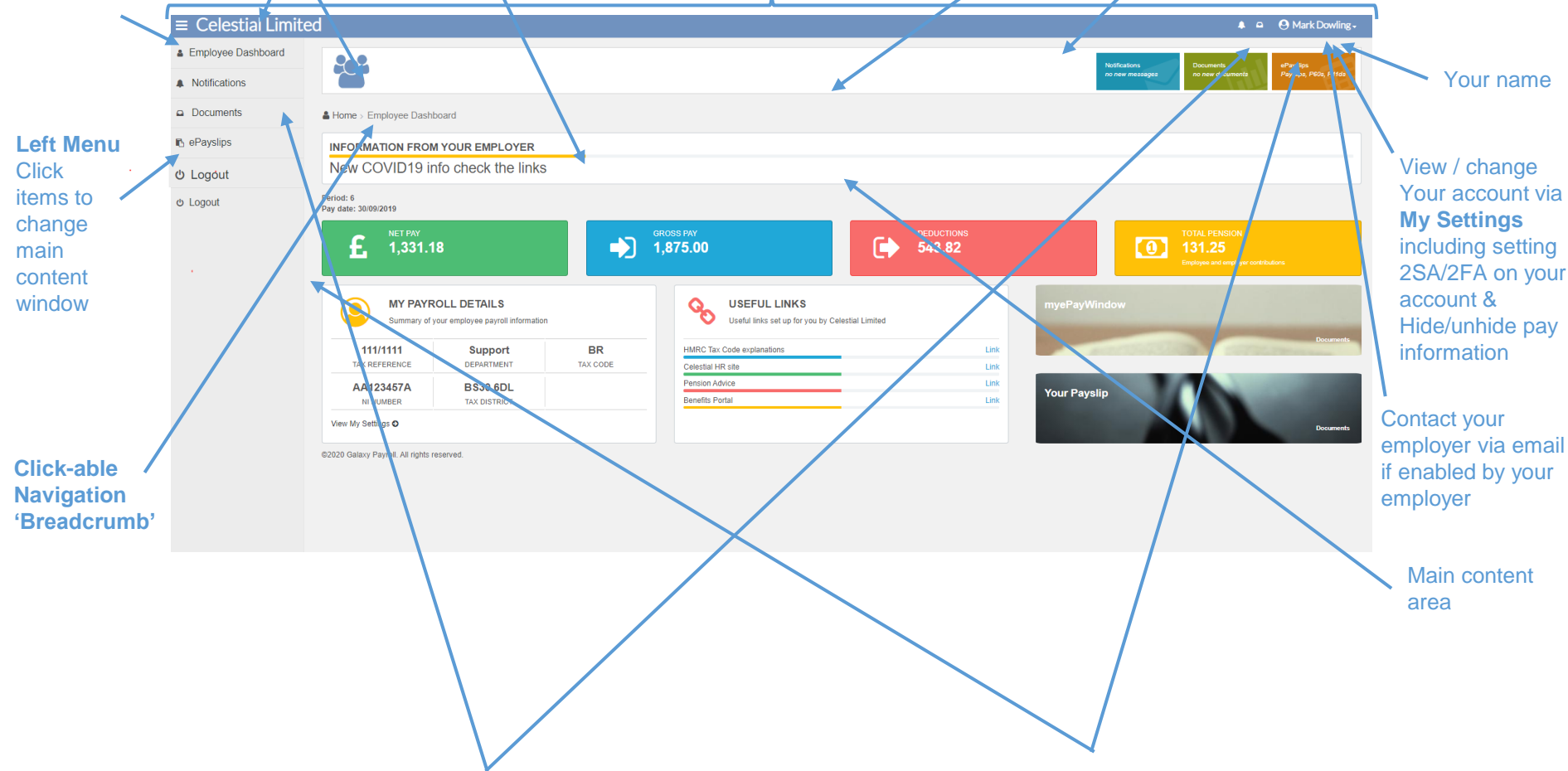
Logout (site will automatically log you out after 5 minutes of inactivity)

Alert icon badges – Showing the number of new items received

Show / Hide / Left Menu

Left Menu
Click items to change main content window

Click-able Navigation 'Breadcrumb'



Employee Dashboard-home page

Pay information hidden by default/ change in **My Settings**. Hover your cursor over the widgets to view pay information

Last pay run totals summary Widget

Broadcast Message If you have a message from your employer it will show here

Last pay run pension payments summary Widget

Employee Dashboard

Home > Employee Dashboard

INFORMATION FROM YOUR EMPLOYER
New COVID-19 info check the links

Period: 6
Pay date: 30/09/2019

NET PAY
View your last Payslip

GROSS PAY

DEDUCTIONS

TOTAL PENSION
Employee and employer contributions

MY PAYROLL DETAILS
Summary of your employee payroll information

| | | |
|-------------------------------|---------------------------------|-----------------------|
| 1111 TAX REFERENCE | Support DEPARTMENT | BR TAX CODE |
| AA789541A NI NUMBER | BS30 6DL TAX DISTRICT | |

View My Settings

USEFUL LINKS
Useful links set up for you by Celestial Limited

- HMRC Tax Code explanations [Link](#)
- Celestial HR site [Link](#)
- Pension Advice [Link](#)
- Benefits Portal [Link](#)

myePayWindow Guide
Documents

Covid-19 Support for Business
Links

Payslip Example
Documents

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Your Employee Payroll details including NI Number, Tax code and your company information. Access your My Settings section to switch on email notifications and set 2SA or 2FA on your account

Useful links 'Widget'
Useful links will be customised by your employer here, this will enable you to access various websites by clicking on the quick link

Educational pieces 'Widget'
Quick access to User guides or customised tiles determined by your employer

My Settings — My Key Info tab

Your user information as held by your Payroll Department & last login to Portal

Email address account reset emails will be sent to

The screenshot shows the 'My Settings' page for 'Howard Matthews' at 'Celestial Limited'. The 'My Key Info' tab is selected, displaying two main sections: 'Basic Information' and 'Employment'.

Basic Information

| | |
|---------------|---|
| Title | Mr |
| First Name | Howard |
| Last Name | Matthews |
| Phone | none |
| Email | hm@celestial.com |
| Gender | Male |
| Date Of Birth | 01/01/1970 |
| Address | Flat 17, Astral House Firmament Drive BN1 1XX |

Employment

| | |
|---------------|-------------------|
| Employer Name | Celestial Limited |
| Tax District | BS30 6DL |
| Tax Reference | 1111 |
| NI Number | AA111111A |
| NI Letter | |
| Employee Ref | 1 |

Portal

| | |
|------------|------------------|
| Last Login | 12/07/2018 16:52 |
| Invited | 22/12/2017 11:40 |
| Role | Portal Employee |

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My Settings — My Account tab

Change password – On clicking this you will be logged out immediately and an email will be sent to your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent). The email will contain a link to reset your password. You will be required to verify your identity so have a previous payslip to hand.

The screenshot shows the 'My settings' page in the 'My Account' tab. The page is titled 'My settings' and has sub-tabs for 'My Key Info', 'My Account', 'My Settings', and 'Privacy & Terms'. The 'My Account' tab is active. Under the heading 'Reset Account Security', there are two buttons: 'Change password' and 'Change username'. To the right, under the heading 'Use additional authentication as part of the logon process', there is a dropdown menu for 'Enable 2SA' with options 'None', 'Enable 2SA', and 'Enable 2FA'. The 'Enable 2SA' option is selected. Below the dropdown, there is an 'Enable' button and a list of instructions for 2SA and 2FA. The page footer includes '©2019 Galaxy Payroll. All rights reserved.'

Change username – On clicking this you will be asked to confirm your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent) You will then be logged out and an email will be sent to this registered portal email address The email will contain a link to reset your username. You will be required to verify your identity so have a previous payslip to hand.

Note: To change your registered Portal email address please contact your Payroll department. This address cannot be changed via the Portal at the moment.

2SA/2FA provides additional security for you when logging into my@PayWindow. If this is not already enforced for compliance with company policies. You can enable or remove this here.

2SA will require you to create a memorable word between 6 & 12 characters in length.

2FA will require a smartphone “authenticator app”. Each time you log in you will be required to enter a code from the app.

My Settings — My Account tab – Enable 2 Step Authentication

Enable 2SA



Are you sure you want to Enable 2 Step Authentication on your account? Click on confirm to be directed to the login page where you will be asked to create a memorable word.

Cancel

Confirm

Click on **Confirm** to confirm that you would like 2SA Enabled.

After confirming your username and password you will be prompted to create a memorable word between 6 and 12 characters in length. Note: You can only use letters and digits (special characters will not be allowed). Click submit to save your memorable word.

my@PayWindow First time memorable word

Please enter the new memorable word

The Memorable word can only contain letters and digits and be between 6 & 12 characters in length.

Memorable Word

Confirm Memorable Word

Submit

If you forget your memorable word you can request a reset link to be sent to your portal email address here.

my@PayWindow

Enter the following characters from your memorable word:

1st: A 6th: A

Login

Forgot Memorable word?

IRIS

PETCRAFT
www.petcraft.com
Security Audited 2019-04-28
Click to Verify

The next time you login, after entering your username and password you will be additionally prompted to enter two random characters from your memorable word. Note: You will get 3 attempts, which if unsuccessful will result in your account being locked for 1 hour



my@PayWindow

My Settings — My Account tab – Enable 2 Step Authentication

Celestial Limited

Employee Dashboard

Notifications 12

Documents

ePayslips

Logout

Home > My Settings

My settings various portal settings

My Key Info My Account My Settings Privacy & Terms

Reset Account Security

When you reset either your password, your username or your memorable word you will be logged out of the website automatically and you will be sent an email with a link that will allow you to complete the reset process.

Change password

Change username

Change memorable word

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Use 2 Step Authentication as part of the login process

2 Step Authentication provides additional security for you when logging into myePayWindow. If this is not already enforced for compliance with company policies you can enable this for your own personal use via the settings below. If 2 Step Authentication is enforced as a company mandatory requirement you will be unable to alter the below 2SA Settings.

To Enable or Remove 2 Step Authentication click on the button below:

- You will be asked to create a memorable word between 6 and 12 characters in length.
- Once your memorable word has been set-up, you will be asked to enter 2 random characters from this word each time you log in.
- If you forget your memorable word, you can reset it during the login process.
- If you wish to Remove 2 Step Authentication, click the Remove 2SA button to remove the memorable word from your login.

Remove 2SA

When 2SA is enabled this button will show. Click here to change/reset your memorable word.

Note You can also reset your memorable word at login via the memorable word entry screen.

You can remove 2SA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and 2 characters from your memorable word to confirm the remove 2SA action.

Note: If 2 Step Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2SA Settings and this button will be inactive

My Settings — My Account tab — Enabling 2 Factor Authentication

First time Authentication

When 2FA is enabled you will return to the login page and asked to enter your username and password. Ensure you have your “authenticator app” installed on your smartphone.

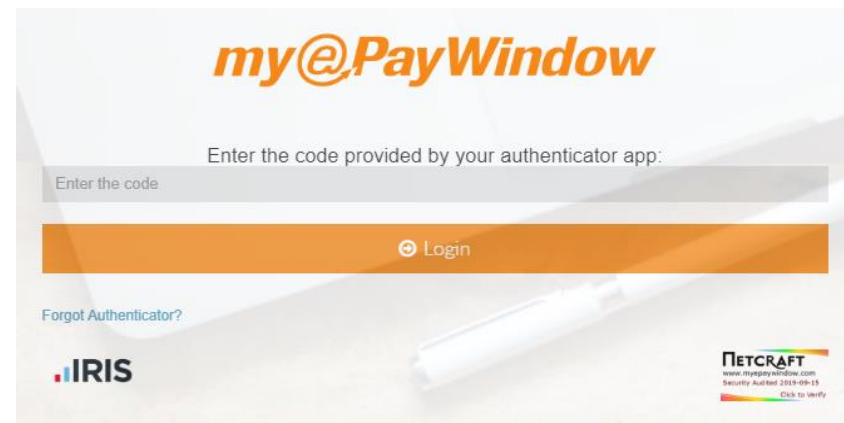
If you are using your smartphone for first time authentication, copy and paste the long code. Some smartphones allow you to hold your finger down on the QR code. You will be asked if you wish to open in “Authenticator”. Your chosen authenticator app will open, and you will be asked to add the token.

The app will provide you with a code which you will need to enter to access your account.

Subsequent logins

Once you have entered your username and password you will be asked to enter the code from your “authenticator app”

If you are unable to access the code or your smartphone you can click on [Forgot Authenticator?](#). You will be asked to enter your username and will be sent an email link to reset your account.



My Settings — My Account tab – Enable 2 Factor Authentication

Employee Dashboard

Notifications 12

Documents

ePayslips

SPA

Logout

Celestial Limited

Howard Matthews

Notifications 12 new message(s)

Documents no new documents

ePayslips Payslips, P60s, P116s

Home > My Settings

My settings various portal settings

My Key Info My Account My Settings Privacy & Terms

Reset Account Security

When you reset either your password, your username or your memorable word you will be logged out of the website automatically and you will be sent an email with a link that will allow you to complete the reset process:

- Change password
- Change username
- Change 2FA

Use additional authentication as part of the logon process

2 forms of optional user security authentication can be used in addition to the standard username and password:

- 2 Step authentication 2SA – Requires a user to set-up a memorable word from which they will be required to enter 2 random characters from this word each time they log-in to gain access to their account.
- 2 Factor Authentication 2FA – Requires a smartphone 'Authenticator App' (Google/Microsoft/Apple/andOTP are some examples). Each time a user logs-in they will additionally need to enter a code generated by the authenticator app to gain access to their account.

Remove 2FA

To Enable or Remove 2FA click on the button below:

- You will need to download a smartphone authenticator app and when you next log in, scan or copy/paste the QR code to link your account to the app.
- On Subsequent login you will be required to enter a code generated by the app.
- If you are unable to access your smartphone you can reset 2FA during the logon process. Click on Forgot Authenticator and enter your username to receive an email link to verify your identity and reset 2FA.
- If you wish to Remove 2 Factor Authentication, click the Remove 2FA button to remove the process from your login

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When 2FA is enabled this button will show. Click here to change 2FA **Note You can also reset 2FA at login by clicking on Forgot Authenticator?**

You can remove 2FA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and code from your "authenticator app" to confirm the remove 2FA action.

Note: If 2 Factor Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2FA Settings and this button will be inactive

My Settings — My Settings tab

Use these options to change / assign one of the 'left-menu' items to a 'Quick Access Button'. This can be useful for convenience when accessing the Portal on a mobile device. (Quick access button 3 will be closest to your thumb on a smartphone!)

The screenshot shows the 'My Settings' page for 'Celestial Limited'. The left sidebar contains navigation items: Employee Dashboard, Notifications (1), Documents (1), ePayslips, SPA, and Logout. The main content area is titled 'My settings' and includes tabs for 'My Key Info', 'My Account', 'My Settings', and 'Privacy & Terms'. Under 'Quick Access Buttons', there are three dropdown menus for 'Quick Access 1', 'Quick Access 2', and 'Quick Access 3'. The 'Quick Access 3' dropdown is open, showing options: Notifications, Documents, and ePayslips. To the right, the 'Email Notifications' section has a checkbox for 'Send email notification summaries' which is currently unchecked. Below that, the 'Display your pay information on the dashboard' section has a checkbox for 'Display personal information on page load' which is also unchecked. At the bottom left, there is a green 'Save My settings' button. At the top right, there are three quick access buttons: 'Notifications 1 new message(s)', 'Documents 1 new document(s)', and 'ePayslips Payslips, P60s, P11ds'. Blue arrows point from the explanatory text to the 'Save My settings' button, the 'Quick Access 3' dropdown, the 'Send email notification summaries' checkbox, the 'Display personal information on page load' checkbox, and the 'Notifications' quick access button.

Click to save and immediately apply your preferences to the Quick Access Buttons

By default Pay information will be hidden on the dashboard. Tick this box to unhide pay information

By default email notifications will be set. Untick the box and Click 'Save My settings' to switch off daily reminders by email for 'new-unread' notifications

Note: More options will appear on this tab in later releases to personalise your Dashboard-home page



My Settings — Privacy & terms tab

Scroll window to end of document to see 'Consent' withdrawal button

Note: if you withdraw consent you will be logged out immediately and your account will be disabled and your employer notified

Employee Dashboard My settings various portal settings

My Key Info My Account My Settings Privacy & Terms

Last Updated: 23rd November 2017

Please see below the myePayWindow Privacy statement and terms and conditions of use for which you provided your consent when you first registered to use this service. You can review and download them again here. You can also withdraw your consent at any time below. If you withdraw consent you will be logged out of the site immediately, your account will be locked and we will await instructions from your employer.

[Download PDF version](#)

my@PayWindow

DATA PROTECTION

This myePayWindow.com service is provided for under an Agreement between Galaxy Payroll and "our Customer" (who will either be your Employer or your Employer's Payroll Service Provider).

Under this Agreement Galaxy Payroll may be processing information about Data Subjects on our Customer's behalf and thus act as a "Data Processor" for the purposes of the prevailing EU_GDPR Data Protection regulations.

In these circumstances, Galaxy Payroll will (i) only process personal data in accordance with our Customer's lawful and reasonable instructions, ensuring its own compliance with the prevailing Data Protection regulations; and (ii) comply with all Integrity and confidentiality obligations equivalent to those imposed on our Customer, as Data Controller under the prevailing Data Protection regulations.

If you wish to access this service then you should read and accept the Terms and Conditions set out below:-

Terms and Conditions for use of myePayWindow.com Website

In these Terms and Conditions we, or us refers to Galaxy Payroll as proprietors of the myePayWindow.com ("the Website")

1. Acceptance of Terms
2. Modifications
3. Copyright
4. Permitted Use
5. Disclaimer and Limitation of Liability
6. Third Parties
7. Invalidity
8. Privacy
9. Governing Law

Privacy Policy for use of myePayWindow.com Website

Click to download a copy

Click to expand / collapse details



Notifications

Alert badges showing Number of new Notifications received

Notification actions (will vary by notification 'type')

Search for notifications

Click to sort grid view in ascending/descending order

Choose 'Current' or 'Archive' Notifications view

Select All

Notification actions:
Mark As read / Unread – will un-bold / bold the notification and decrement / increment the Alert badge
Archive / Un Archive – will move notification from 'current' view to 'archive' view & vice versa
Payslip – will take you directly to the Payslip
Download – will download the document

Note: The notification actions available will vary by notification

Actions on Selected: If you select more than one notification you can apply an action, e.g. Archive to all

Click '+ / -' or anywhere on notification to expand / collapse view to see 'item actions'

The screenshot shows the 'my@PayWindow' interface for 'Celestial Limited'. The left sidebar contains 'Employee Dashboard', 'Notifications' (with a badge), 'Documents' (with a badge), 'ePayslips', and 'Logout'. The main area is titled 'Notifications Listing' and shows 'You have 5 Notification(s)'. A search bar is present above a table of notifications. The table has columns: Title, Received, Type, State, and Due (days). Below the table are buttons for 'Mark As Unread', 'Archive', and 'Pay Slip'. At the bottom, there are 'Actions on selected' buttons: 'Mark As Read', 'Mark As Unread', and 'Archive'. A footer note says '©2019 Galaxy Payroll. All rights reserved. 1'.



Documents

Alert badges showing Number of new Documents received

Document actions

Search for documents

Choose 'Current' or 'deleted' Documents view

Select All

List of Documents as sent to you by your Payroll Department

Storage used: 82.85 KB

| Name | Received | Size | Type | Status |
|---|----------------|-------|----------|------------|
| STELLAR_TEAM_1_M_Joiners_17012018091824_1.pdf | Wed 17/01/2018 | 83 KB | aeletter | Downloaded |

Showing record: 1 to 1 from 1 item(s)

Actions on selected: Mark As Read, Mark As UnRead, Delete

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Click '+ / -' or anywhere on document to expand / collapse view to see 'item actions'

Status will show as 'Downloaded' once you have downloaded!

Actions on Selected: If you select more than one document you can apply an action, e.g. Delete to all

Notes: Documents will only be retained for a limited time period so it is recommended you download documents locally for your records. When you delete a document it is permanently deleted. The 'deleted view is a 'reminder' view of your deleted documents. If you accidentally delete a document ask your Payroll department to upload it again.



ePayslips — Payslips

Click icons to view P60s, P11Ds or P45s by Period (as available & when uploaded by your Payroll Department)

Search for Payslips

Pay date, Tax Year/Period and Net Pay
(click column heading to sort ascending / descending)

Payslips available for you to view

Employee Dashboard

Notifications 1

Documents 1

ePayslips

SPA

Logout

Home > ePayslips > Payslips Listing

Payslips

You have 3 Payslip(s)

P60s P45s P11Ds

Notifications 1 new message(s)

Documents 1 new document(s)

ePayslips Payslips, P60s, P11Ds

Download last three months' payslips

Payslips

Search:

| <input type="checkbox"/> | Pay Date | Tax Year/Period | Net Pay | |
|--------------------------|----------------------------|-----------------|---------|---|
| <input type="checkbox"/> | Monday 30th September 2019 | 2019/6 | 1691.02 | + |
| <input type="checkbox"/> | Friday 30th August 2019 | 2019/5 | 1691.02 | + |
| <input type="checkbox"/> | Wednesday 31st July 2019 | 2019/4 | 1691.02 | + |

Showing record: 1 to 3 from 3 item(s)

Actions on selected:

View or download individual Payslip

Click '+ / -' or anywhere on Payslip entry to expand / collapse to view or download

Download last 3 months payslips
Click to generate a pdf with 3 months payslips



ePayslips — Online Payslip view

Click on 'Breadcrumb' to go back to Payslips listing (or Home etc.)

Click to view Previous / Next payslip

Employee Dashboard

Notifications 3

Documents 1

ePayslips

Logout

Home > ePayslips > Payslips Listing > Payslip

Notifications 3 new message(s)

Documents 1 new document(s)

ePayslips Payslips, P60s, P11ds

Payslip Monthly 10 Publish Date: 26/01/2018

1 H. Howard Matthews
NI Letter & No: A AA111111A
Tax Code: 1150L
Pay By: Bacs
Date: 31/01/2018
Period: 10

| DESCRIPTION | RATE | UNITS DUE | AMOUNT (£) | THIS YEAR (£) |
|---|---|-----------|------------|---------------|
| Salary | | | 3000.00 | 6000.00 |
| Ers NIC TP: 320.16 Ers NIC YTD: 640.32 | Ers Pension TP: 150.00 Ers Pension YTD: 300.00 | | TOTAL > | 3,000.00 |
| Tax | | | 396.00 | 792.00 |
| National Insurance | | | 278.40 | 556.80 |
| Pension Contribs. | | | 60.00 | 120.00 |
| | | | 734.40 | |
| Total taxable pay to date: 5,880.00 | | | | |
| Tax District: BS30 6DL Tax Reference: 111/1111 | | | NET PAY > | 2265.60 |

Payslip Note: Happy Friday!

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Any Payslip notes from your Payroll Department are shown here

Note: This is an example only and your actual Payslip view and the detail shown will vary according to the settings chosen by your Payroll department

Accounts are accessible for 15 months after your leave date, you will be notified prior to account closure. We recommend changing your email address to a private email address and downloading copies of your payslips before the account is closed.



ePayslips — P11Ds

From Payslips screen click icons to view your P60s, P11Ds or P45s by Period (as available & when uploaded by your Payroll Department)

Employee Dashboard

Notifications 12

Documents

ePayslips

Logout

Home > ePayslips > Payslips Listing

P11Ds You have 1 P11D(s)

Payslips P60s P45s

P11Ds

Search: Go Reset

| | Tax Year ▲ | Benefits | |
|--------------------------|------------|----------|---|
| <input type="checkbox"/> | 2019/20 | | + |

Showing record: 1 to 1 from 1 item(s)

Actions on selected: Download

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Note; If you a P11d employee you will be able to access your P11d here. You will not have any information on the dashboard as this relates to pay data.

ePayslips — online P11d view

Celestial Limited Howard Matthews -

Employee Dashboard | Notifications 3 | Documents 1 | ePayslips | Logout

Home > ePayslips > P11Ds Listing > P11Ds

P11D Tax Year 2019

Page 1 (Go to page 2) P11D Expenses and benefits 2019 to 2020

HM Revenue & Customs

Make sure your entries are clear on both sides of the form.

Employer name: 44052 P11D Car/Mileage Bikes
Employer PAYE reference:
Employee name: Three
Ee:
Works number/department:
National Insurance Number: AB303405A
Date of birth in figure (if known): 01/01/1980
Gender: Male (M)

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown and have a 1A indicator

A Assets transferred (cars, property, goods or other assets)
Description of asset:
Cost/Market value or amount foregone: £
Amount made good or from which tax deducted: £
Cash equivalent or relevant amount: £ 10.00 1A

B Payments made on behalf of employee
Description of payment:
Tax on national payments made during the year not borne by employee within 90 days of 5 April 2020: £ 15.00 1A

C Vouchers and credit cards
Gross amount or amount foregone: £
Amount made good or from which tax deducted: £
Cash equivalent or relevant amount: £ 14.00 1A

D Living accommodation
Cash equivalent or relevant amount of accommodation provided for employee, or his/her family or household. Exemptions do not apply if using Optional Remuneration Arrangements read P11D Guide: £ 14.00 1A

E Mileage allowance payments not based on usage
Enter the mileage allowances in excess of the exempt amounts only where you've not been able to tax this under PAYE. The exemptions do not apply if using optional remuneration arrangements read P11D Guide: £ 40.00 1A

F Cars and car fuel if more than 2 cars were made available, either at the same time or in succession, please give details on a separate sheet:

| Car 1 | Car 2 |
|---|---------------|
| Make and Model: Date first registered DD-MM-YY: Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO2 figure: Engine size: Type of fuel or power used: Dates car was available DD-MM-YY Do not complete the front part of the car if it was available on 5 April 2019 or the 'To' box if it continued to be available on 5 April 2020: List price of car including car and standard: | Car 2 details |



ePayslips — P60s

Click icons to switch view to Payslips, P11Ds, P45s by Period (as available & when uploaded by your Payroll Department)

Search for P60s

Tax Year, Pay and Tax deducted (click column heading to sort ascending / descending)

P60s available for you to view

Home > ePayslips > P60s Listing

P60s *You have 1 P60(s)*

Back ePayslips P11Ds P45s

Search:

| <input type="checkbox"/> | Tax Year ▲ | Pay | Tax Deducted | |
|--------------------------|------------|------|--------------|---|
| <input type="checkbox"/> | 2017/18 | 9555 | 1188 | - |

Showing record: 1 to 1 from 1 item(s)

Actions on selected:

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View or download individual P60

Actions on Selected: If you select more than one P60 you can download all P60s in one go.

Click '+ / -' or anywhere on P60 entry to expand / collapse view to view or download

ePayslips — online P60 view

Click on 'Breadcrumb' to go back to P60 listing (or Home etc.)

Celestial Limited | Notifications (3) | Documents (1) | ePayslips | Logout

Home > ePayslips > P60 Listing > P60

P60 Tax Year 2017

This is a printed copy of an eP60

P60 End of Year Certificate

Tax year to 5 April 2018

Employee's details

Surname: Matthews
Forenames or initials: Howard
National Insurance number: AA111111A
Works payroll number: 1

Pay and Income Tax details

| | Pay | £ | p | Tax deducted | £ | p |
|---------------------------|-----|----------------|---|--------------|---------------|---|
| In previous employment(s) | | 0.00 | | | 0.00 | |
| In this employment | | 5880.00 | | | 782.00 | |
| Total for year | | 5880.00 | | | 782.00 | |

Final tax code: 1150L M1

National Insurance contributions in this employment

| NIC table letter | Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL) | Earnings above the LEL up to and including the Primary Threshold (PT) | Earnings above the PT up to and including the Upper Earnings Limit (UEL) | Employee's contributions due on all earnings above the PT |
|------------------|--|---|--|---|
| A | 980 | 380 | 4040 | 556.80 |
| | | | | |
| | | | | |
| | | | | |

Statutory payments included in the pay in this employment/figure above

| Statutory Payment | £ | p | Statutory Payment | £ | p |
|-------------------------|------|---|-------------------------------|------|---|
| Statutory Maternity Pay | 0.00 | | Statutory Shared Parental Pay | 0.00 | |
| Statutory Adoption Pay | 0.00 | | | | |

Other Details

Student Loan Deductions in this employment (whole £s only): 0

Your employer's full name and address (including Postcode):
Celestial Limited
Building 3, Hatters Lane
Crowley Park, Watton
Hertfordshire
WD18 8YG

Employer PAYE Reference: 111 / 1111

To Employee: Mr Matthews Howard
Certificate by Employer/Paying Office:
This form shows your total pay for Income Tax purposes

ePayslips — P45s

Click icons to switch view to Payslips, P11Ds or P60s by Period (as available & when uploaded by your Payroll Department)

Search for P45s

Tax Year and Leave Date (click column heading to sort ascending / descending)

The screenshot shows the 'ePayslips' interface for 'P45s Listing'. The header includes 'Celestial Limited' and the user 'Howard Matthews'. A sidebar on the left contains navigation options: Employee Dashboard, Notifications (5), Documents, ePayslips, and Logout. The main content area shows 'P45s' with a sub-header 'You have 0 P45(s)'. Below this are navigation icons for 'Back', 'ePayslips', 'P11Ds', and 'P60s'. A search bar is present with 'Go' and 'Reset' buttons. A table displays one record for the tax year '2019/20' with a 'Leave Date' of 'Saturday 7th December 2019'. Below the table, there are download links for '2019/2020' and '2019/2020'. The footer indicates '©2019 Galaxy Payroll. All rights reserved.' and 'Showing record: 1 to 1 from 1 item(s)'. Annotations with blue arrows point to various elements: 'P45s available for you to view' points to the 'P45s' header; 'Search for P45s' points to the search bar; 'Tax Year and Leave Date (click column heading to sort ascending / descending)' points to the 'Tax Year' and 'Leave Date' column headers; 'View or download individual P45' points to the download links below the table.

P45s available for you to view

View or download individual P45

Accounts are accessible for 15 months after your leave date, you will be notified prior to account closure. We recommend changing your email address to a private email address and downloading copies of your payslips before the account is closed.

Click '+ / -' or anywhere on P45 entry to expand / collapse view to view or download



ePayslips — online P45 view

Click on 'Breadcrumb' to go back to P60 listing (or Home etc.)

☰ Celestial Limited 🔔 3 📄 1 👤 Howard Matthews -

Employee Dashboard
Notifications 3
Documents 1
ePayslips
Logout

👤 Home > ePayslips > P45 Listing > P45

📅 P45 Tax Year 2018

HM Revenue & Customs **P45 Part 1A**
Details of employee leaving work
Copy for employee

| | |
|--|---|
| 1 Employer PAYE Reference Office number Reference Number 948 / 117 | 5 Student Loan deductions <input checked="" type="checkbox"/> Student Loan deductions to continue |
| 2 Employee's National Insurance number JR450612A | 6 Tax code at leaving date 1185L <small>If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 <input type="checkbox"/></small> |
| 3 Title - enter MR, MRS, MISS, MS or other title MR <small>Surname or family name ONE First name(s) LEAVER</small> | 7 Last entries on Payroll record/Deductions Working Sheet. Complete only if tax code is cumulative. If there is an 'X' at box 6 there will be no entries here. <small>Week number <input type="checkbox"/> Month number <input type="text" value="5"/></small> Total pay to date <input type="text" value="13083.35"/> Total tax to date <input type="text" value="1628.40"/> |
| 4 Leaving date DD MM YYYY 01 09 2018 | 12 Employee's private address A A A UK Postcode BN1 6BT |
| 8 This employment pay and tax. If no entry here, the amounts are those shown at box 7. Total pay in this employment <input type="text" value="13083.35"/> Total tax in this employment <input type="text" value="1628.40"/> | 13 I certify that the details entered in items 1 to 11 on this form are correct. Employer name and address MY SMOKE 1 NEW TOWN UK Postcode BN1 6BT Date DD MM YYYY 23 01 2019 |
| 9 Works number/Payrol number and Department or branch (if any) LEAVER1 | To the new employer If your new employer gives you this Part 1A, please return it to them. Check the information on Parts 2 and 3 of this form is correct and transfer the information onto the payroll records/Deductions Working Sheet |
| 10 Gender: Enter 'X' in the appropriate box Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> | Tax credits and Universal Credit Tax credits and Universal Credit are flexible. They adapt to changes in your life, such as leaving a job. If you need to let us know about a change in your income, phone 0246 500 3900 |
| 11 Date of Birth DD MM YYYY 23 02 1978 | To the employee The P45 is in 3 parts. Please keep this part (Part 1A) safe. Copies are not available. You might need the information in Part 1A to fill in a tax return if you are sent one. Please read the notes in Part 2 that accompany Part 1A. The notes give some important information about what you should do next and what you should do with Parts 2 and 3 of this form. |

F45(Online) Part 1A HMRC 03/15

Bookmark the Portal!

<https://www.myePayWindow.com>



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