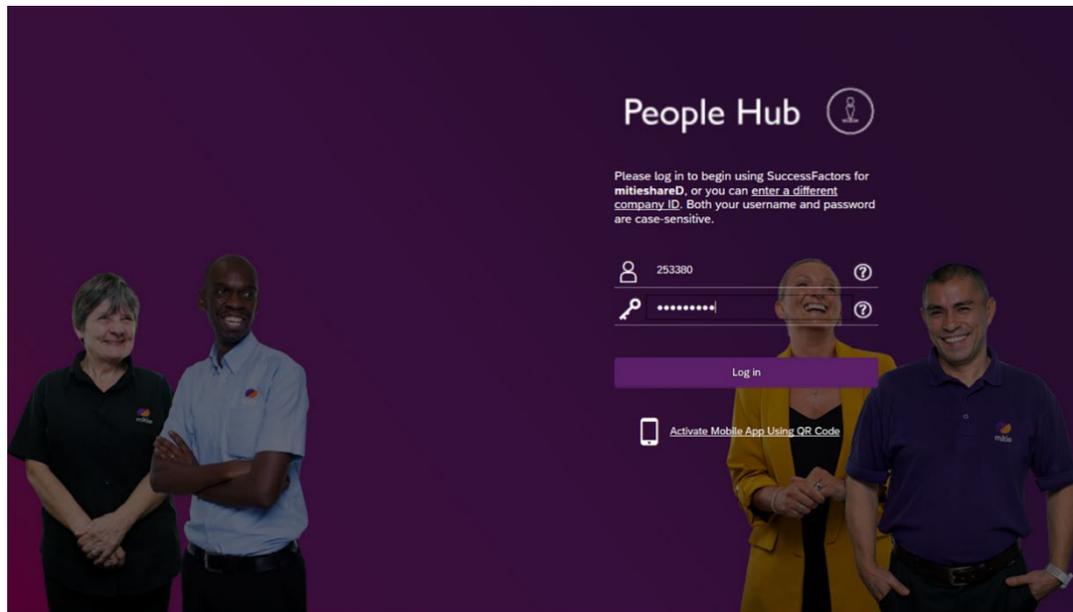


How to Guide: Access your payslips through People Hub

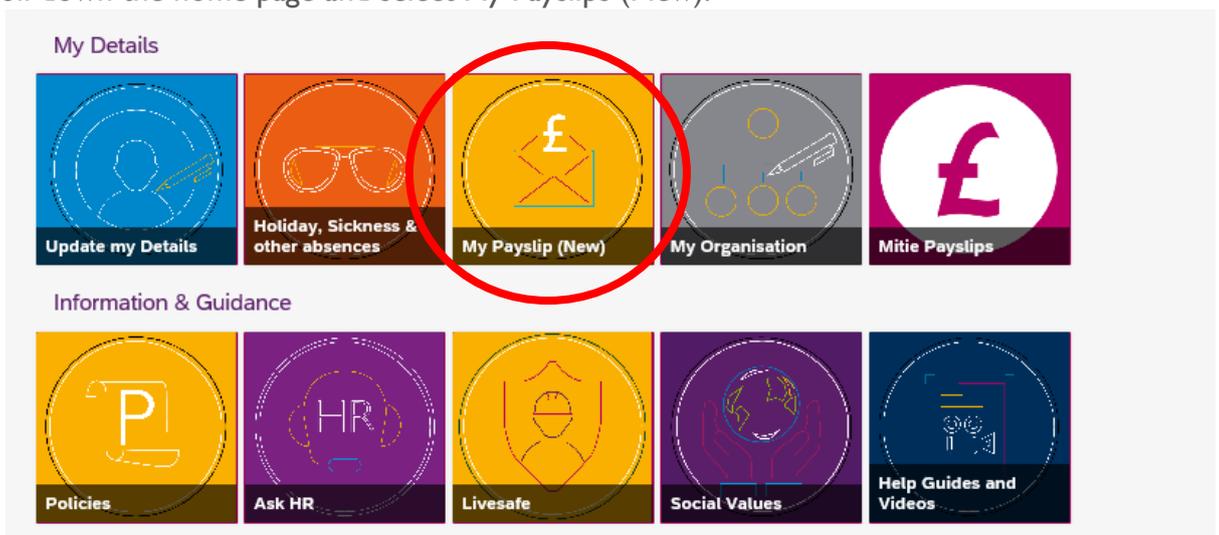
1. Log onto People Hub (www.mitie.com/peoplehub)



- Use your Employee ID number and Password
- If you have issues with your password, click on the question mark, which will give you the option to reset it

*Payslips are not available through the mobile app

2. Scroll down the home page and select My Payslips (New):



*MiPayslips will be available until 5 May 2020



3. This will take you via single sign on to the pay documents library:

Mitie Payslips Hello 253380!

Search files and folders

253380 Pay Documents

Name ^	Modified	Size
Other Pay Forms	Mon Mar 9 2020 by mitie-payslips-app	0 Byte
Payslips	Today by mitie-payslips-app	82.12 KB

There are individual folders for your Payslips and other Pay related documents

4. Select Payslips to bring you to your list of payslips:

Mitie Payslips Hello 253380!

Search files and folders

253380 Pay Documents > Payslips

Name ^	Modified	Size
2019-09-27_pay_00253380.pdf	Today by mitie-payslips-app	12.78 KB
2019-09-27_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.6 KB
2019-10-25_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.55 KB
2019-11-27_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.54 KB
2019-12-20_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.54 KB
2020-01-27_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.54 KB
2020-02-27_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.58 KB

You can view, download and print your payslips from here.

5. Select Other Pay Forms to access your P60 and other related pay forms such as (PI ID and P45)

Mitie Payslips Hello 253380!

Search files and folders

253380 Pay Documents

Name ^	Modified	Size
Other Pay Forms	Mon Mar 9 2020 by mitie-payslips-app	0 Byte
Payslips	Today by mitie-payslips-app	82.12 KB

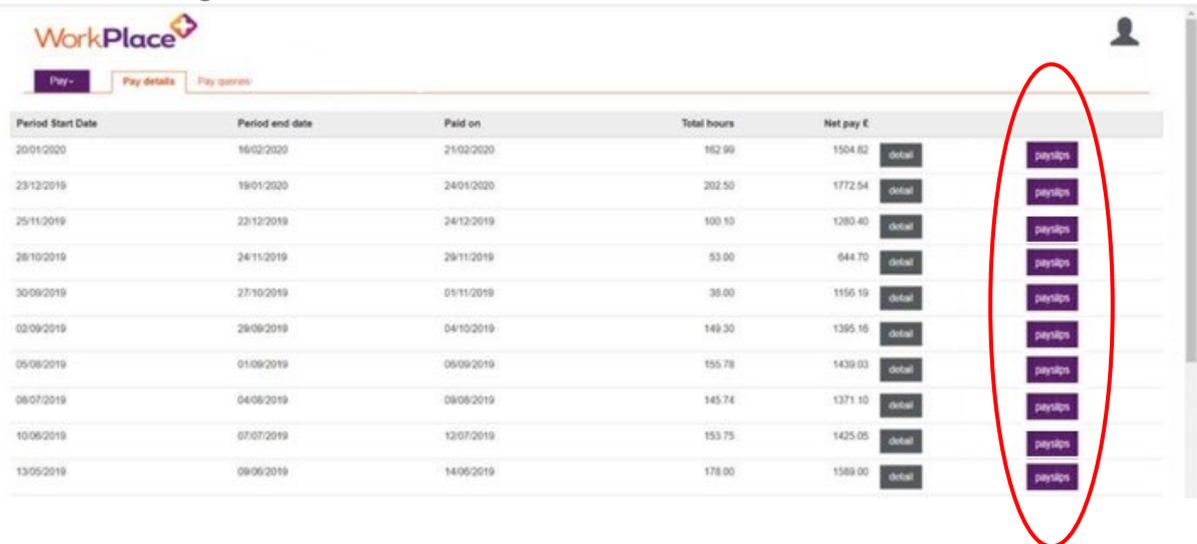


When you leave Mitie, you will receive an email invite from Box to your personal email address supplied in People Hub. This will give you access to this service for one year.

If you have any problems with your pay, please contact your line manager first and then the People Support Team.

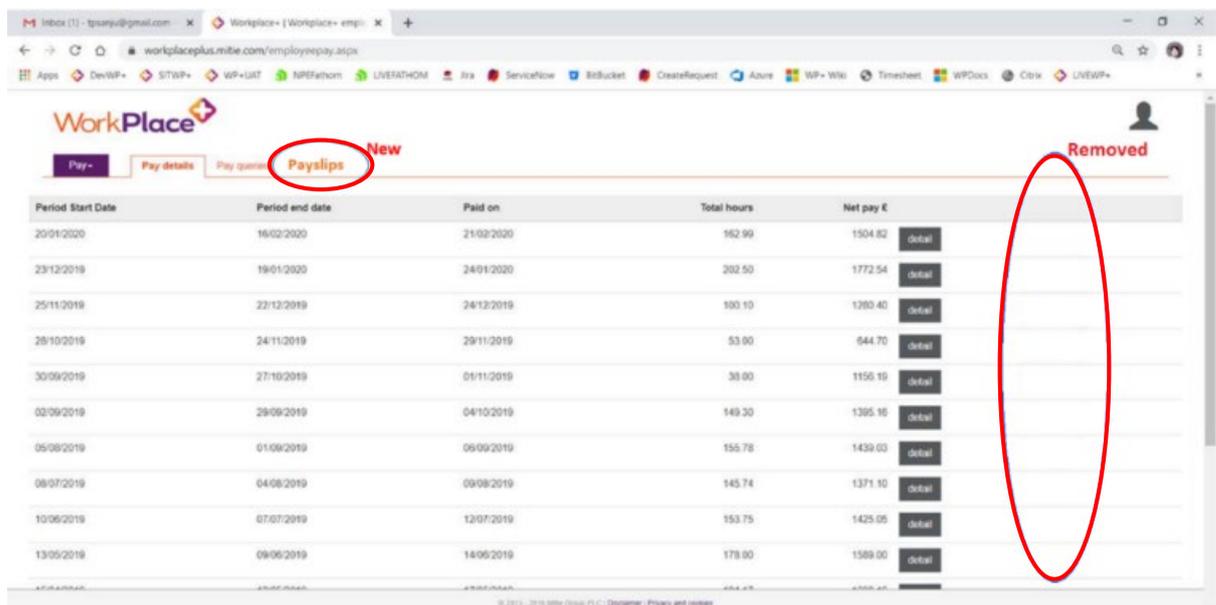
How to Guide: Access your payslips through Workplace Plus (Security colleagues only)

1. On the payslips tab in WorkPlace Plus, you currently access your payslips via the payslip button on the right.



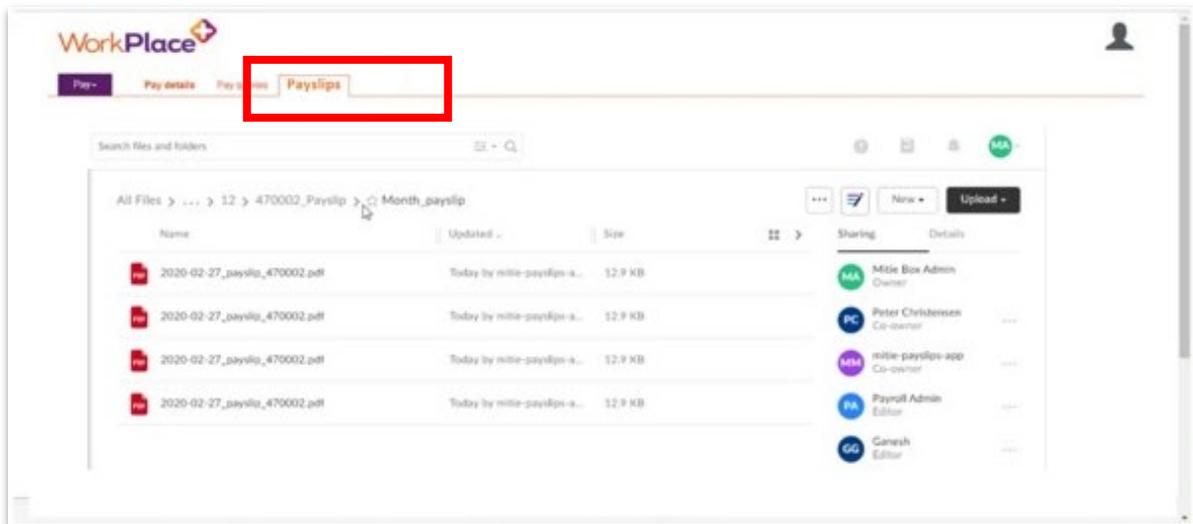
Period Start Date	Period end date	Paid on	Total hours	Net pay €	
20/01/2020	16/02/2020	21/02/2020	162.99	1504.82	detail payslips
23/12/2019	19/01/2020	24/01/2020	202.50	1772.54	detail payslips
25/11/2019	22/12/2019	24/12/2019	100.10	1280.40	detail payslips
28/10/2019	24/11/2019	29/11/2019	53.00	644.70	detail payslips
30/09/2019	27/10/2019	01/11/2019	38.00	1156.10	detail payslips
02/09/2019	29/09/2019	04/10/2019	149.30	1395.16	detail payslips
05/08/2019	01/09/2019	06/09/2019	155.78	1439.03	detail payslips
08/07/2019	04/08/2019	09/08/2019	145.74	1371.10	detail payslips
10/06/2019	07/07/2019	12/07/2019	153.75	1425.05	detail payslips
13/05/2019	09/06/2019	14/06/2019	178.00	1589.00	detail payslips

2. The Payslip button will be removed and replaced with a Payslips tab



Period Start Date	Period end date	Paid on	Total hours	Net pay €	
20/01/2020	16/02/2020	21/02/2020	162.99	1504.82	detail
23/12/2019	19/01/2020	24/01/2020	202.50	1772.54	detail
25/11/2019	22/12/2019	24/12/2019	100.10	1280.40	detail
28/10/2019	24/11/2019	29/11/2019	53.00	644.70	detail
30/09/2019	27/10/2019	01/11/2019	38.00	1156.10	detail
02/09/2019	29/09/2019	04/10/2019	149.30	1395.16	detail
05/08/2019	01/09/2019	06/09/2019	155.78	1439.03	detail
08/07/2019	04/08/2019	09/08/2019	145.74	1371.10	detail
10/06/2019	07/07/2019	12/07/2019	153.75	1425.05	detail
13/05/2019	09/06/2019	14/06/2019	178.00	1589.00	detail

3. Select the Payslips Tab



The new Payslips tab will show all your past pay documents, which you can view in the browser, or download if required.

The Pay details tab will remain, and the details and query pages will be unaffected.