

## How to Guide: Access your payslips through People Hub

People Hub
Ptease log in to begin using SuccessFactors for mitieshareD, or you can <u>enter a different</u> <u>company ID</u> . Both your username and password are case-sensitive.
<u>8</u> 253300 <b>№</b>
Log in Activate Mobile App Using QR Code

I. Log onto People Hub (<u>www.mitie.com/peoplehub</u>)

- 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 $\land$	Modified	Size
Cther 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 25338
Search files and folders		
253380 Pay Documents > Payslips		
Name ^	Modified	Size
2019-09-27_pay_00253380.pdf	Today by mitie-payslips-app	12.78 КВ
2019-09-27_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.6 Preview
2019-10-25_pay_253380.pdf	Thu Mar 12 2020 by mitie-payslips-app	11.55 TO
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 (PIID 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.

Pay- Pay detail	a Pay queries				-()
eriod Start Date	Period end date	Paid on	Total hours	Net pay £	
901/2020	96/02/2020	21/02/2020	162.99	1504.82 detail	paysips
312/2019	19/01/2020	24/01/2020	202.50	1772.54 dotal	paysign
911/2019	22/12/2019	2412/2019	100.10	1280.40 dectail	paysips
10/2019	24/11/2019	29/11/2019	53.00	644.70 detail	paysips
09/2019	27/10/2019	01/11/2019	35.00	1155.19 detail	payalpa
09/2019	29/09/2019	04/10/2019	149.30	1395.16 detail	payalos
08/2019	01/09/2019	05/09/2019	155.78	1439.03 dectail	payalps
07/2019	04/08/2019	09/08/2019	145.74	1371.10 decal	paysips
95/2019	07/07/2019	12/07/2019	153 75	1425.05 dotal	paysips
05/2019	09/06/2019	14/05/2019	178.00	1589.00	and a

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

	of an order of the had a dealer when				
ops 💠 DevWP+ 🛟 SITWP	<ul> <li>WP+LMT 3 NPEFathorn 3 LIVER</li> </ul>	ATHOM 🚊 Ira 🧧 ServiceNow 🖬 BitBu	icket 🏮 CreateRequeit: 😋 Azure 🚦	WP+Will 😵 Timesheet 🚦 WPDo	es 🕘 Ciblik 🔇 LIVEWP+
Pay- Pay detail	N Pay queres Payslips New				Removed
riod Start Date	Period end date	Paid on	Total hours	Net pay £	
01/2020	16/02/2020	21/02/2020	162.99	1504.82 dotat	
12/2019	19/01/2020	2401/2020	202.50	1772.54 detail	
11/2019	22/12/2019	24/12/2019	100.10	1200.40 detail	
10/2019	24/11/2019	29/11/2019	53.00	644.70 detail	
99/2019	27:10:2019	01/11/2019	38.00	1155.19 detail	
09/2019	29/09/2019	04/10/2019	149.30	1395.10 detail	
08/2019	01/09/2019	06/09/2019	155.78	1439.03 detail	
07/2019	04/08/2019	09/08/2019	145.74	1371.10 detail	
62019	07/07/2019	12/07/2019	153.75	1425.05 detail	
15/2019	09/05/2019	14/06/2019	178.00	1509.00 detrai	



3. Select the Payslips Tab

Search files and folders	EI + Q	o E * 🙄·
Alt Files \$ \$ 12 \$ 470002, Payslip \$ 5	Month_payslip	••• 🛒 New • Uplead •
Name	Updated . Size	11 > Sharing Details
2020-02-27, paysilo_470002.pdf	Today by millio-payalips a. 12.9 KB	Mitie Box Admin Owner
2020-02-27_paysila_470002.pdf	Today by millie-payslips a., 12.9 KB	Peter Christensen
2020-02-27_paysin_470002.pdf	Today by nitie payslips a., 12.9 XB	mitie-paysilips-app

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.