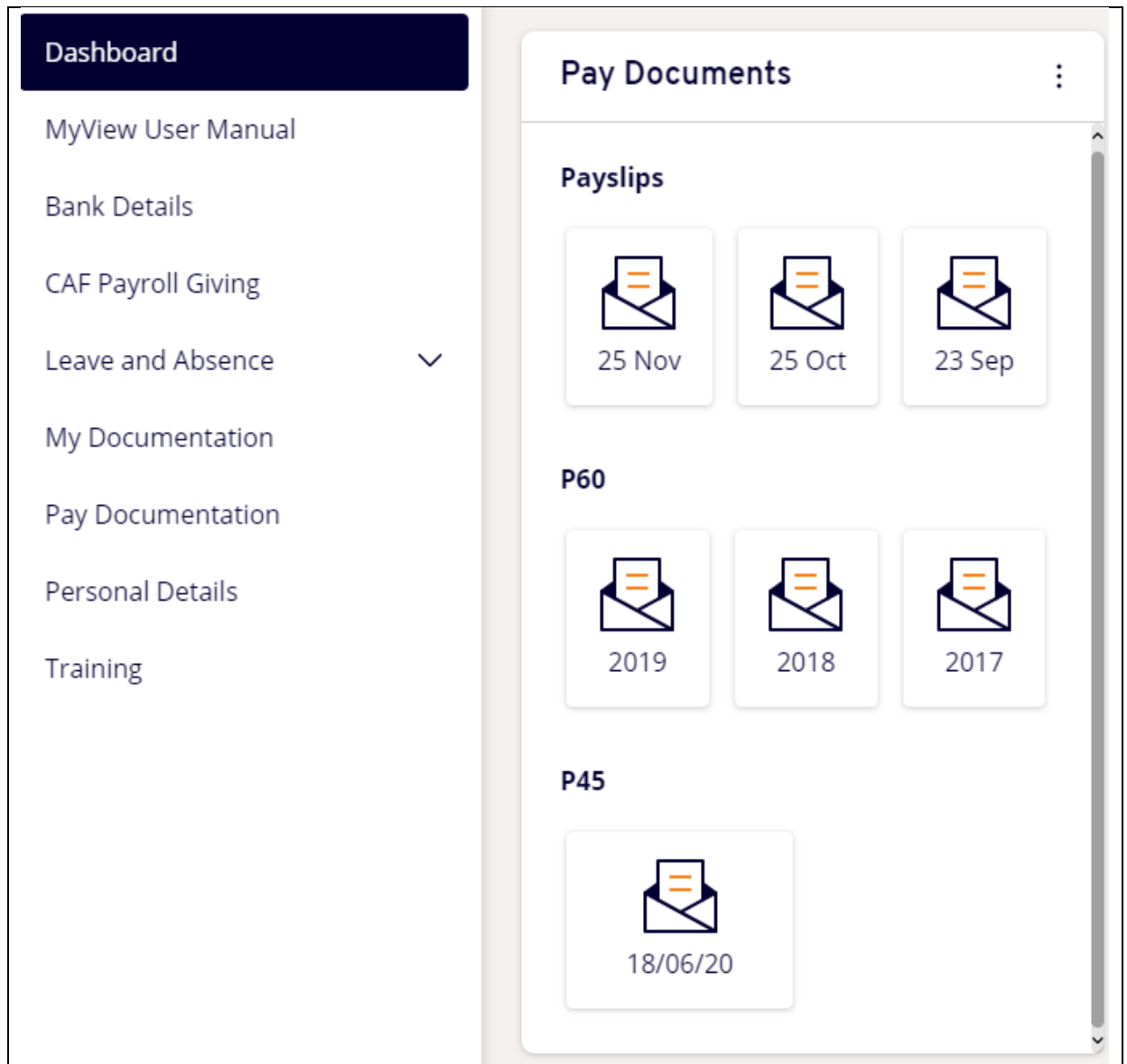


How to Download and Print Pay documentation from MyView

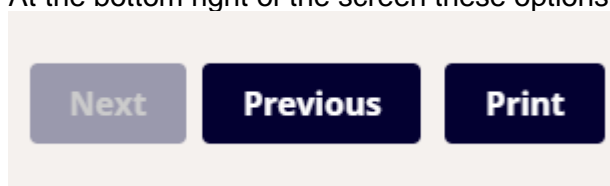
Please save all documents as PDFs to enable you to store/select and print when required.

- 1 Log on to MyView in the usual way entering your Unique ID and password.
The landing page/Dashboard is then displayed
Pay Documents are accessible from the Dashboard or from the Pay Documentation Tab on the left-hand side



- 2 To download and print a Payslip

Select the month you want to print/download
At the bottom right of the screen these options are visible



Select

Print

To the left of the payslip this screen/option is displayed

Print

Total: 1 page

Printer


Save as PDF ▼

Pages

All

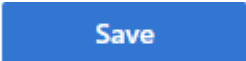
[More settings](#) ▼

[Troubleshoot printer issues](#)

Use the dropdown  arrow to select your printer or Save as a PDF

Printer

Save as PDF 




If you select the above and you will be prompted to Save As – this is for you to decide where to Save your document to within your own file structure
You can access and print from your own area at anytime
To print directly from MyView Use the dropdown arrow to select your printer

Print

Total: 1 sheet of paper

Printer

PRN_CH_FollowMe on ncisvw... 

Copies


1

Pages


All


e.g. 1-5, 8, 11-13

Color

Color 

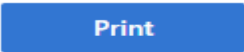

Print on both sides

Print on one side 

[More settings](#) 

[Print using system dialog... \(Ctrl+Shift+P\)](#)

[Troubleshoot printer issues](#)

Print  **Cancel** 

Then select  at the bottom left of your screen

3 To download and print a P60

Follow the process for Payslip printing but instead select Year required

4 To download and print P45 (applies to Leavers and Rejoiners only)

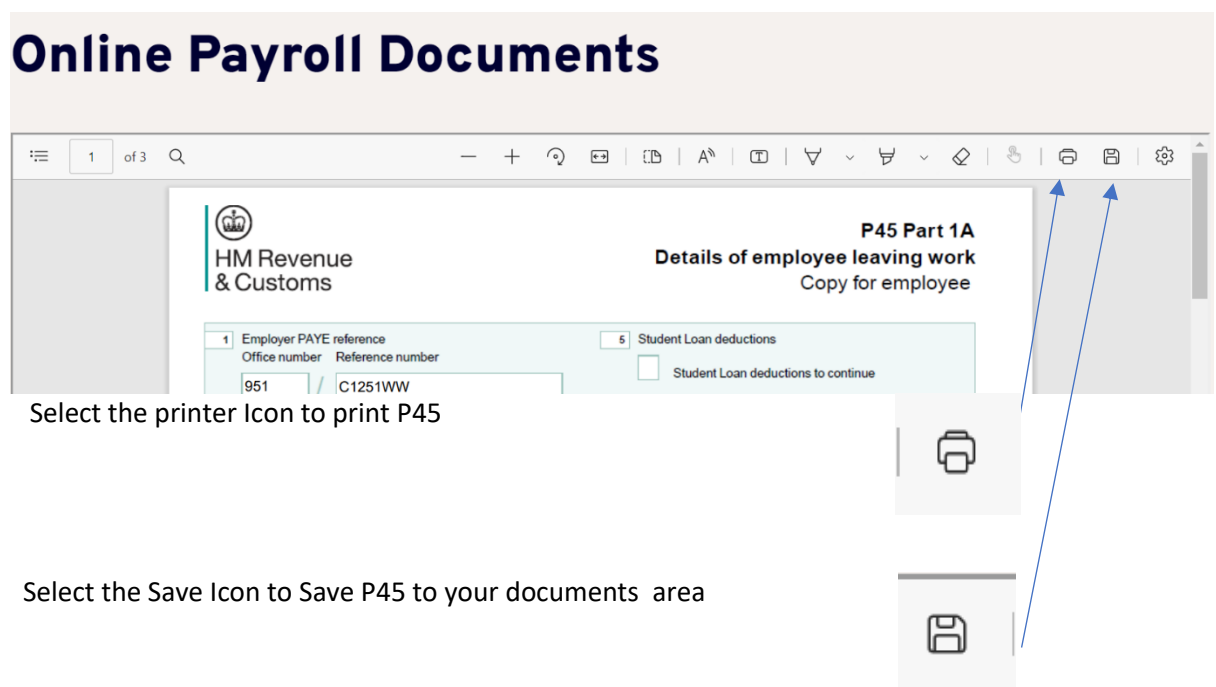
Click on the P45 Icon

P45



At the top of the P45 on the tool bar there are 2 icons 2nd and 3rd from the left used to print and save

Online Payroll Documents



The screenshot shows the 'Online Payroll Documents' interface. The main content area displays the HM Revenue & Customs logo and the title 'P45 Part 1A Details of employee leaving work Copy for employee'. Below this, there is a form with fields for 'Employer PAYE reference' (Office number: 951, Reference number: C1251WW) and 'Student Loan deductions' (5). A checkbox for 'Student Loan deductions to continue' is also present. The toolbar at the top of the document viewer includes a search icon, a page indicator '1 of 3', and various navigation and action icons. Two blue arrows point from the 'Print' and 'Save' icons in the toolbar to enlarged versions of these icons shown below the screenshot. The 'Print' icon is a printer symbol, and the 'Save' icon is a floppy disk symbol.

Select the printer Icon to print P45

Select the Save Icon to Save P45 to your documents area