

How to access an On-line Pay slip

Community and Mental Health Services

To access the online pay slip, click on <https://my.esr.nhs.uk> this is the ESR login link.

Use either Username and password or SMARTCARD to access ESR.

If using username and password it is the same as that used for E-Learning.

Once into ESR the first screen displayed is the ESR Dashboard. Go to the **My Pay Details Portal**

NHS Electronic Staff Record

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999USMITH01)

Password*

[Forgotten | Request Username/Password | Unlock Account](#)

[Log in via Username Password](#)

Log in with your Smartcard

Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

[Log in via Smartcard](#)

Dashboard - Mersey Care NHS Tr...
https://my.esr.nhs.uk/dashboard/web/mersey-care-nhs-trust

NHS Electronic Staff Record
Mersey Care NHS Trust

Search Content

Cymraeg/English Accessibility TM

My ESR Manager Recruitment HR Payroll Learning Applicant Professional Leavers Manage Internet Access

My Pages

- Dashboard
- Portal Content
- ESR Navigator
- My Personal Information
- My Pay & Rewards
- My Learning
- My Compliance & Competency
- My Absence
- My Appraisals and Reviews
- My Employment
- My Property Register
- My Talent Profile
- Manage Internet Access
- Preferences

Announcements

CHANGE Help build a health service fit for the future
Get involved now, change.nhs.uk

Important Information

My wellbeing
Are you ex-Armed Forces or currently serving as a reservist or cadet? Or are you a working carer? You can record these details on ESR.

My Compliance

Assignments:
All - Assignments
Percentage Compliance: 100%

Information: You have one or more competencies with 3 months or less to expiry. Please expand the portlet to action these.

L&D Prospectus

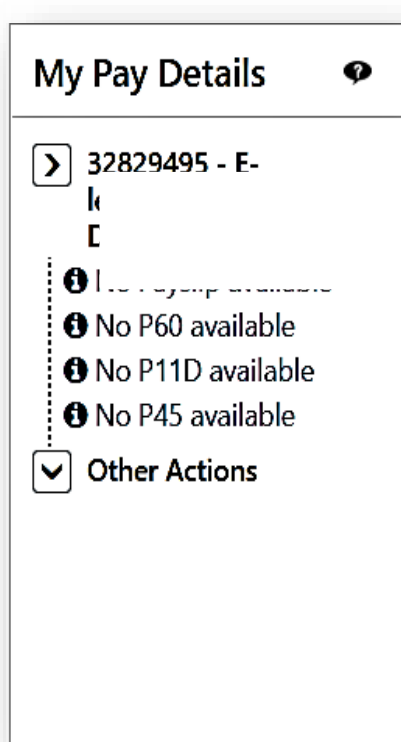
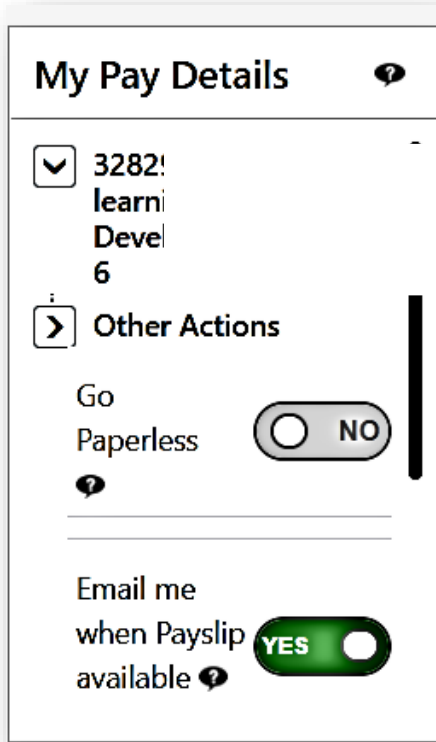
Prospectus User Guide - click here
Prospectus Login Fix - click here

My Total Reward Statements

Tax year:
2023 - 2024

https://my.esr.nhs.uk/dashboard/web/mersey-care-nhs-trust/collapseOne

Type here to search 14/11/2024



From this portal a number of options can be taken.

View the current pay slip **only** by clicking on the latest pay date.

View the **latest** P60 by clicking on the latest P60 date.

View my pay slips button displays a further page allowing access **to earlier** months/years/pay slips, by selecting the year and month to view.

View my P60s displays a further page allowing access **to earlier** months/years/P60s, by selecting the year and clicking on view report.

View P11D

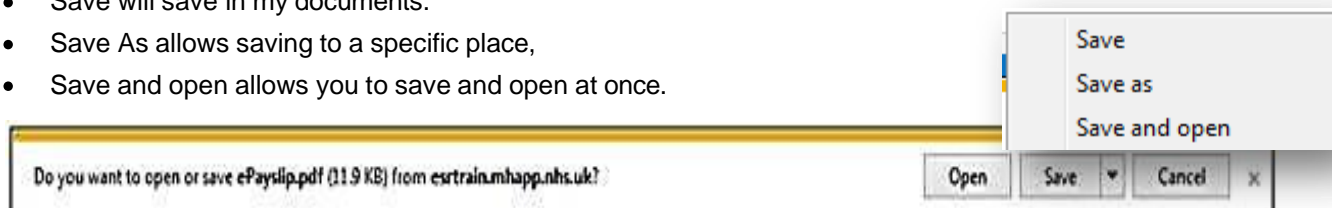
View P45 from the leaver's dashboard.

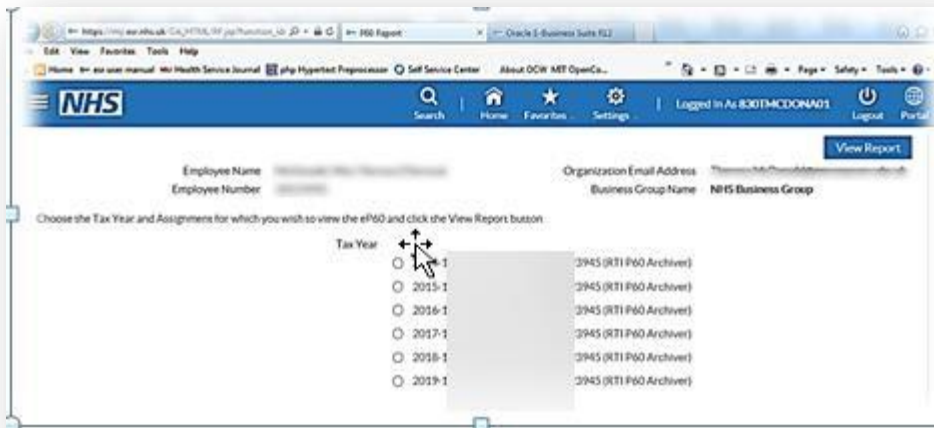
The pay slip and P60 will be available as PDF files and can either be saved to a file on your computer or phone or printed for future reference.


The following screen will appear once the [View Payslip](#) or [View My P60s](#)

View P60 button has been pressed. This allows saving. Click on the Save button which offers the following options.

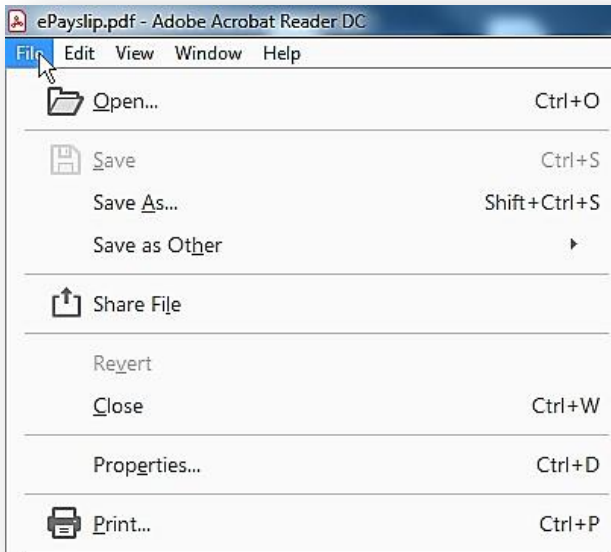
- Save will save in my documents.
- Save As allows saving to a specific place,
- Save and open allows you to save and open at once.



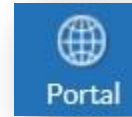


EMPLOYMENT NUMBER 12345678	EMPLOYEE NAME MR. A B SAMPLE	LOCATION 200 Location 1020993																																																								
REPARTMENT Organisation 699	JOB TITLE Position 6498769	PAYSCALE DESCRIPTION Review Body Band 6 - Range A																																																								
																																																										
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This is a sample pay slip and can be saved and printed from this screen by clicking on file and print.



To return to the portal click on the portal ICON



Note when saving pay slips or any other personal information. Save it to a personal folder not visible to anyone else,