## HOW TO VIEW YOUR ELECTRONIC PAYSLIPS VIA ABER PEOPLE (OR TO OPT TO HAVE THEM EMAILED TO YOU AS PDFS)



 Log into Aber People by typing <u>abw.aber.ac.uk</u> in the top bar of your web browser (Firefox and Google Chrome generally work best with the system). You will then see the log in screen as below;

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2. Once you have logged into Aber People, you will see a screen as per the screenshot below. To take you to the correct place for options re your payslip and how to view them on screen, double-click on 'Your Personnel Information' (as indicated below)

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3. The next step is to double click on the tab labelled 'My Preferences' as indicated below.

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3. You will then see a small drop down menu under the heading 'Electronic Payslip' (as per below). Select your preferred option with regard to how you would like to access/receive your Payslip and ensure you click on SAVE (bottom left of the screen) to save your selection.

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4. To view your Payslips online via Aber People, just click on the paperclip icon at the top right of the screen as indicated below:

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4. You will then see a pop-up screen appear with all your Payslips saved as PDFS for the various periods. To access individual documents, please double-click on a PDF accordingly and your electronic payslip will be displayed on the screen.

