



ACCESS TO YOUR PAYSALIP

Please log on – on our home page click Staff Apps (grey box with white head and shoulders), then click Pay Portal.

When in the Pay Portal login to HR Unity: In the top box enter your payroll number ***** (available from HR if you do not know what this is) and in the bottom box enter your national insurance number (this must be in capitals).

Go to pay details then archive data and you will see options for Payslips and P60's.

You will see your band on any payslip you look at; however our system only records your current band not historical bands. If you require any historical information please contact a member of HR or Payroll.

If you have entered incorrect details three times you will be locked out, should this happen please contact Tracey Cook tracey.cook@ncea.org.uk to get it reset.