Accessing your payslip from DMUhub

To gain access to DMUhub, type **dmuhub.dmu.ac.uk** into your internet address field.

You will be taken to the <u>Single Sign-on</u> page. Input your staff username and password.

If you do not know your username or password for your staff account, or you are unable to gain access, please contact the ITMS Service Desk by phone between 9am - 5pm on 0116 250 6050. Alternatively, if you know your username, you can reset your password from the Single Sign-On page.

To protect your personal data, your DMUhub account will be frozen after 30 days of inactivity. Please contact the ITMS Service Desk to reactivate your account. Reactivation may take up to three working days.

The first time your sign in, you will be asked to set a six digit PIN number and a security question, which will be used to authenticate your identity when you click on the relevant tiles.

The following message will appear when you try to access My Payslips, My Profile and My Employment.

Click once on the tile

You will be taken to the **My Payslip** home screen as below

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③ Payments: This column gives a short description of the payment type. You may see the term "Living Wage Top-up". **⑦** This will be displayed if your published pay scale hourly rate falls below the living wage. This will automatically be calculated to bring your hourly rate up to the living wage rate. (Currently pay spine points 1 – 6).

If you are a salaried employee and have entered into a salary sacrifice arrangement, such as child care vouchers or cycle to work, this amount will also show under "Payments" as it represents a contractual change to your salary.

④ Retro: A cross in this column indicates that this payment is a retrospective action (e.g.back dated payment). For example, the payslip shown is for May 2016. The payment for "Unsociable permanent" was in relation to a previous month or months and is therefore a back dated payment. This can be for any type of payment including an increase in salary. If more than one month's retrospective payment needs to be made, this will be displayed as a single figure for the total amount due.

⑤ ⑥ Number & Rate: These columns are used to display the number of hours and hourly rate if your pay is calculated in that way. Any overtime will also be displayed this way regardless of how your salary is displayed.

Unitemps pay will be displayed as the total number of hours claimed and total payment made. It will not show an itemised breakdown of hours claimed at different rates of pay. This may change in the future to show a separate line for each rate of pay.

⑧ Deductions/Taxes: This area displays all statutory and voluntary deductions from pay such as pension contributions, PAYE tax and National Insurance (if applicable). Voluntary deductions would typically include Car Park Fees, Gym membership or Union subscriptions. There is also a retro column to indicate any back dated deductions.

⑨Employer & Employee YTD contributions: This area shows the national insurance and pension contributions that your employer, DMU, has made in addition to your individual contributions, for both this current pay period and the tax year to date. It also displays your Total Gross payments, Total Taxable Payments, and individual tax, National Insurance, and pension contributions for the tax year to date.

⑩ Message: This area is used to provide any important information that relates to your pay or pension.

Any queries regarding your payslip should be emailed to the Payroll and Pension team using the following email address: payrollpensions@dmu.ac.uk