



## Online Payslips

The use of online payslips is becoming increasingly common, with some employers replacing printed monthly payslips with e-payslips which teachers have to access online.

Section 8 of the Employment Rights (Northern Ireland) Order 1996 provides the right to an itemised pay statement. This section states that:

- (1) *An employee has the right to be given by his employer, at or before the time at which any payment of wages or salary is made to him, a written itemised pay statement.*
- (2) *The statement shall contain particulars of:*
  - (a) *the gross amount of the wages or salary,*
  - (b) *the amounts of any variable, and (subject to section 9) any fixed, deductions from that gross amount and the purposes for which they are made,*
  - (c) *the net amount of wages or salary payable, and*
  - (d) *where different parts of the net amount are paid in different ways, the amount and method of payment of each part-payment.*

The relevant legislation is available via the following link:  
[www.legislation.gov.uk/ukpga/1996/18/section/8](http://www.legislation.gov.uk/ukpga/1996/18/section/8).

An employee must therefore be issued with itemised pay statements. However, the legislation does not prevent an employer from supplying them online provided that the employee is given adequate notification that this is the method by which they will receive the pay statement. There is a requirement for an employer to provide them at or prior to the date that the member is paid, i.e. if the employee is paid monthly, then the online pay statement should be provided monthly.

The caveat to an employer's ability to provide the statements online is that the employee should be able to access the online statement. If an employer is aware that an employee is having difficulty accessing the pay statement online, the employer should find an alternative method to providing the employee with the online pay statement. For example, if a teacher is on long-term sick leave with no computer access, then she/he should be provided with a paper copy.

*continued overleaf*

### Advice for NASUWT members

- It is vital that members retain their payslips as they are crucial legal documents and certain types of issues that may arise are reliant on payslips as proof of earnings or pension contributions. Members should be advised, therefore, that if e-payslips are provided, they should archive them securely and also print and retain hard copies.
- In circumstances where online payslips are provided, if members experience any difficulty in accessing their payslip they should ask their employer to rectify this. If the employer fails to provide them with a payslip, or rectify the error which prevents them from accessing the payslip online and printing it, members should seek the NASUWT's assistance.

### Advice for NASUWT Representatives

NASUWT Representatives should take the following actions:

- seek the continuing provision of hard-copy payslips. In circumstances where the employer refuses to provide these, NASUWT Representatives should seek to ensure that members have access to print facilities and that e-payslips can be printed free of charge;
- ensure that members who are off work sick are provided with hard-copy payslips by the employer, sent to their home address;
- contact the NASUWT for assistance if problems arise.

