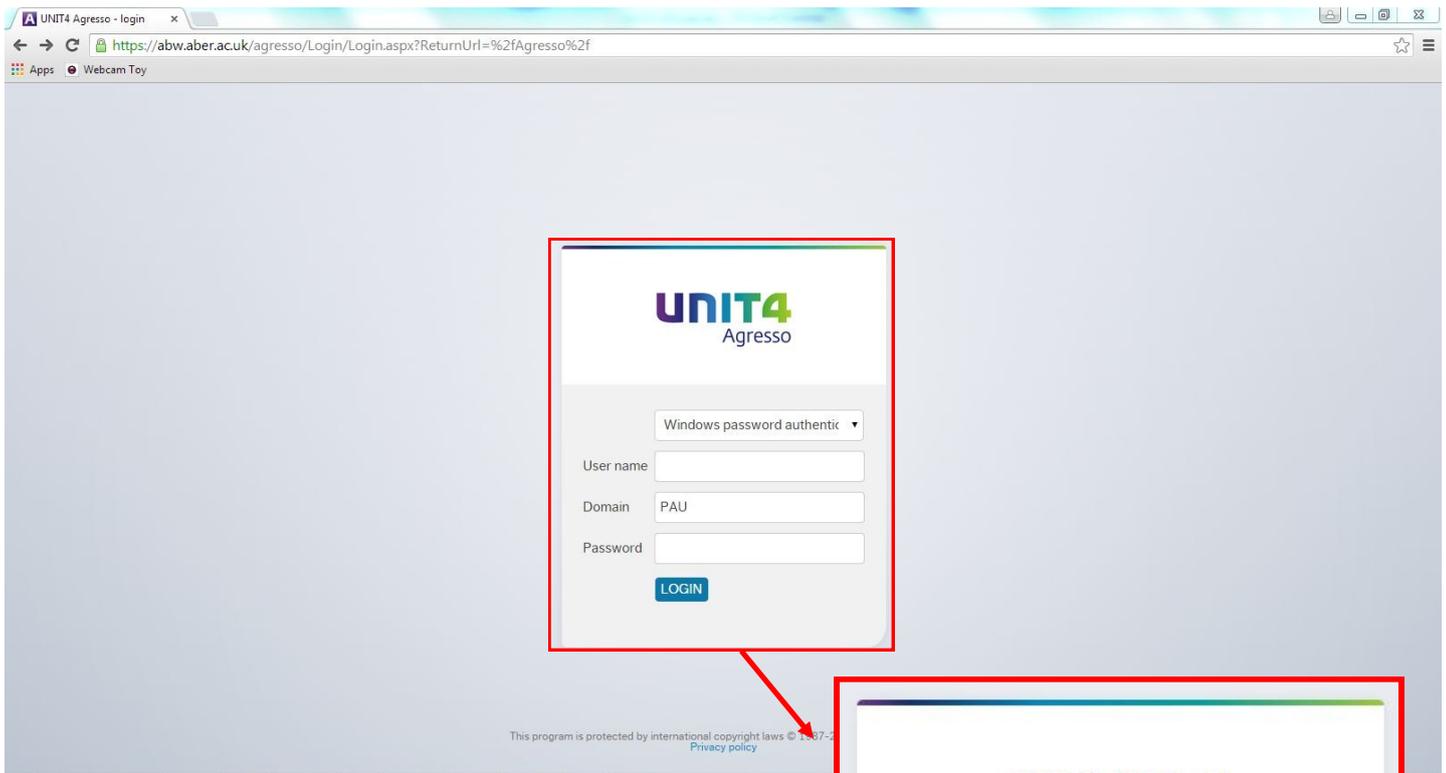


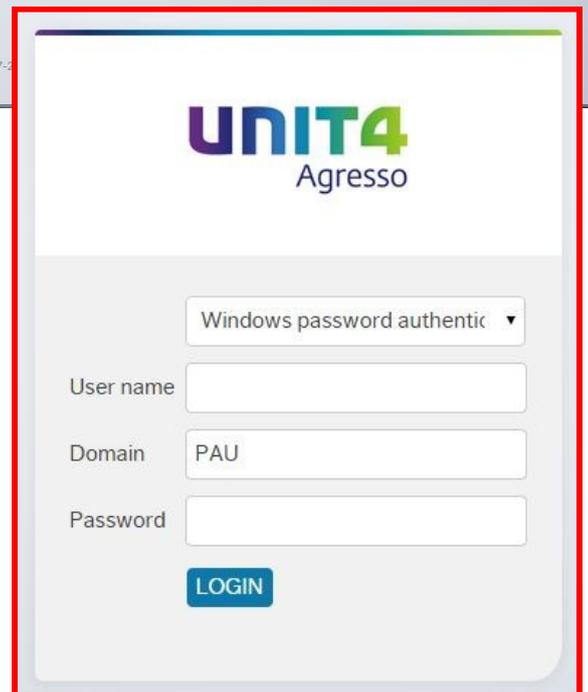
HOW TO VIEW YOUR ELECTRONIC PAYSLIPS VIA ABER PEOPLE
(OR TO OPT TO HAVE THEM EMAILED TO YOU AS PDFS)



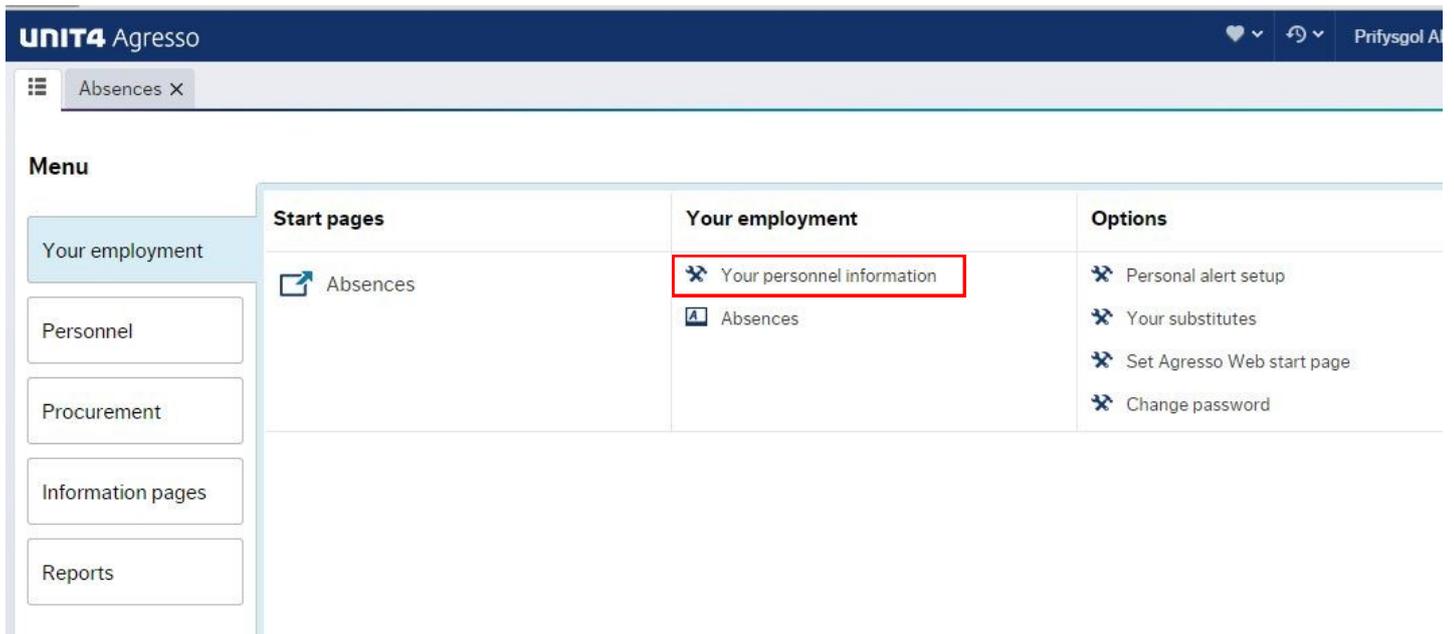
1. Log into Aber People by typing **abw.aber.ac.uk** in the top bar of your web browser (Firefox and Google Chrome generally work best with the system). You will then see the log in screen as below;



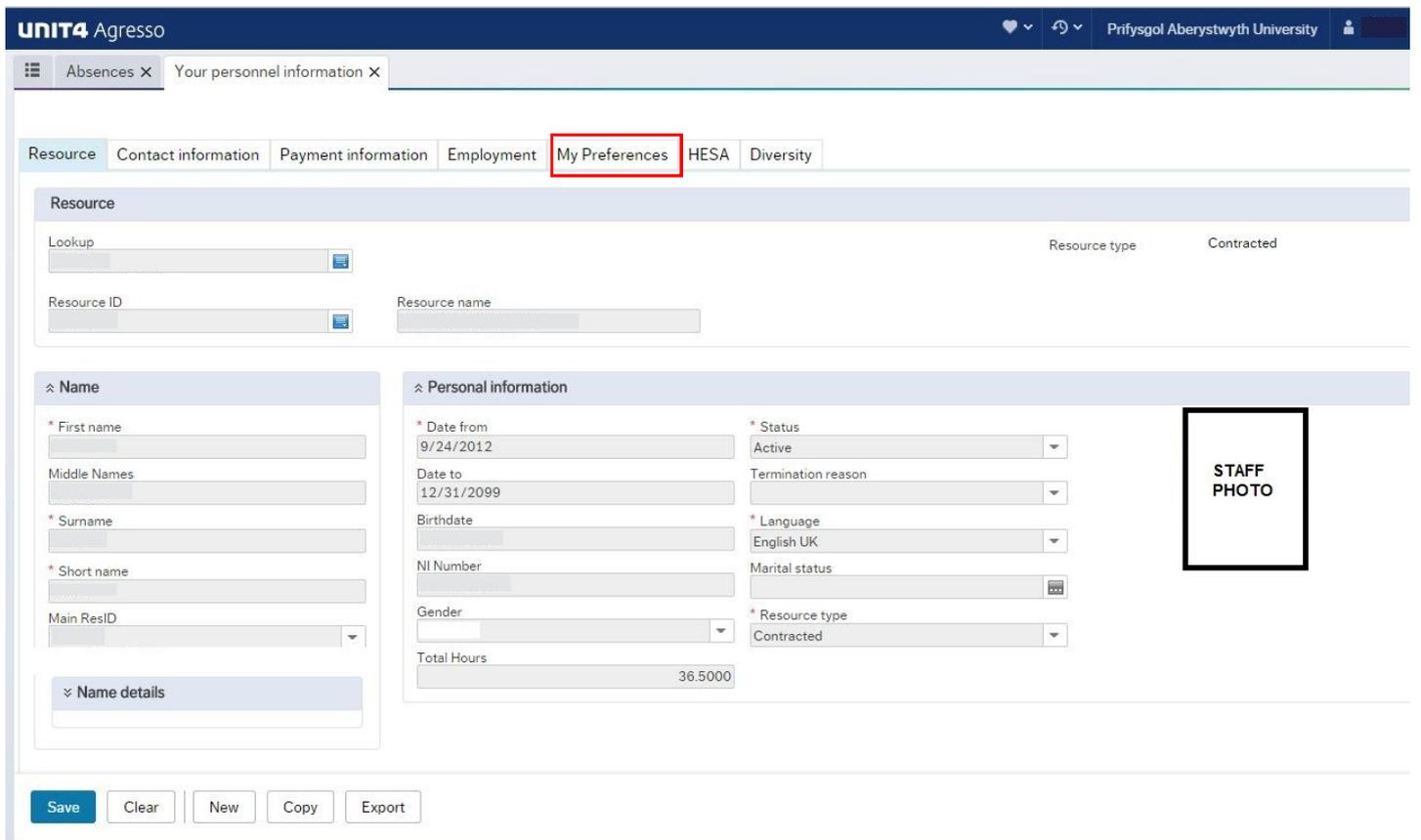
**LOG IN USING YOUR USUAL
ABERYSTWYTH UNIVERSITY
USER NAME AND PASSWORD.**



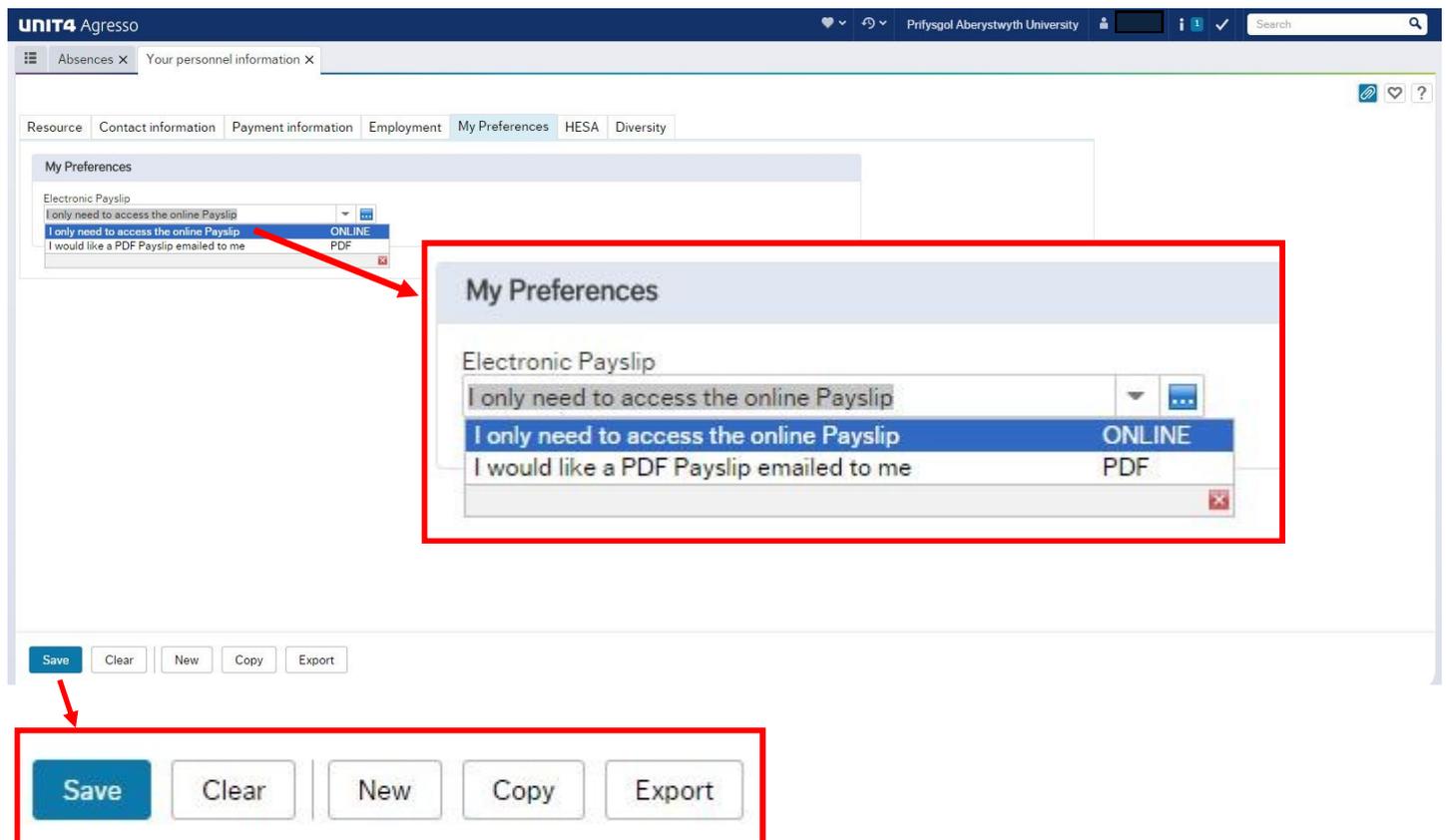
2. Once you have logged into Aber People, you will see a screen as per the screenshot below. To take you to the correct place for options re your payslip and how to view them on screen, double-click on 'Your Personnel Information' (as indicated below)



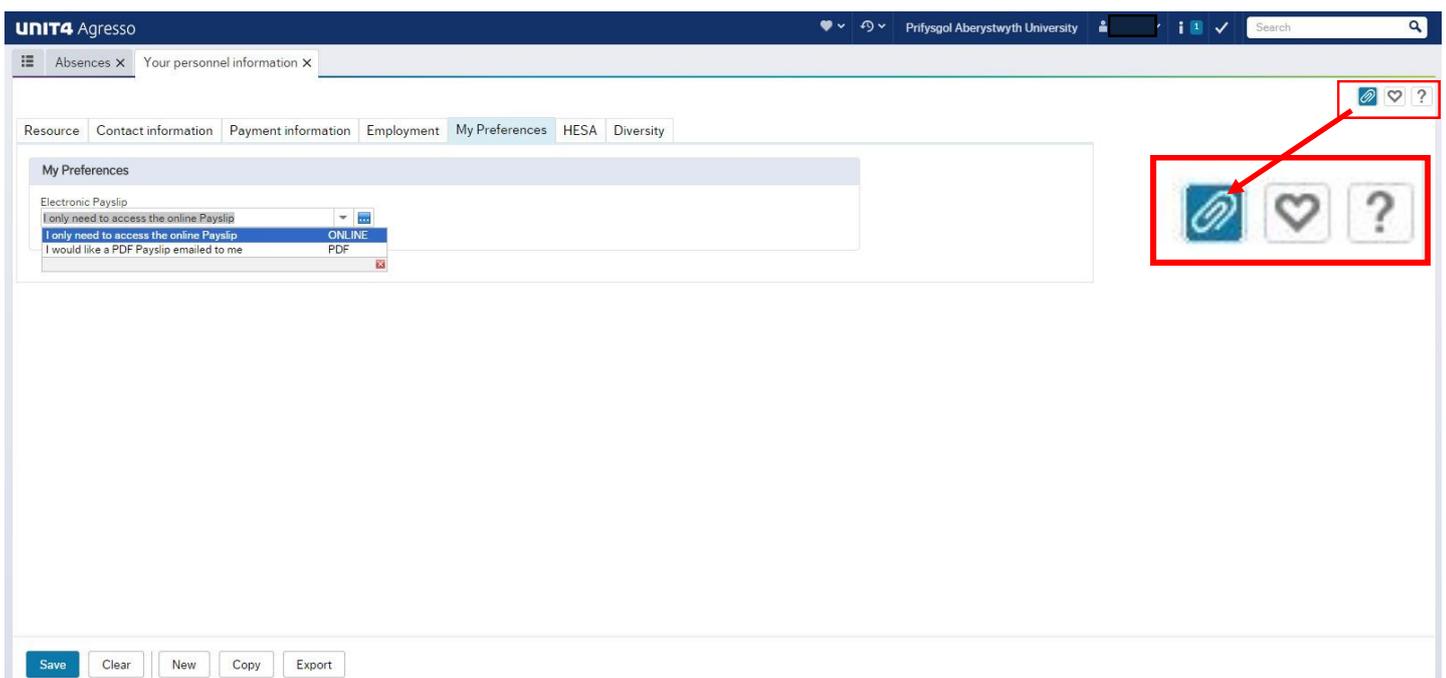
3. The next step is to double click on the tab labelled 'My Preferences' as indicated below.



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.



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:



- 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.

