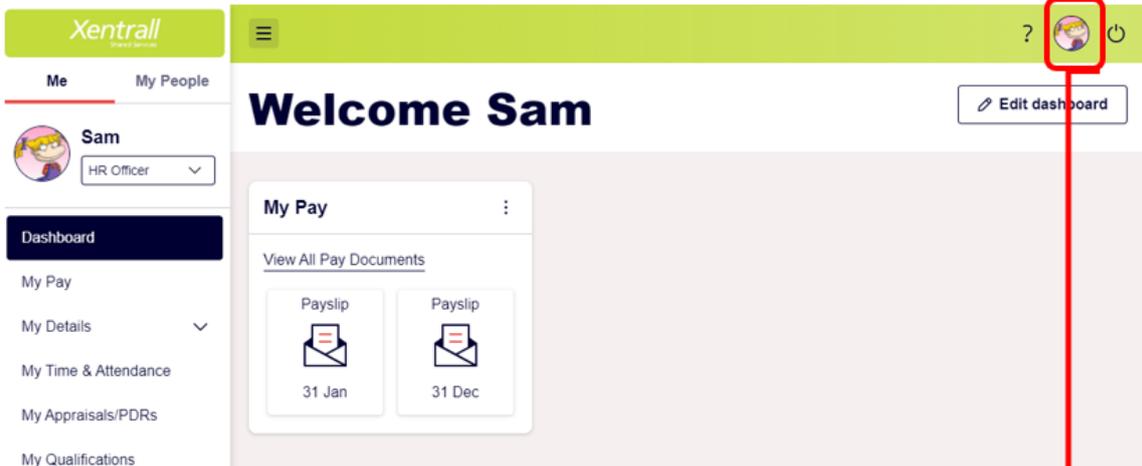
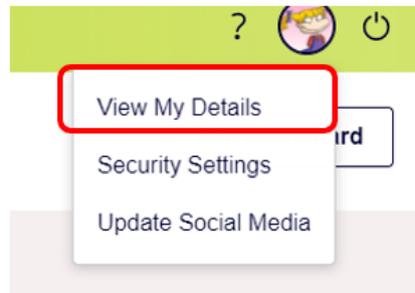


## How to View Salary Information

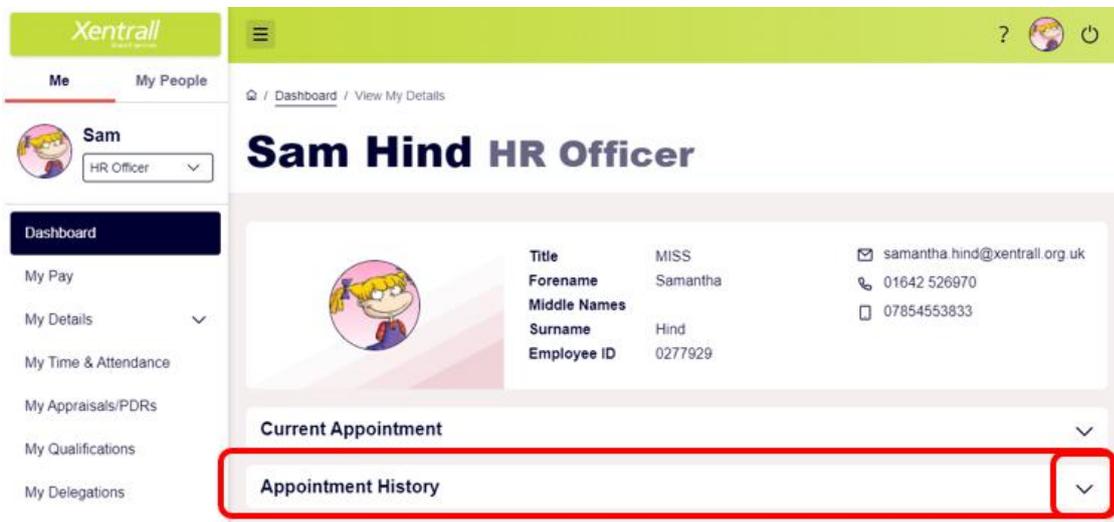
- Click on the shadow/profile picture in the top right-hand corner
- From the menu, select View MyDetails



- From the menu, select View MyDetails



- Using the V on the left, expand the Appointment History line



- Using the V on the left, expand the line for your current contract

The screenshot shows the Xentrall HR system interface for user Sam Hind, HR Officer. The left sidebar contains navigation options: Me, My People, Dashboard, My Pay, My Details, My Time & Attendance, My Appraisals/PDRs, My Qualifications, My Delegations, My Authorisations, My Documents, and Form History. The main content area displays the user's profile with contact information and a table of appointment history. The 'Appointment History' table has columns for Post, Main Post, Description, Start Date, and End Date. The row for 'HR Officer' (POS002882) is highlighted with a red box, and its dropdown arrow is also highlighted.

Post	Main Post	Description	Start Date	End Date
POS011838	N	MyHR Administrator	1 Jan 2021	
POS002882	Y	HR Officer	1 Feb 2019	
POS006703	Y	PSE LEGACY	16 Jun 2003	31 Jan 2019

- This will show your contract details
- Click the **i** to the left of Pay Grade

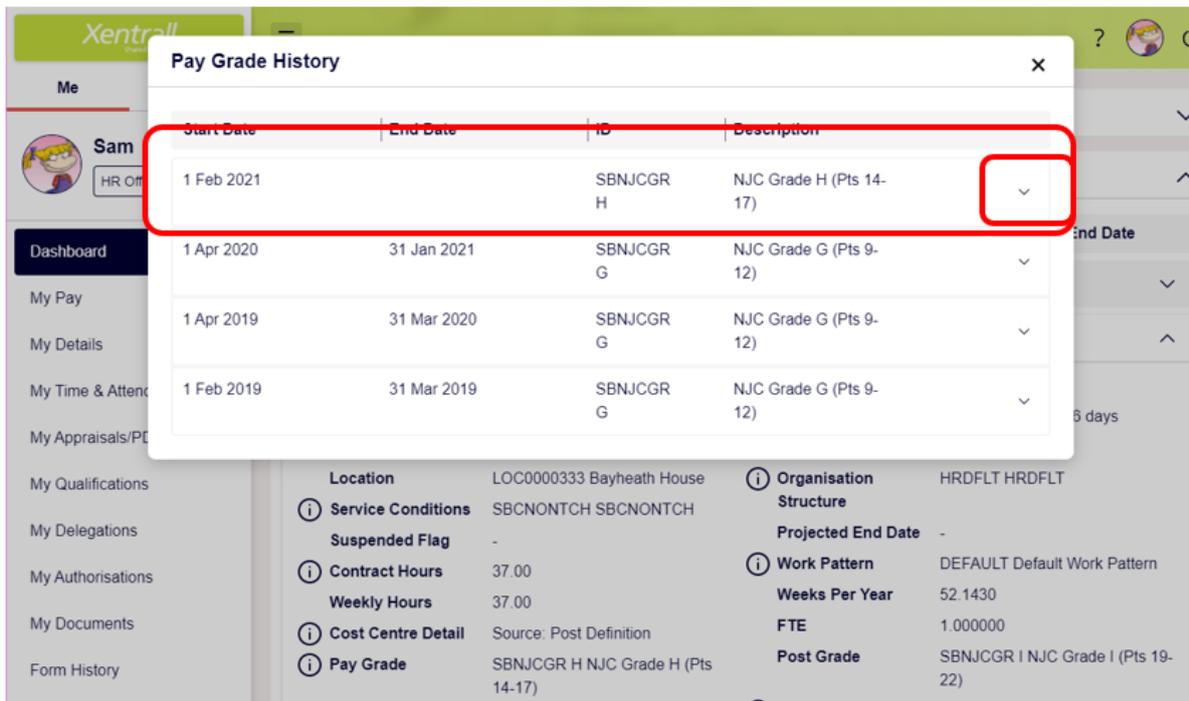
The screenshot shows the detailed contract information for the 'HR Officer' position (POS002882). The 'Appointment History' table is expanded to show details for this position. The 'Pay Grade' field is highlighted with a red box. The 'i' icon next to the 'Pay Grade' label is also highlighted with a red box.

Post	Main Post	Description	Start Date	End Date
POS011838	N	MyHR Administrator	1 Jan 2021	
POS002882	Y	HR Officer	1 Feb 2019	

<b>Job</b>	JOB0000186 SBC GENERAL 37	<b>Start Date</b>	01/02/2019
<b>End Date</b>	-	<b>Service In Post</b>	2 years 3 months 26 days
<b>Main Post Flag</b>	Y	<b>Contract Number</b>	-
<b>Location</b>	LOC0000333 Bayheath House	<b>Organisation Structure</b>	HRDFLT HRDFLT
<b>Service Conditions</b>	SBCNONTCH SBCNONTCH	<b>Projected End Date</b>	-
<b>Suspended Flag</b>	-	<b>Work Pattern</b>	DEFAULT Default Work Pattern
<b>Contract Hours</b>	37.00	<b>Weeks Per Year</b>	52.1430
<b>Weekly Hours</b>	37.00	<b>FTE</b>	1.000000
<b>Cost Centre Detail</b>	Source: Post Definition	<b>Post Grade</b>	SBNJCGR I NJC Grade I (Pts 19-22)
<b>Pay Grade</b>	SBNJCGR H NJC Grade H (Pts 14-17)	<b>Employee Grade</b>	-
<b>Start Reason</b>	NEWSTR New Company Starter	<b>End Reason</b>	-
<b>Occupancy Type</b>	PERM Permanent	<b>Position Status</b>	PFT Permanent - Full Time

- A new window will open with your pay history
- The top line is the current details
- Using the V on the left, expand the line



- Your pay details will be displayed
  - o Current Point = Current Scale point
  - o Point Rate = Hourly Rate
  - o Point Value = Annual Salary

