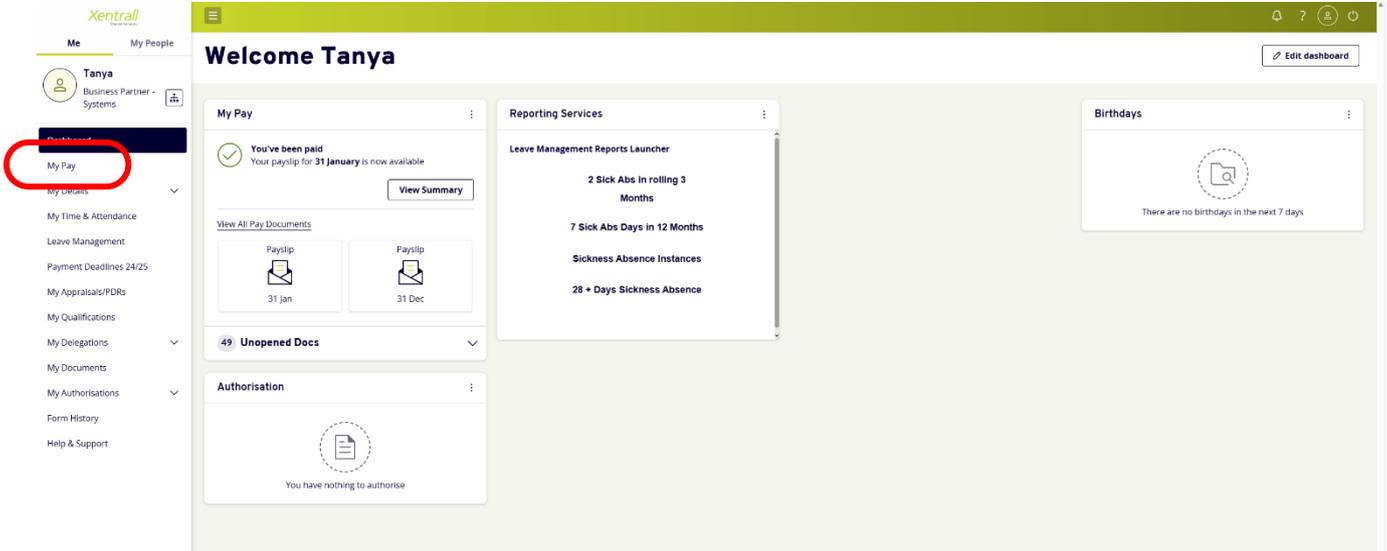
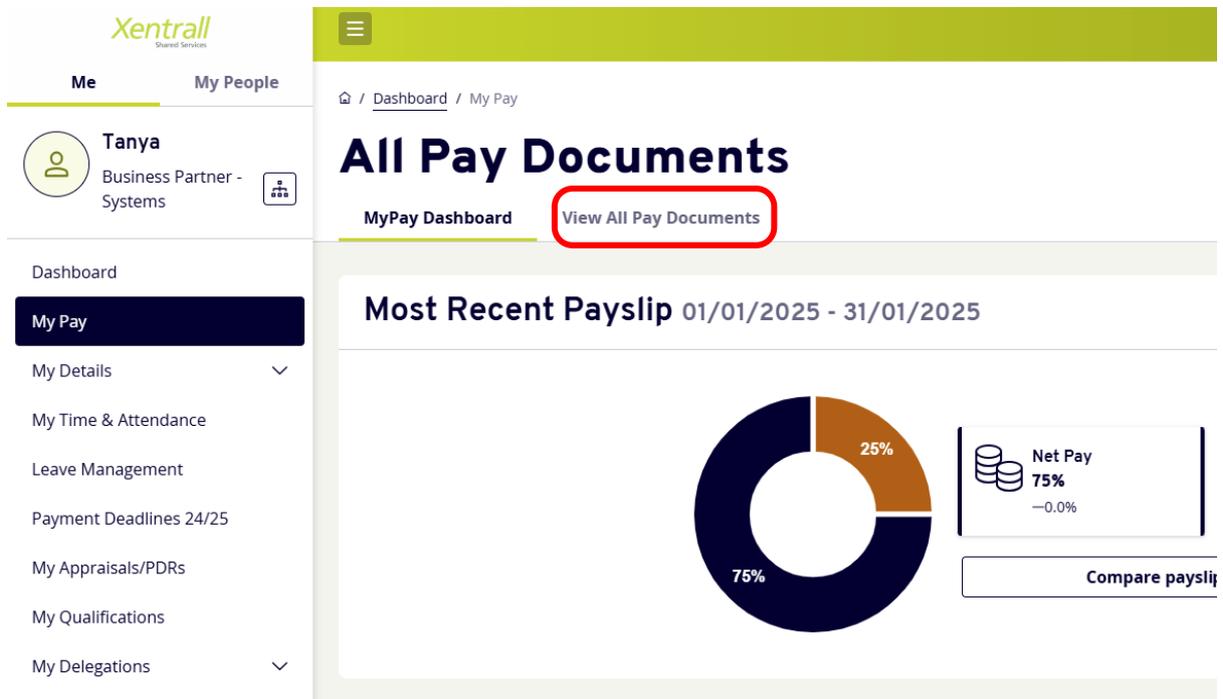


Saving Payslips as one document

- Click on MyPay (from the menu on the left)



- Click on view all pay documents



- Tick the box next to Pay Date

The screenshot shows the 'All Pay Documents' interface. At the top, there are filters for 'View' (All, Opened, Unopened) and 'Document Type' (Payslips, P60). Below this is a table with columns: Pay Date, Document Type, Payments, Deductions, and Net Pay. The first row has a checkbox next to the 'Pay Date' header, which is highlighted with a red box. A red arrow points from this box to a magnified view of the filter options.

Pay Date	Document Type	Payments	Deductions	Net Pay
<input type="checkbox"/> 31/01/2025	Payslip	100%	25%	75%
<input type="checkbox"/> 31/12/2024	Payslip	100%	25%	75%
<input type="checkbox"/> 29/11/2024	Payslip	100%	27%	73%
<input type="checkbox"/> 31/10/2024	Payslip	100%	24%	76%
<input type="checkbox"/> 30/09/2024	Payslip	100%	24%	76%
<input type="checkbox"/> 30/08/2024	Payslip	100%	24%	76%
<input type="checkbox"/> 31/07/2024	Payslip	100%	26%	74%

This is a magnified view of the filter options. It shows a dropdown menu for 'Results per page' set to 12. Below it, there is a list of filter options, each with a checkbox: 'Pay Date', '31/01/2025', '31/12/2024', and '29/11/2024'. The 'Pay Date' option is highlighted with a red box.

- This will highlight and tick all payslips on the page

The screenshot shows the 'All Pay Documents' interface after all rows have been selected. A blue bar at the top of the table indicates '12 Documents Selected'. All checkboxes in the 'Pay Date' column are now checked. The table data is the same as in the previous screenshot.

Pay Date	Document Type	Payments	Deductions	Net Pay
<input checked="" type="checkbox"/> 31/01/2025	Payslip	100%	25%	75%
<input checked="" type="checkbox"/> 31/12/2024	Payslip	100%	25%	75%
<input checked="" type="checkbox"/> 29/11/2024	Payslip	100%	27%	73%
<input checked="" type="checkbox"/> 31/10/2024	Payslip	100%	24%	76%
<input checked="" type="checkbox"/> 30/09/2024	Payslip	100%	24%	76%
<input checked="" type="checkbox"/> 30/08/2024	Payslip	100%	24%	76%
<input checked="" type="checkbox"/> 31/07/2024	Payslip	100%	26%	74%
<input checked="" type="checkbox"/> 28/06/2024	Payslip	100%	24%	76%
<input checked="" type="checkbox"/> 31/05/2024	Payslip	100%	24%	76%
<input checked="" type="checkbox"/> 30/04/2024	Payslip	100%	24%	76%
<input checked="" type="checkbox"/> 28/03/2024	Payslip	100%	25%	75%
<input checked="" type="checkbox"/> 29/02/2024	Payslip	100%	25%	75%

- Click the stand alone PDF button

The screenshot shows the Xentral HR system interface. On the left is a navigation menu with options like 'My Pay', 'My Details', and 'My Time & Attendance'. The main area displays a table of 12 documents selected. The table has columns for 'Pay Date', 'Document Type', 'Payments', 'Deductions', and 'Net Pay'. Each row includes a 'Compare' button and a PDF icon button. A red box highlights the PDF icon button in the top right corner of the document list.

Pay Date	Document Type	Payments	Deductions	Net Pay
31/01/2025	Payslip	100%	25%	75%
31/12/2024	Payslip	100%	25%	75%
29/11/2024	Payslip	100%	27%	73%
31/10/2024	Payslip	100%	24%	76%
30/09/2024	Payslip	100%	24%	76%
30/08/2024	Payslip	100%	24%	76%
31/07/2024	Payslip	100%	26%	74%
28/06/2024	Payslip	100%	24%	76%
31/05/2024	Payslip	100%	24%	76%
30/04/2024	Payslip	100%	24%	76%
28/03/2024	Payslip	100%	25%	75%
29/02/2024	Payslip	100%	25%	75%

This is a close-up screenshot of the PDF icon button from the document list. The button is a small square with a document icon. A red arrow points from the button in the main screenshot to this close-up. Below the button is a '+ Compare' button and another document icon button.

- A new window will open, with a PDF document containing all payslips.
- Repeat these steps for each page of payslips.

- To save to your personal files click the Download button

