



The  
University  
Of  
Sheffield.

Human  
Resources.

## Request to Receive a Paper Payslip

**Please note:** in line with our commitment to minimising the University's impact on the environment, paper payslips will normally only be issued where staff are not able to access a computer to view their online payslip or where staff are away from the University for long periods of time e.g. due to maternity leave, study leave or secondment.

Further information about online payslips is available at: [www.sheffield.ac.uk/ofhr/payslips](http://www.sheffield.ac.uk/ofhr/payslips).

### Section A: To be completed by member of staff

Name: .....

Job title: .....

Department: .....

Payroll no: .....

Tel: ..... Email (if applicable): .....

I am requesting a paper payslip because:

- a) I am not able to access a computer to view my payslip
- b) I am going to be absent from the University (e.g. on maternity leave)
- c) Other exceptional circumstance

Please give further details: .....

.....

.....

I would like to receive a paper payslip until:

- a) Further notice
- b) Date: .....

Signed: ..... Date: .....

**Action:** Please return the completed form to Human Resources at Arts Tower, Level 1 Reception.

continued over/

**Section B: For completion within Human Resources**

Date form received: .....

Decision made: Request approved   
Request not approved

Comments: .....  
.....  
.....

Approved:

Applicant informed of decision by: Email   
Letter   
Form passed to Pay & Pensions Office:   
Paper Payslip Request Table updated

Not approved:

Applicant informed of decision by: Email   
Letter   
Paper Payslip Request Table updated

Name: ..... Signed: ..... Date:.....

**Section C: For completion within the Pay & Pension Office**

Date form received: .....

uBASE updated to generate paper payslip:

Name: ..... Signed: ..... Date:.....