Capturing online payslip exception data

The Online Payslips Exception UDF should be completed for employees who, due to exceptional circumstances, must continue to receive paper payslips and P60s based on criteria outlined on the HR Self-Service page. Completion of this UDF will indicate to payroll an individual exception to online-only payslips.

Navigate to: Personnel > Maintenance > Personal Profile

Entering online payslip exceptions data

1. Search for and open the employee record and go to Select box > Other Person Details. The User Maintenance window opens.

2. Click to display the User Defined Field List of Values.

3. Select the required option Online Payslip Exception.

4. Click New.

5. Complete the relevant details:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From*</td>
<td>Use the date that the exception takes effect</td>
</tr>
<tr>
<td>Date To</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Temp/Perm Exception</td>
<td>Select as appropriate</td>
</tr>
<tr>
<td>Temp Exp. Reason</td>
<td>Select the temporary reason for exception:</td>
</tr>
<tr>
<td></td>
<td>Family leave</td>
</tr>
</tbody>
</table>
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| (for temporary exceptions only) | Sabbatical  
|                                | Sickness  
|                                | Other - the reason should be noted in the ‘Comments’ field.  

| Perm Exp. Reason (for permanent exceptions only) | Select the permanent reason for exception:  
|                                                | Disability/long-term health condition  
|                                                | Insufficient IT Literacy  
|                                                | No PC access to save/print payslip  
|                                                | Other - the reason should be noted in the ‘Comments’ field.  

| Address for payslip | Alternative (Label Address)  
|                     | Home address  
|                     | Work address  

| Exception End Dates | For temporary exceptions, you should complete the ‘Exception End Date’ field if known. If you do not know the exception end date (or if this subsequently changes), you should enter or update this field once known.  

| Comments | If selecting ‘Other’ the reason should be noted in the  

### 6. Click [OK], then [OK] and [Close] to exit the screen.

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**NOTE:** The UDF must be completed by the monthly supplementary payroll deadline to ensure this change is picked up by Payroll for that payroll month.