

Electronic Payslips Exceptions Policy

1. Overview

From July 2017 all members of staff will receive their payslips electronically in PDF form via a web portal called **MyView**.

Online payslips provide several advantages to staff and the School including:

- They are more secure than printed payslips as they are accessed from MyView, so individual username and passwords are required
- They can be accessed quickly and easily from any computer at work or at home
- Staff can access previous online payslips and print them if and when required (e.g. for mortgage applications)
- Online payslips help the School to reduce its environmental impact by reducing the amount of paper printed, *and the energy required to deliver printed payslips to staff*

The School is keen to maximise the benefits of electronic payslips and therefore has a strict policy regarding exceptions to electronic payslips. We do however accept that there will be some people for whom these new arrangements will cause difficulty and we have therefore created an exception policy and an associated request form.

If you require the pay information in a different electronic format, for accessibility reasons, then please contact Payroll, 5th Floor, Lionel Robbins Building or fin.div.payroll@lse.ac.uk

For information on which staff groups will continue to receive paper payslips after the implementation of MyView please see MyView FAQs.

2. Exception Criteria

Employees who may apply for an exception must meet one of the following criteria:

- Have a disability that prevents them from using a computer, or accessing pay information electronically
- Have no access to a computer with internet connection. Please note that a computer will be made available in the Human Resources Division which can be accessed on request by staff who do not have access to a computer in their workplace.

3. Policy Exclusions

The following reasons **will not** qualify for an exception to electronic payslips:

- Personal preference to opt out of receiving a payslips electronically
- No home computer or access to the internet when the following circumstances apply:
 - Employee has access to a computer/internet access at work

4. What will staff need to do?

1. Discuss their personal circumstances with their line manager to determine whether they have a valid reason for exception
2. Complete and return the exception form to Payroll, 5th Floor, Lionel Robbins Building.

Employee Exception Application Form

Who should complete this form?

This form should be completed by members of staff who wish to apply for an exception from receiving electronic payslips. If your application is approved arrangements will be made to continue to provide you with a paper payslip. All such arrangements are time limited and subject to annual review.

Guidance Notes

Please fill out all the information requested on the form. Any forms with missing information will not be able to be approved.

Please discuss the circumstances with your manager prior to applying for an exception and please ensure that:

- Your reason for applying is valid and in accordance with the electronic payslips exception policy
- You have considered whether other arrangements can be made which will enable you to receive your payslips electronically.

Please send your completed form to Payroll, 5th Floor, Lionel Robbins Building.

APPLICANT DETAILS	
Full Name	
LSE ID or Employee Number	
Post Title	
Area of School	

APPLICANT CONTACT DETAILS	
Home Address	
Telephone Number	
E-Mail Address	

LINE MANAGER DETAILS	
Full Name	
Post Title	
E-Mail Address	

REASON FOR EXCEPTION
<i>Please provide information regarding your personal circumstances to support your application, detailing why you have applied for an exception</i>

EMPLOYEE DECLARATION	
The information on this form is accurate and reflects my current situation	<input type="checkbox"/>
I have discussed my circumstances with my line manager	<input type="checkbox"/>
SIGNED	
DATE	