How to save your payslips and P60

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE
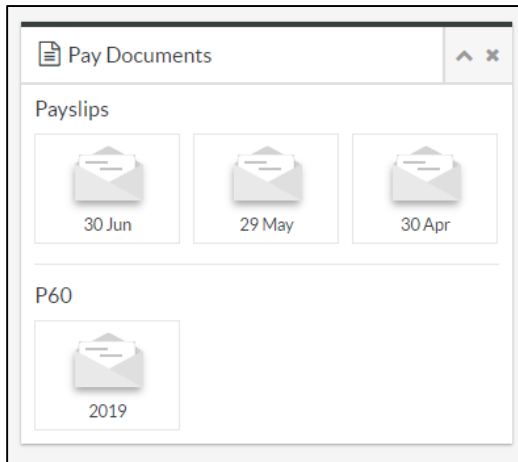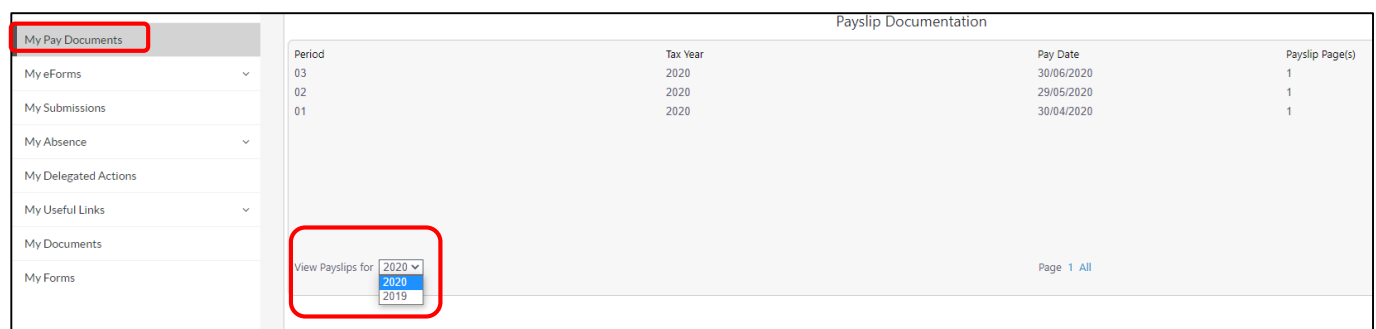
This guide explains how to save your pay documents as a pdf.

Step 1 → Locate the relevant Pay Document

Your most recent pay documents will be visible on your MyView Dashboard.

If you require a historic payslip, click on the **My Pay Documents** menu item and select the relevant tax year. Select the payslip you require based on the **Pay Date** column.

Note: the tax years starts in April, so if you are looking for March 2020's payslip, you will need to look under the 2019 tax year

Step 2 → Open the payslip and click the 'Print' button

Scroll to the bottom of the page where you will find a Print button.

You will need to locate a PDF ready printer. This will vary depending on your PC set up. If you have Adobe installed you should have a **Save as PDF** option. You may also have **Microsoft Print to PDF** or **Cute PDF Writer** to choose from.

Step 3 → Click 'Save' and choose file location

Select your desired file location and save the file.

You can now print the PDF as normal, or store the file for your personal records.