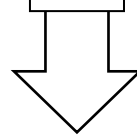


PAY QUERY FLOW CHART

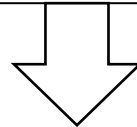
HAVE YOU NOT BEEN PAID OR PAID LESS THAN YOU THOUGHT YOU SHOULD BE?
Use the Payroll Calendar (below) to see when you should be paid for your shifts. Keep a log of when you worked, how much you think you should be paid and who you worked for.

YES



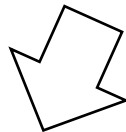
CHECK YOUR PAYSリップ

Log onto the self-service section of the Portal using your UEA username
<https://myview.uea.ac.uk/dashboard/dashboard-ui/index.html#/landing>



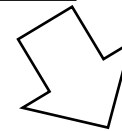
HAVE YOU BEEN TAXED?

NO



CONTACT RECRUITMENT REPS TEAM
Email recruitment.reps@uea.ac.uk with as much detail as possible e.g. dates and times of shifts worked and who you worked for

YES



CONTACT PAYROLL
Email payroll@uea.ac.uk with your query or contact HMRC directly

Payroll can also issue P45s

PAYROLL CALENDAR - 2019

Shifts Worked	Paid On
January	28 February 2019
February	28 March 2019
March	26 April 2019
April	28 May 2019
May	28 June 2019
June	26 July 2019
July	28 August 2019
August	27 September 2019
September	28 October 2019
October	28 November 2019
November	23 December 2019
December	28 January 2020