

# Access People XD – Guide to access payslips

This information is applicable for PhD researchers who are a recipient of studentship stipend funding.

The guidance document will demonstrate how you can gain access to the self-service function of Access People XD to view your stipend payslips and P60s. This is similar to how University staff also use the system to access their salary payslips and tax information.

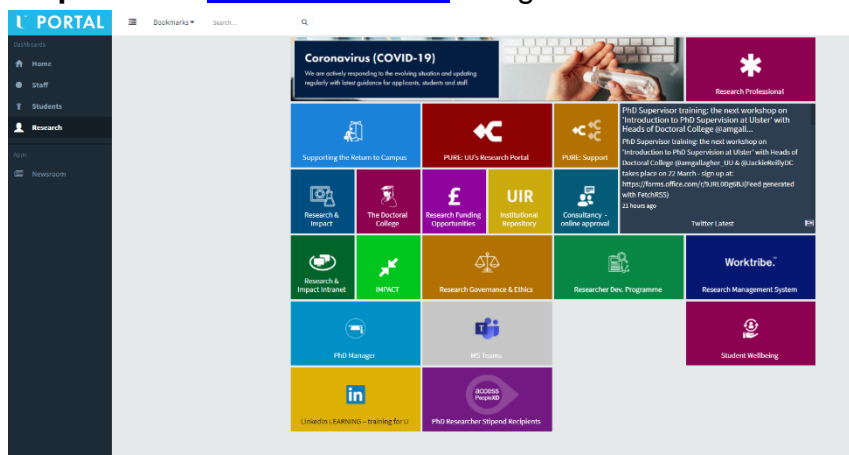
It can be useful to PhD researchers to have access to stipend payslips as a way to prove their income and tax status if they need to.

Please note that **PhD researchers are not employed by the university, stipend payments are not taxable and PhD researchers are not required to pay National Insurance Contributions (NIC)**. However, any additional work carried out will be subject to Tax and National Insurance.

Each calendar month that you are a recipient of your stipend, on the portal you will normally receive a stipend payslip on the last Thursday of the month. (In December, however, the stipend payslip may be available earlier than this.) If you are receiving your stipend at the end of the financial year (April) you will also receive a P60, which will illustrate your financial position for tax purposes for the previous tax year.

## Instructions of how to gain access:

**Step 1:** From [www.ulster.ac.uk](http://www.ulster.ac.uk) navigate to the Research Portal.

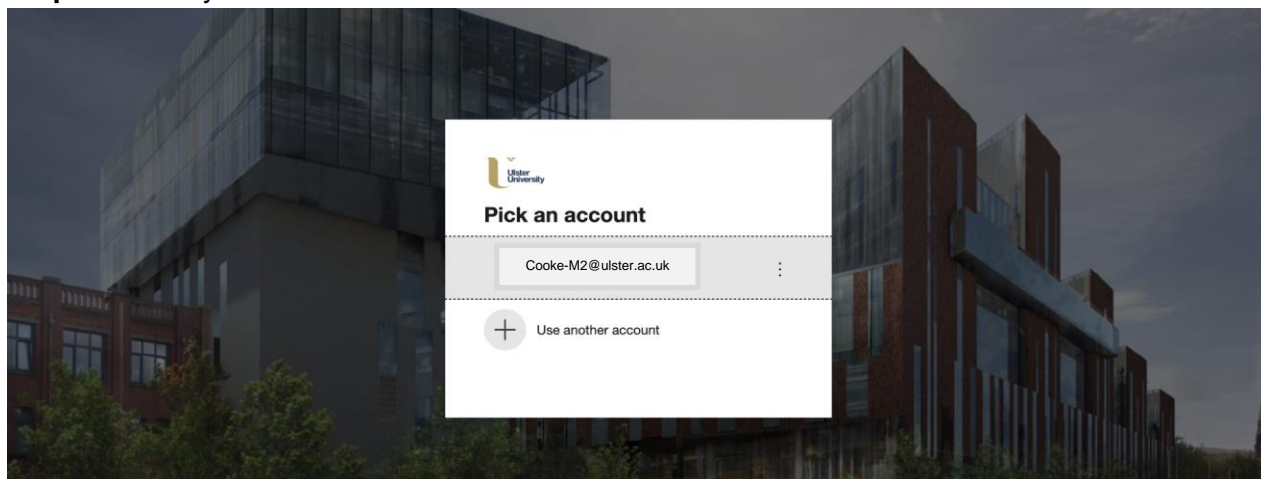


**Step 2:** Click on Access People XD Tile for “PhD Researcher Stipend Recipients”.

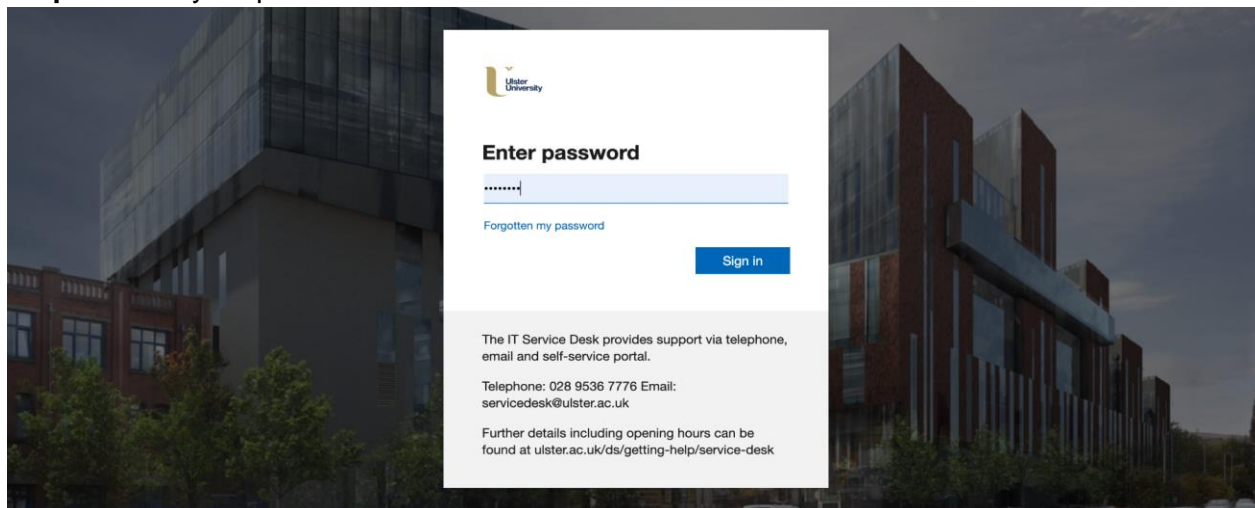


As you may know Ulster University uses a signal sign on security system. Subsequently if you have not yet logged on to the university system you will be required to complete **steps 3-5**. If, however, you have already logged in, you will enter directly to **step 6**.

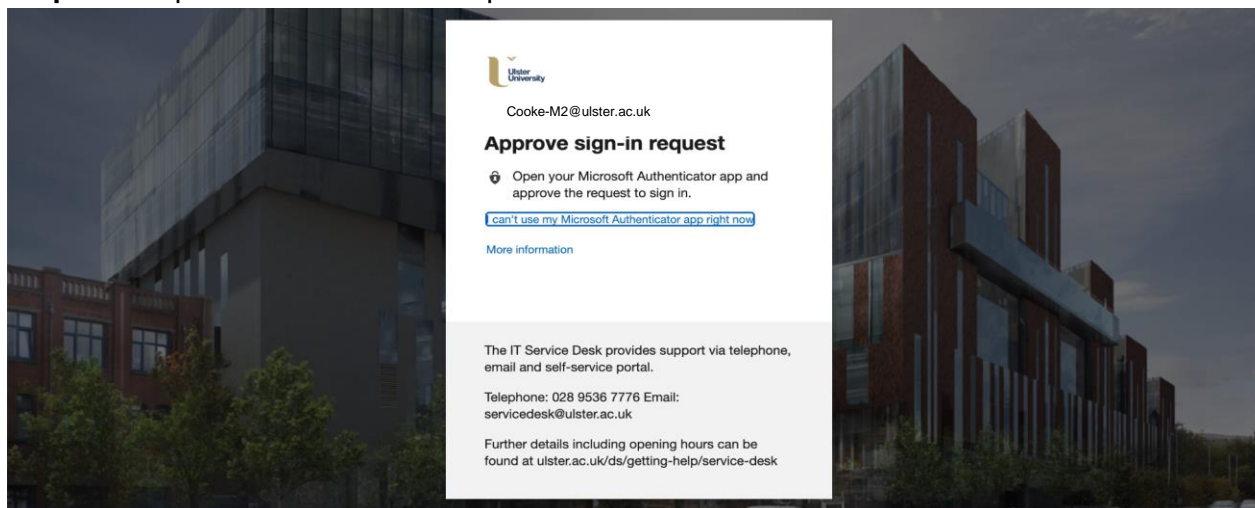
### Step 3: Select your account



### Step 4: Enter your password



### Step 5: Complete the authentication process

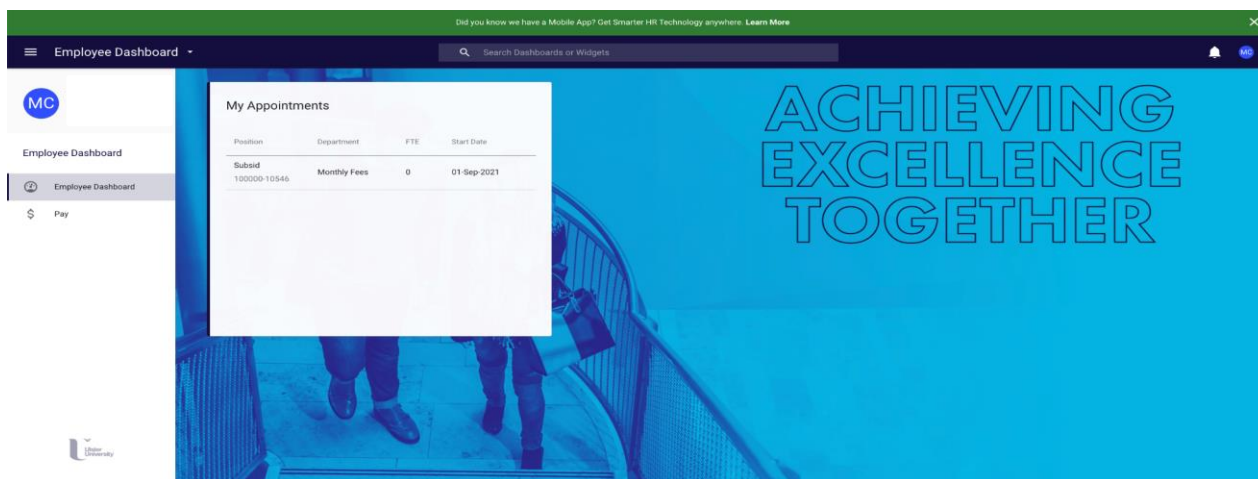


## Step 6: Accessing the Employee Dashboard

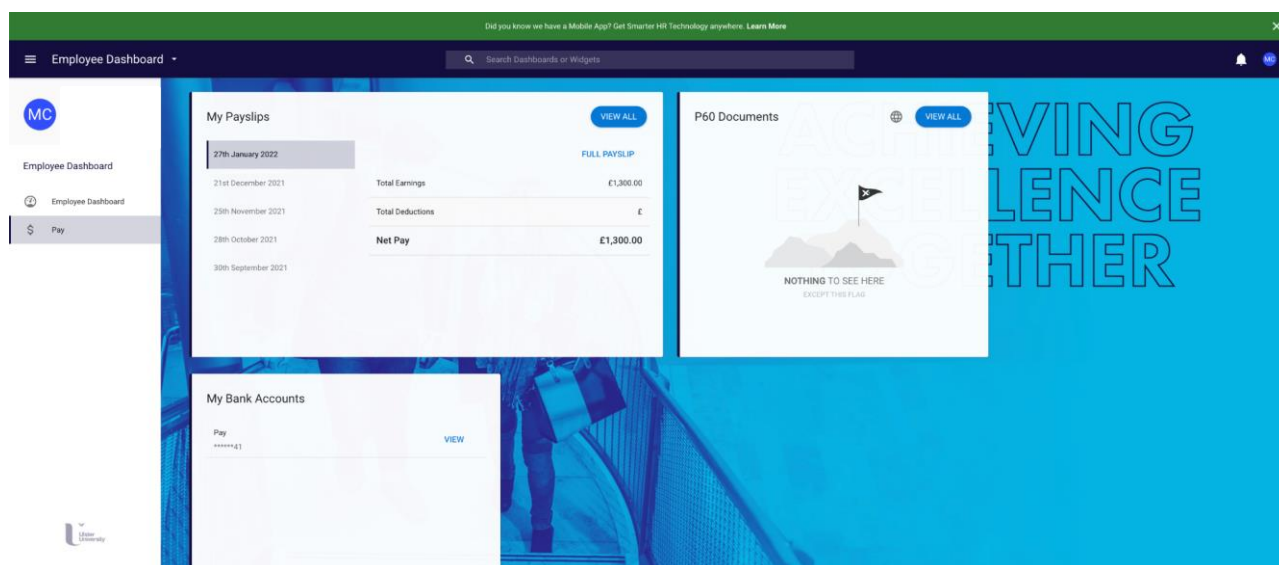
To navigate the site you may use the arrow beside the Employee Dashboard or click on the left column toolbar. To extend the left toolbar click on the 3 lines, known as the burger bar.

Please note: If you are a recipient of a PhD stipend, in *'My appointments'* you will be on the system for payroll purposes as: Position – Subsid; Department – Monthly Fees.

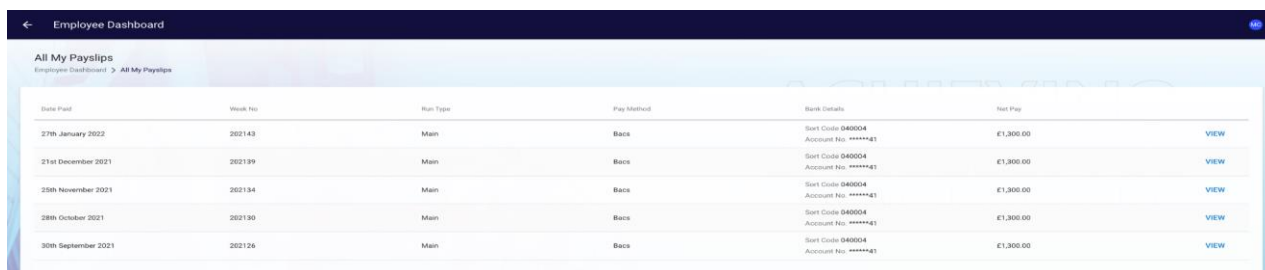
If, however, you also have an additional contract with Ulster University, in *'My appointments'* you will already be on the system for payroll purposes, with the Position and Department linked to your additional contract.



**Step 7:** Click on Pay from the left tool bar to see *'My Payslips'*, *'P60 Documents'*, *'My Bank Details'*.

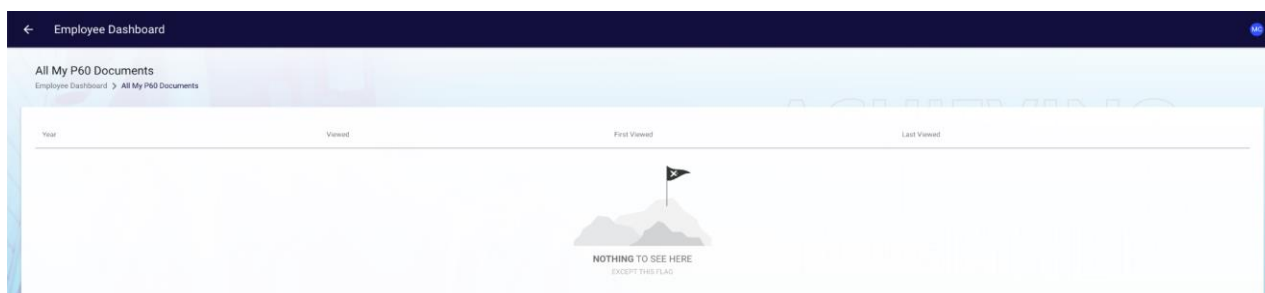



**Step 8:** Select 'VIEW ALL' on 'My Payslips' to see the list of payslips available to review



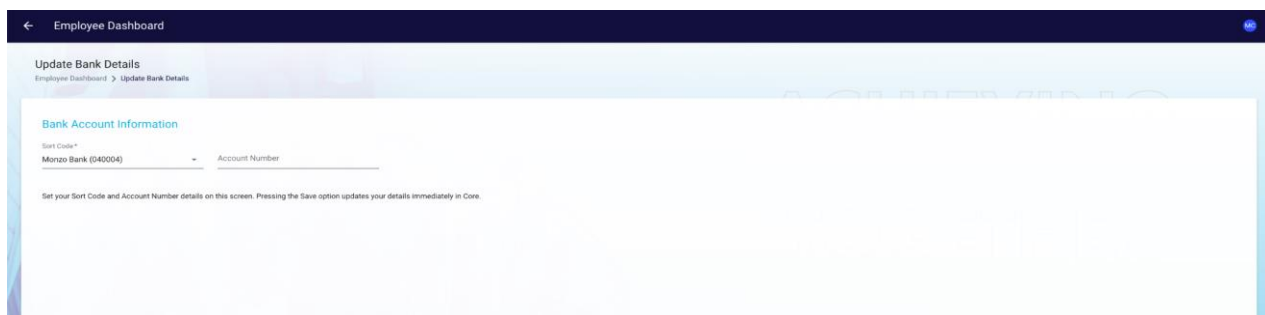
Date Paid	Week No	Run Type	Pay Method	Bank Details	Net Pay	
27th January 2022	202143	Main	Bacs	Sort Code 040004 Account No. *****42	£1,300.00	<a href="#">VIEW</a>
21st December 2021	202139	Main	Bacs	Sort Code 040004 Account No. *****41	£1,300.00	<a href="#">VIEW</a>
25th November 2021	202134	Main	Bacs	Sort Code 040004 Account No. *****41	£1,300.00	<a href="#">VIEW</a>
28th October 2021	202130	Main	Bacs	Sort Code 040004 Account No. *****41	£1,300.00	<a href="#">VIEW</a>
30th September 2021	202126	Main	Bacs	Sort Code 040004 Account No. *****41	£1,300.00	<a href="#">VIEW</a>

**Step 9:** Select 'P60 documents' to review your P60 tax information. Note nothing will show here, unless you were receiving payment at the end of the last financial year (April).



Year	Viewed	First Viewed	Last Viewed
 NOTHING TO SEE HERE EXCEPT THE FLAG			

**Step 10:** Select Bank Details to see your bank details held on record, and where you will receive your monthly stipend.



**Update Bank Details**

Bank Account Information

Sort Code\*  
Monzo Bank (040004)      Account Number

Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.

### PhD researcher's comment on Access XD:

*'The XD system is an incredibly user-friendly platform, which allows me access to all the financial information I need, regarding my studentship'*

### For additional support

**Contact:** Hazel Campbell, Doctoral College Finance Officer

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**Contact Number:** 02870 124729