

## External Examiner's guide to entering bank details, printing payslips and P60's

Enter Unified, the University's HR/Finance system <https://unified.kingston.ac.uk>

Enter your KU ID Number in the following format: KU12345    Enter your password

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Your employment	<a href="#">Expenses</a> <a href="#">Absences</a>	<a href="#">Adoption Leave Request</a> <a href="#">Exit Questionnaire</a> <a href="#">Flexible Working Request</a> <a href="#">Maternity Leave Request</a>	<a href="#">Personnel information</a> <a href="#">Activate your substitutes</a>
Forms			
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Click on 'Personnel information'

You will land on the 'Resource' tab. Move along and click on the 'Payment information' tab

**You can now enter / update your Bank details**

### Personnel information

Resource	Contact information	Relations	Payment information	Payroll	Employment	Person
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**Resource**

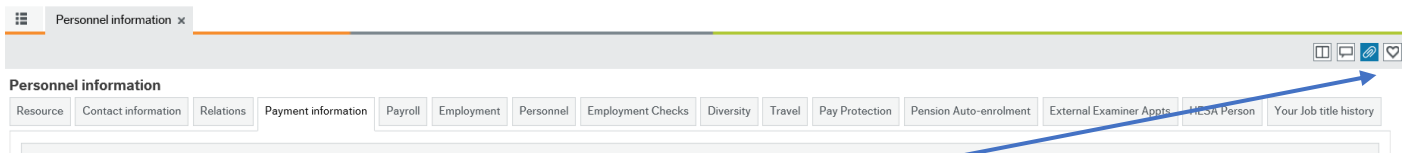
Lookup  
Catherine Snabaitis

Related supplier information	Default payment information
Supplier ID* Catherine Snabaitis	Pay method* BACS
Supplier group* EM	IP
	Bank account*
	BS Roll No. 0
	IBAN
	Swift
	Sort Code

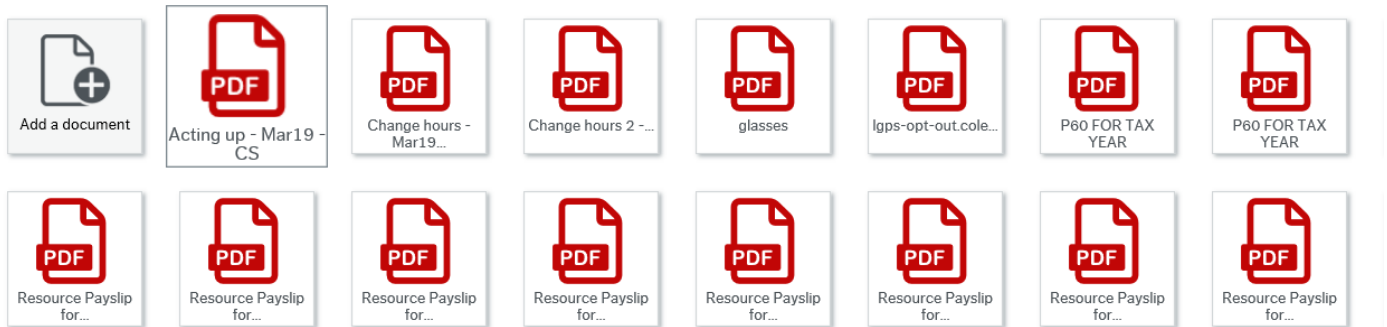
Save	Clear	Export	Balance	Rates	Cost distribution	Starter details
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## To obtain a printed copy of your payslip or P60



Click on the paperclip at the top right of the screen

You can now view your payslips / P60



Double click on the document you require.

Once opened hover over the top centre to reveal the print or save icon