



Staff Induction at St Martins School



Payslips & Benefits

How to Access Your Payslip

Our payroll provider is Telford & Wrekin Council. They [MV HCM Live](#) portal where you can access your payslips.

Access to your payslips will be online via T&W self-service portal called MyView

When logging in for the first time, T&W will send an email containing a temporary password, this will be sent to either your school or personal email address depending on what has been supplied to T&W from Shropshire Council, if you do not receive this you can login using the 'forgotten password' link, displayed on the login page, or email:

Payroll_HR_Control_Team@telford.gov.uk to request a password.

To login you will require:

- Your Employee Number
- National Insurance Number
- Date of Birth

These must be entered as:

- Employee Number 6 Digit Number
- National Insurance Number CAPITALS no spaces or dashes
- Date of Birth DDMMYYYY no spaces or dashes

You will be asked to set a memorable place question; please ensure you use something that you will remember as you will be asked for this every time you login to MyView.

When asked to enter your current password please use the temporary password supplied and then choose one of your own following the onscreen instructions for password requirements.

When logged into MyView you will have access to the following menus:

My Details

Bank Account, Contact Details, Emergency Contact, Personal Details, Continuous LG Start Date.

You may change your details here, except for LG Continuous Start Date, please speak to your School Business Manager if this incorrect.

Payslip, P60 and P11d

Here you will view your pay documents, your first payslip will be from September 2024, we are not able to hold historical payslips or P60's prior to this date. Please see information below on how to access historical payslips.

You can also view your current appointment including annual salary and hourly rate by clicking on the Account Icon located in the top left corner.

Click on the drop-down arrow in Appointment History

Click on the information icon next to the Pay Grade

Click on the downward arrow against the most recent appointment line and your current hourly rate (Point Rate) and Annual (point value) will be shown

If you experience any issues with MyView please email:

Payroll_HR_Control_Team@telford.gov.uk

Trust Benefits Package

The 3-18 Education Trust has a number of staff benefits open to all staff.

[The 3-18 Benefits Package](#)

Telus health

To help support the mental, physical, and financial health of staff. Coming soon.

Find out more:

[Employee Assistance Programme](#)

Call: 0800 169 1920

Log in: <https://login.lifeworks.com/>

Lets Connect / Tusker

Get the latest technology devices and gaming consoles and spread the cost through your salary.

Find out more: [Lets Connect](#)

Drive a better car and spread the cost through your salary.

Find out more: [Tusker Cars](#)

Unions

The 3-18 education Trust has good working relationships with Trade Unions and it is recommended that staff join a union of their choice.

[Unison for support staff](#)

[NASUWT for teachers](#)

[NEU for teacher](#)

[GMB for support staff](#)