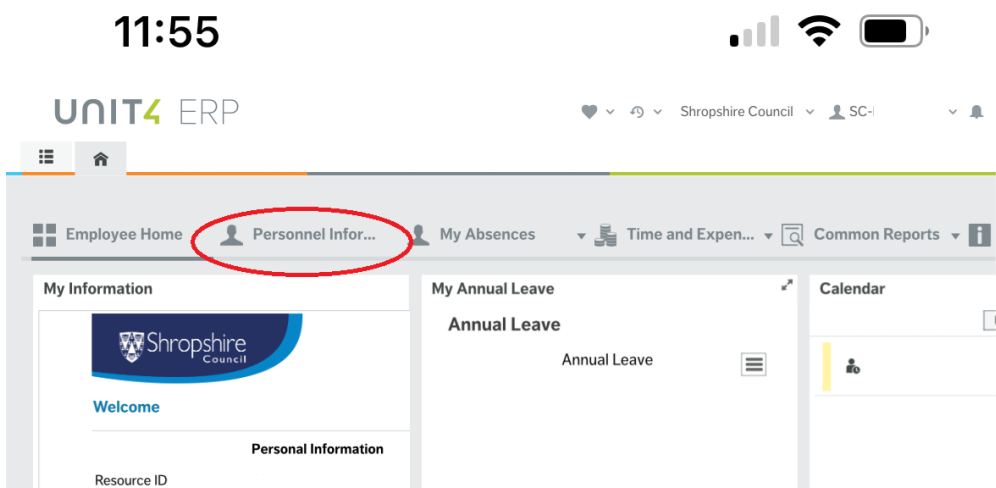
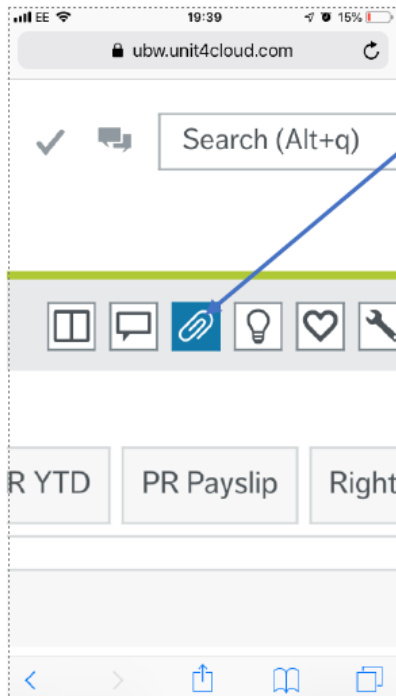


How to access payslips and ERP forms on a personal device

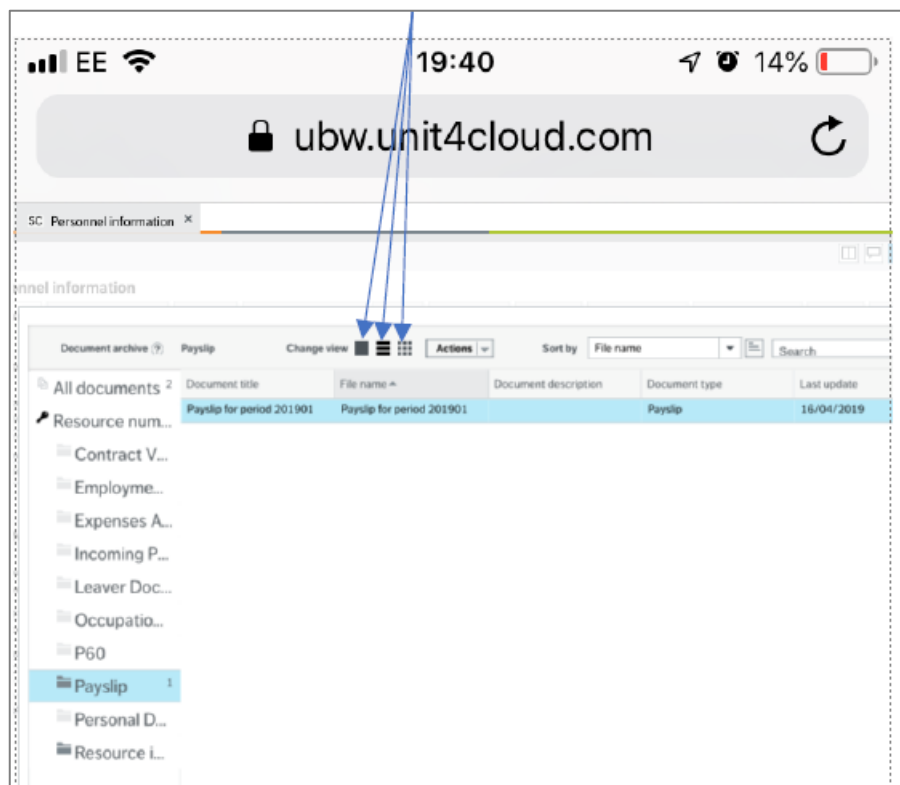
		Last Updated
1	Scope: This guidance is to show you how to use the ERP to access your payslips (and other resource documents) as well as ERP forms on a personal device.	08.07.2026
2	Introduction: You can access the ERP on your mobile phone here but you will need to have MFA (Multi-Factor Authentication) enabled on your device (for assistance with this please contact the ICT Helpdesk .)	08.07.2026
3	Navigate to Employee Home Dashboard → Personnel information Main Menu → Forms	08.07.2026
4	Step by step process <i>(with videos and screenshots)</i>	
4.1	To view your payslips or other resource documents, click on the Personnel information tab. You may need scroll up and to the left or adjust the size of the screen on your mobile. 	08.07.2026



Scroll all the way over to the right and click on the blue paperclip.
Document archive will open.

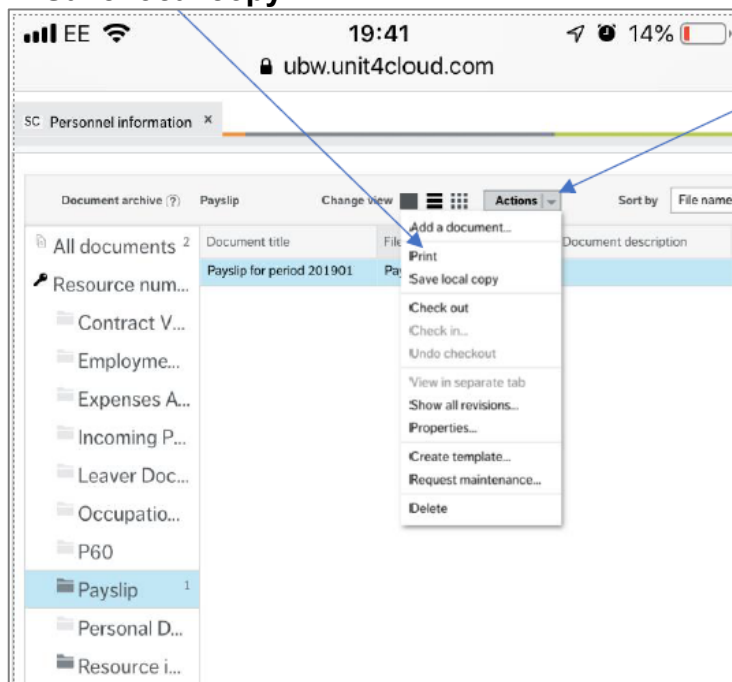


You can **Change view** of the documents here.



Tap once on the document you want to open and it will show as highlighted.

Go to **Actions** at the top of the document archive screen and tap on **Print** or **Save local copy**.

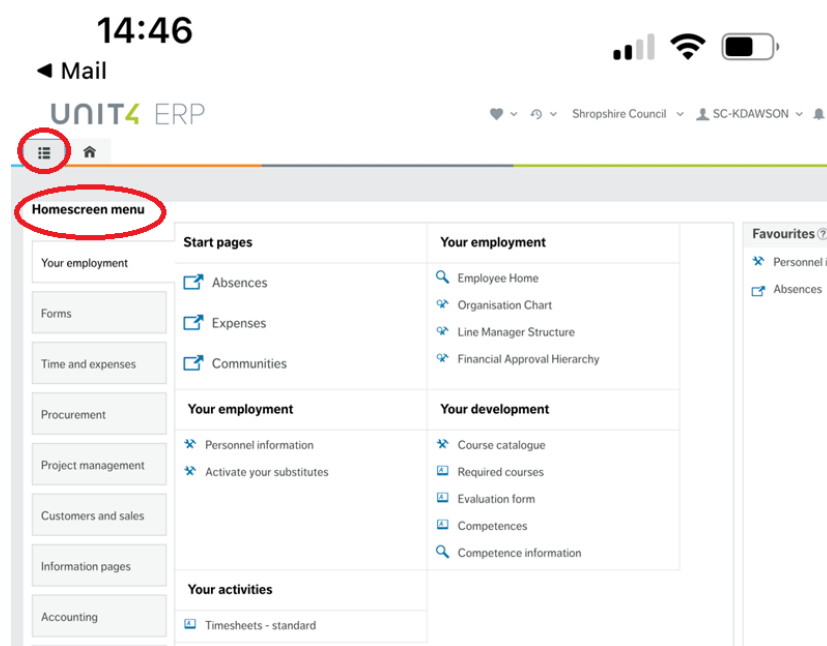


Your mobile device might give you options to “open with” and give a choice of applications or an option to download a copy and save it to your device. Payslip will open on screen.

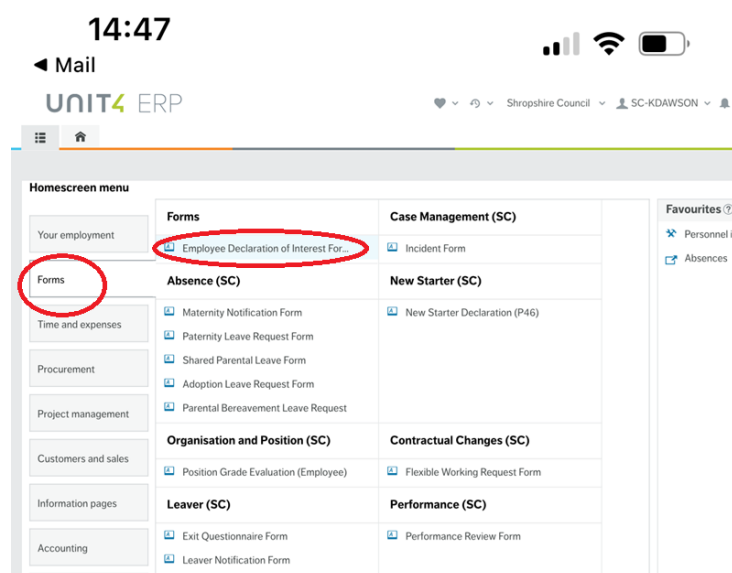


- 4.2 To access any ERP forms, click on the **Main Menu** in the top left and select the **Forms** menu on the left.

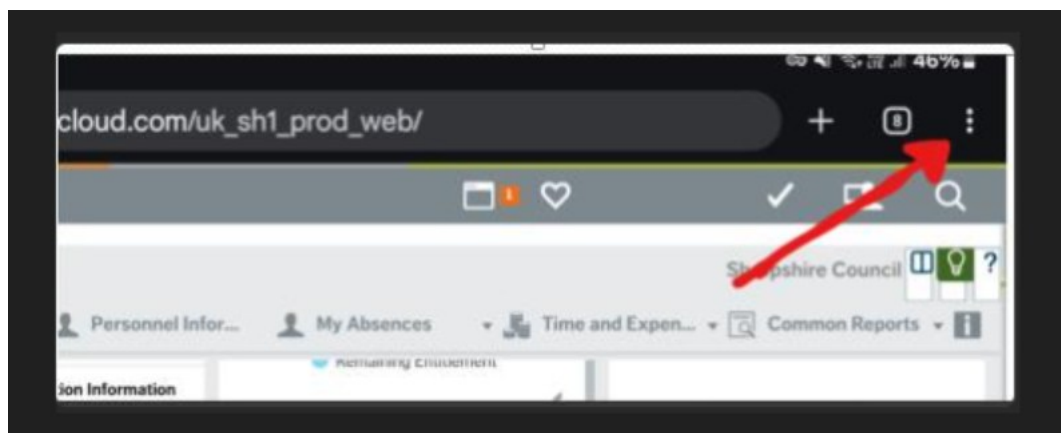
You may need scroll up and to the left or adjust the size of the screen on your mobile.



Click on the **Forms** tab down the left hand side and click on the form you need to complete.



If you are only seeing blank forms you may need to amend your view to desktop view by clicking on the 3 dots on the browser and selecting desktop view.



You can then scroll through the form (and you may need scroll left and right or adjust the size of the screen to access the form fully) to complete.

14:47

Mail

UNIT4 ERP

Shropshire Council SC-KDAWSON

Employee Declaration of Interest Form

Employee Declaration of Interest Form

Form ID* [NEW] [NEW]

Form description* Employee Declaration of Interest Form

Form owner Katie Dawson

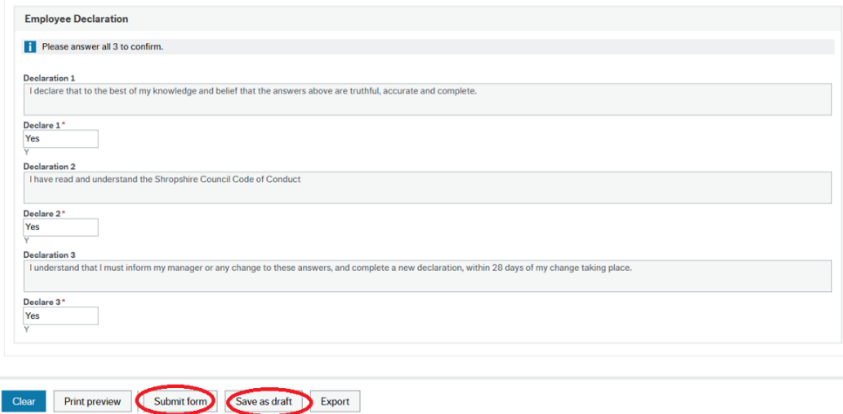
Employee Declaration Line Manager Declaration Service Director

Employee Declaration of Interest Form

Resource Details

Name* Katie Dawson

Position*

	Once completed you can Submit form or Save as draft at the bottom. 	
5	Related Video Links • Tour of the Home Employee Dashboard • Annual Leave – Requesting and Cancelling • How to View and Save Payslips • How to make an Expense Claim • How to complete a Timesheet • How to use Reports in the ERP • How to find and use a Knowly	08.07.2026