

New Payslip Delivery

In April 2026 we introduced a new, secure way to deliver payslips by email for employees who receive postal payslips.

This change means that they will be able to view their payslip quickly, securely and at any time without waiting for paper copies.

What Changed

Paper payslips were replaced with encrypted electronic payslips sent directly to personal email addresses.

What this means:

- Instant access – view their payslip online, anytime and anywhere
- Secure & confidential – information remains fully protected

How to submit a personal email address:

Option 1 – School submission

The email can send their email address to the School Business Manager to collate and email these directly to traded@derbyshire.gov.uk on their behalf.

Option 2 – Employee email submission

The employee emails traded@derbyshire.gov.uk directly from their personal email address confirming the following details:

- Full name
- Payroll number
- National Insurance Number
- Personal email address they wish to use for payslips