



MyPeopleHub User Guide: Monthly Colleagues - Managing My Data and My Documents

Introduction

This document is a guide to updating your data and view your documents in MyPeopleHub.

Key Features of MyPeopleHub:

- ✓ Manage My Data - Easily update your personal details

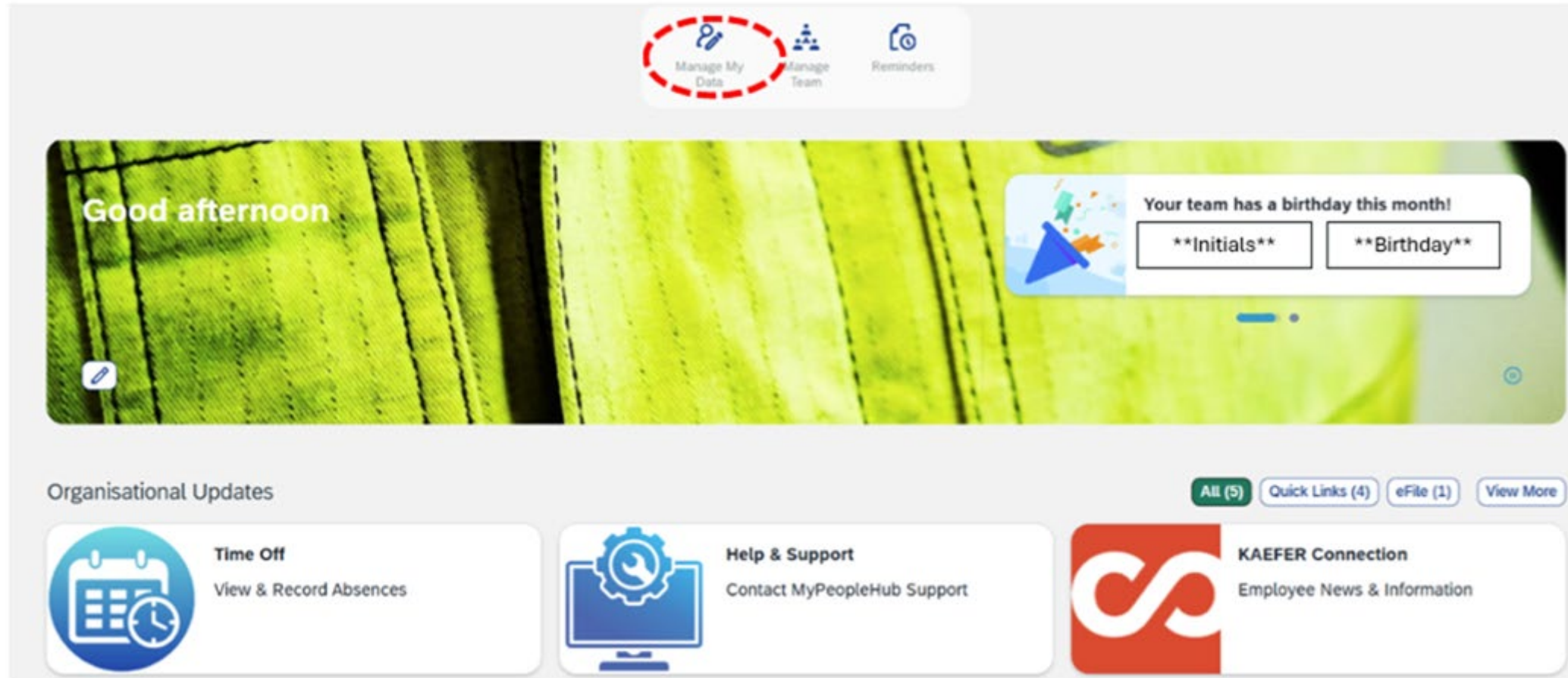
My Documents:

- ✓ View Payslips and P60s



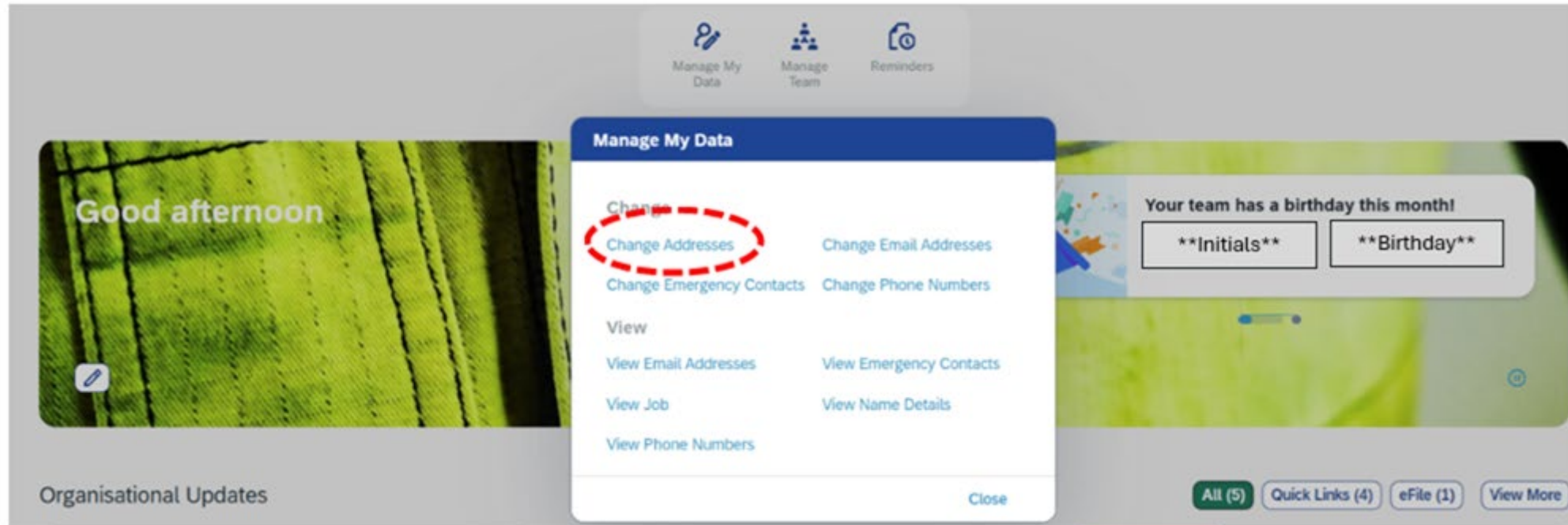
Manage My Data

To update your personal details from the MyPeopleHub home page select **Manage My Data**.



Manage My Data

Select the category you'd like to view or update.



Manage My Data

Add the effective date.

The screenshot displays a mobile application interface. At the top, there are three navigation icons: a person with a pencil (labeled 'Manage My Data'), a group of people (labeled 'Manage Team'), and a clock (labeled 'Reminders'). The main background features a green textured pattern with the text 'Good afternoon' and a small icon in the bottom left. A modal titled 'Change Addresses' is open in the center. It contains a text input field with the date '16 Jun 2026', which is circled in red. Above the input is the label 'When should these changes take effect?*' and below it is 'Address Information'. To the right of the input is a calendar icon. At the bottom right of the modal is a blue 'Add' button. Below the modal, a 'Close' button is visible. On the right side of the screen, there is a notification banner that says 'Your team has a birthday this month!' with two buttons: '**Initials**' and '**Birthday**'. A progress bar is located below the notification.

Manage My Data

Add your new details and press **Save**.

The screenshot shows the KAEFER TEST application interface with a 'Change Addresses' modal form open. The background shows a 'Good afternoon' greeting, a 'Time Off' button, and a 'KAEFER Connection' section. The modal form is titled 'Change Addresses' and contains the following fields:

- When should these changes take effect?: 16 Jun 2026
- Address Type: Home
- Country/Region: United Kingdom
- Address Line 1: *
- Address Line 2:
- Address Line 3:
- City: *
- County:
- Postal Code: *

At the bottom of the modal, there are three buttons: 'Save' (highlighted with a red dashed circle), 'Delete', and 'Cancel'.

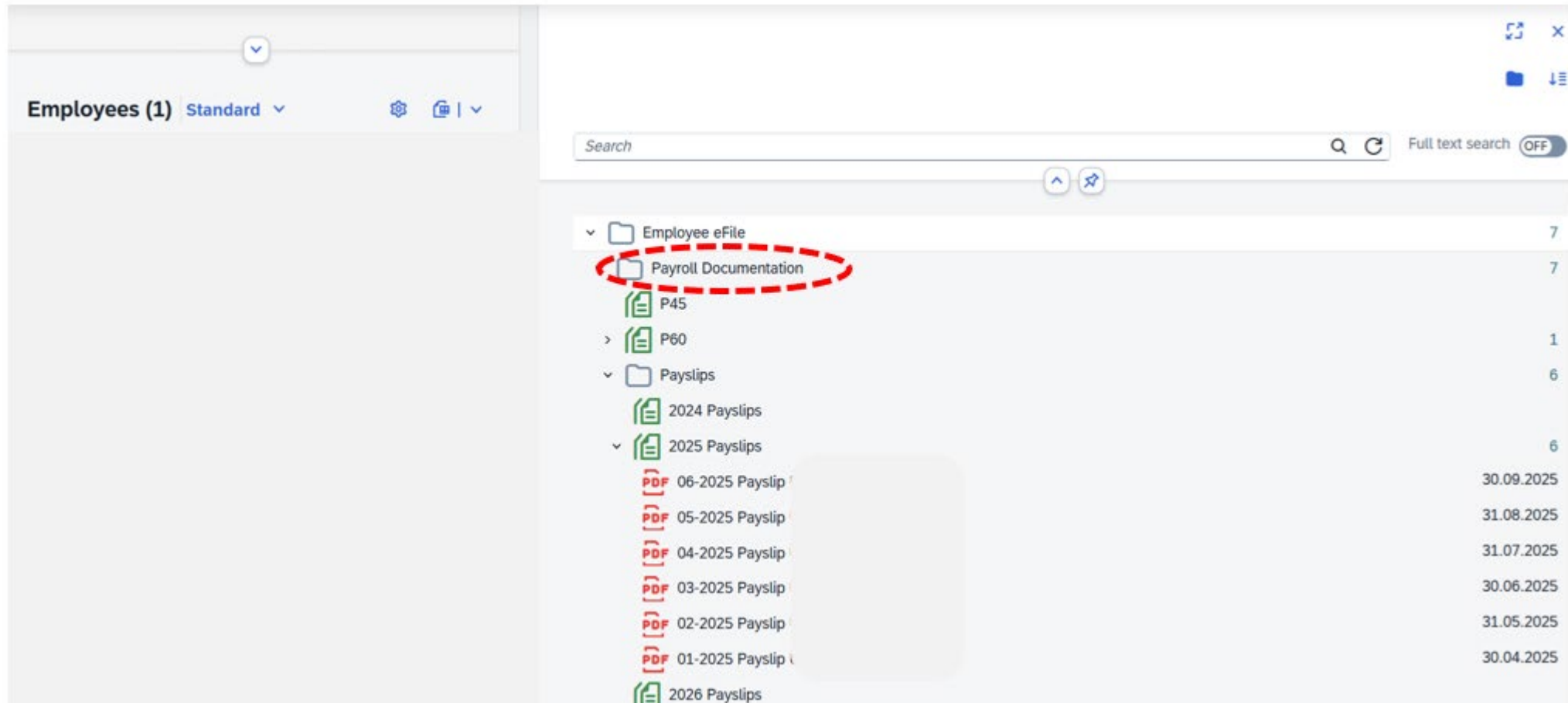
My Documents

To view your documents (Payslips & P60s) select **My Documents**.

The screenshot displays the MyPeopleHub dashboard. At the top, there are three navigation links: 'Manage My Data', 'Manage Team', and 'Reminders'. Below these is a large banner with a green background and the text 'Good afternoon'. To the right of the banner is a notification box stating 'Your team has a birthday this month!' with input fields for '**Initials**' and '**Birthday**'. Below the banner is a section titled 'Organisational Updates' with several tiles: 'Time Off' (View & Record Absences), 'Help & Support' (Contact MyPeopleHub Support), 'KAEFER Connection' (Employee News & Information), and 'KAEFER Careers' (WE'RE HIRING). The 'My Documents' tile (Payslips & P60s) is highlighted with a red dashed circle. At the bottom right, there are filters for 'All (5)', 'Quick Links (4)', 'eFile (1)', and a 'View Less' link. The KAEFER logo is visible in the bottom right corner.

My Documents

Select **Payroll Documentation** and navigate to your P60 or Payslip documents.



My Documents

All documents are saved in PDF for easy viewing, printing and downloading.

Employee et

Payroll Documentation

P45

P60

Payslips

2024 Payslips

2025 Payslips

06-2025 Payslip

30.09.2025

1 of 1

Automatic Zoom

KAEFER

Name

Employee No.

NI Category

NI Number

Pay Method

Pay Date

Tax Code

Tax Basis

Tax Period

Tax Reference

Payment	Hours	Rate	Amount	Deduction	Amount	Year to Date Information	Amount
Aviva SS				Employee NIC		Total gross	
Basic Salary				Tax paid		Taxable YTD (incl P45)	
Car Allowance				Private Medical		Tax Paid	
						Employee NIC	

KAEFER. Count on us.

