

Frequently Asked Questions

Payslips and P60s (UK only) are available for all Nomura employees paid through the UK payroll. This will give you secure and instant access to pay documents from either within or outside the Nomura network.

Please ensure you print off your pay documents on a regular basis. Copies cannot be provided to you.

For NIP UK & Dubai please [click here](#) (only available when logged into your Nomura IT account).

For Asset Management UK, NAM Europe KVGmbH (UK branch) and NRI UK or if accessing the site from outside the Nomura network please [click here](#) and follow the user guide.

What are my login details?

NIP UK & Dubai :

Login credentials are no longer needed if you are accessing your pay documents from your PC logged on to your Nomura network account. (This only applies to NIP UK and Dubai employees)

In order to access your pay documents on an internet browser outside the Nomura network, i.e. your home pc or laptop please see section “Can I view my pay documents without having access to my Nomura PC?” below.

Asset Management UK, NAM Europe KVGmbH (UK branch) and NRI UK:

Your loginID is your Nomura Network ID (example Anne Other is othera). When using the application for the first time you will need to click on the **forgotten password** link next to the login boxes at the top right hand side of the screen. You will receive an email from Nomura@hosting.zellis.com to your Nomura email account advising you of your password details.

Can I view my pay documents without having access to my Nomura PC or from outside the office?

You can log in to your online pay documents by copying or typing the following link into a web browser on your home PC or laptop:

<https://nomura.myview.zellis.com/live/Portal/index.xsp>

As this method is not using your Nomura network account you will need to use login credentials. Your loginID is your Nomura Network ID (example Anne Other is othera). When using the application for the first time you will need to click on the [forgotten password](#) link next to the login boxes at the top right hand side of the screen. You will receive an email from Nomura@hosting.zellis.com to your Nomura email account advising you of your password details.

Who does this affect?

All employees who are paid via the UK payroll, including Dubai employees.

When can I view my current month payslip?

Your payslips will be available on pay day each month.

Can I view my historical payslips and P60s (UK only)?

Yes

Can I print my pay documents?

You will need to login to the [Online Payslip application](#), navigate to your payslip and click on 'Print', found at the bottom right hand side of the page. **Please take care to ensure that you are printing securely and do not leave printouts on a shared printer.**

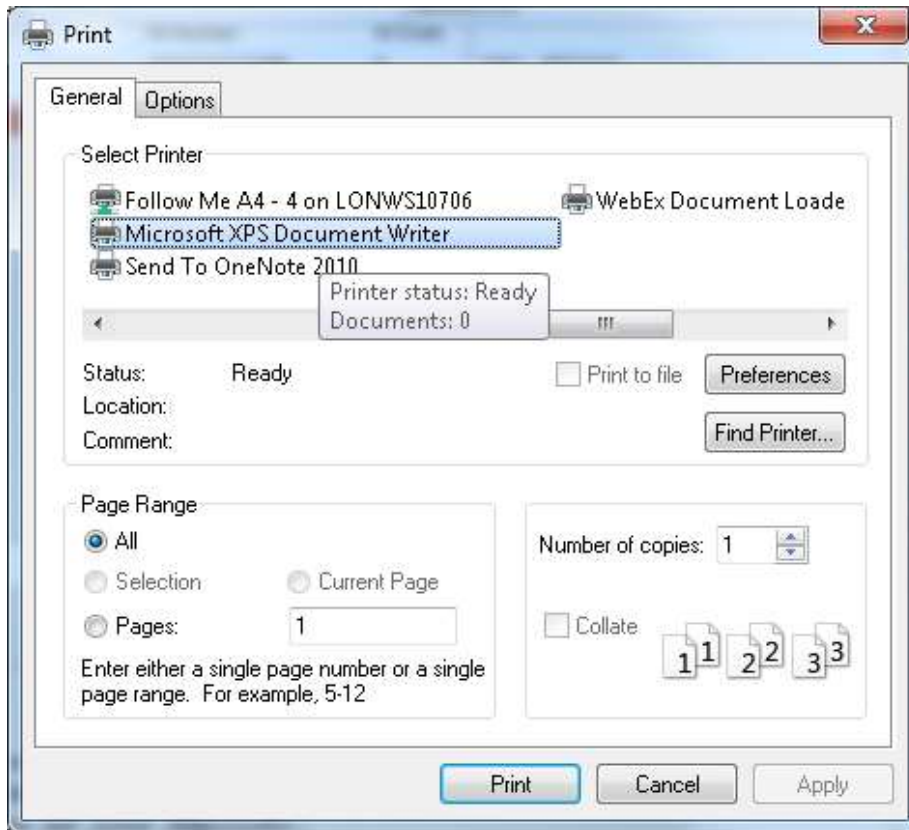
Is my confidential information secure?

Yes. The arrangements for protecting and accessing your payslip information which is stored and accessed by you over the internet have been assessed as being secure by Nomura IT Security. If you wish to send your pay documents to your personal email address IT Security advise to give them a heads-up on - EMEA IT Security DLP emeaitsecuritydlp@nomura.com mailbox, so they can ensure not to escalate those cases for review. When sending your pay documents to your personal email address, please ensure that attachments are encrypted and that the subject line clearly states that the attachment contains personal pay documents.

- Your Nomura network password MUST NEVER be shared with anyone else.
- You will be required to change it every 90 days

Instructions for creating a payslip image to PDF

After selecting Print, choose the printer “Microsoft XPS Document Writer” and select Print



Save the file in your appropriate, safe and private directory as an XPS document

Are printouts from the online pay documents system valid for use as proof of earnings or employment?

Yes for UK employees. If you require a copy to be verified please print this out yourself on headed paper and raise a ticket with the UK Payroll Department in Service now [HR ServiceNow](#).

Electronic P60s (UK only)

Changes have been made to the PAYE regulations in the UK to allow employers to provide P60 information to their employees electronically.

I am a new joiner, when can I see my first payslip?

On your first pay day you will receive a paper copy payslip. For UK employees this will be sent to your home address. Dubai employees' payslip will be hand-delivered. On your second pay day you can access your documents online. See link above. If you have any issues with accessing your payslips please raise a ticket in Service now [HR ServiceNow](#).

I am going on maternity leave. Up to what point can I use the online pay documents system?

You will be sent paper payslips during this time.

You will also be able to access your pay documents from home while you are on maternity leave. If you have remote access to your Nomura PC you can easily access your payslips as normal. If you want to access the online pay documents application from outside the Nomura network, i.e. the internet browser on your home PC or laptop, please refer to section "Can I view my payslips without having access to my Nomura PC?" above. **However**, please note that if you try to reset your password, a new password will be sent to your Nomura email account.

Please also ensure you update [Nomura HR SuccessFactors](#) with any changes to your address.

I am taking a sabbatical. Up to what point can I use the online pay document system?

You will be able to access your pay documents until your last day in the office.

I am leaving Nomura, can I still access my payslips?

You will only be able to access your payslip online up to your last day of employment. Your final payslip and P45 will be posted to your home address (UK only).

Who are Zellis?

Zellis are the Nomura Payroll Provider for the UK. The online pay documents application runs within the Zellis network, as does the UK payroll processing.

Who do I contact if I have any questions?

To get support, access knowledge articles or raise a query for Payroll use HR ServiceNow: [HR ServiceNow](#)