

# Work - My salary data

- [My salary and certificates data](#)

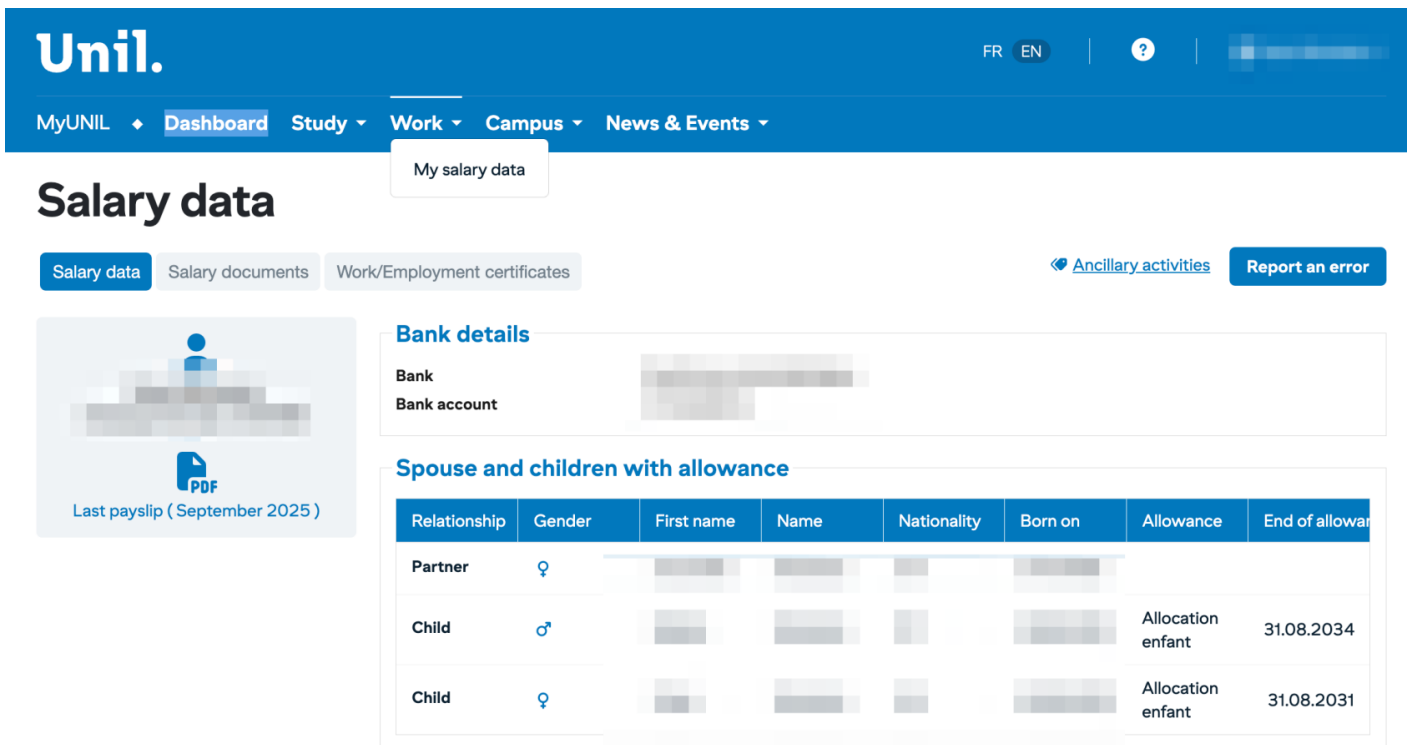
# My salary and certificates data

## Salary Data

The Salary Data section allows you to view all information related to your employment at UNIL: pay slips, bank details, family information and work certificates.

“ Access: Menu **Work** → **My salary data**

Audience: <https://my.unil.ch/employeeedata/>



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My salary data

### Salary data

Salary data | Salary documents | Work/Employment certificates

« Ancillary activities Report an error

Last payslip (September 2025)

#### Bank details

Bank  
Bank account

#### Spouse and children with allowance

| Relationship | Gender | First name | Name | Nationality | Born on | Allowance         | End of allowance |
|--------------|--------|------------|------|-------------|---------|-------------------|------------------|
| Partner      | ♀      |            |      |             |         |                   |                  |
| Child        | ♂      |            |      |             |         | Allocation enfant | 31.08.2034       |
| Child        | ♀      |            |      |             |         | Allocation enfant | 31.08.2031       |

## Accessing Salary Data

From the navigation bar, click on the **Travailler** menu and then select **Mes données salariales**.

### **i Note**

This section is only visible to staff members who have an employment contract with the University of Lausanne.

## Available Tabs

The Salary Data page is organised into three main tabs:

| Tab                     | Description  |
|-------------------------|--|
| <b>Salary data</b>      | General information, bank details and family situation |
| <b>Salary documents</b> | Monthly pay slips and annual salary certificates       |
| <b>Certificates</b>     | Official documents relating to your employment         |

## Données salariales Tab

This tab displays your personal information related to your employment.

### Latest Pay Slip

On the left, a thumbnail displays a preview of your latest pay slip with the period concerned (e.g.: "der. bulletin (septembre 2025)").

Click on the PDF icon to download the document.

### Bank Details (Coordonnées bancaires)

This section displays your bank details registered for salary payments:

| Field             | Description              |
|-------------------|--------------------------|
| <b>Bank</b>       | Name of your bank        |
| <b>Bank acunt</b> | Your account IBAN number |

### Spouse and Children with Allowances (Conjoint·e et enfants avec allocation)

If you receive family allowances, this section displays information about your family situation in table format:

| Column                            | Description   |
|-----------------------------------|---|
| <b>Relation</b>                   | Type of relationship (Conjoint = Spouse, Enfant = Child)      |
| <b>Sexe</b>                       | Gender (♀ or ♂)   |
| <b>Prénom</b>                     | First name  |
| <b>Nom</b>                        | Surname   |
| <b>Nationalité</b>                | Country of nationality  |
| <b>Né(e) le</b>                   | Date of birth   |
| <b>Autorisation de majoration</b> | Type of allowance (e.g.: Allocation enfant = Child allowance) |
| <b>Fin des alloc.</b>             | End date of allowances  |

## Documents de salaire Tab

This tab allows you to access all your salary documents.

### Pay Slips

Monthly pay slips are available in PDF format. They contain details of your remuneration:

- Gross salary
- Deductions (AVS, LPP, withholding tax, etc.)
- Any allowances
- Net salary

### Annual Salary Certificates

Annual salary certificates are made available at the beginning of the year for the previous tax year. These documents are required for your tax return.

## Certificats/attestations de travail Tab

This tab provides access to official documents relating to your employment:

- Work certificates
- Employment attestations
- Other HR documents

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# Available Actions

## Secondary Activities (Activités accessoires)

The **Activités accessoires** link (top right) allows you to declare or view your professional activities carried out outside UNIL, in accordance with legal obligations.

## Report an Error (Signaler une erreur)

If you notice an error in your salary data, click on the **Signaler une erreur** button (top right) to contact the Human Resources Department.

“ **⚠ Important**

If there is an error in your bank details, report it immediately to avoid any salary payment problems.

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# Interface Summary

| Area                 | Content                         | Possible Actions               |
|----------------------|---------------------------------|--------------------------------|
| Salary data tab      | Personal and family information | View, download latest pay slip |
| Salary documents tab | Pay slips and certificates      | Download PDFs                  |
| Certificates tab     | Official HR documents           | Download documents             |
| Ancillary activities | External activities declaration | View, declare                  |
| Report an error      | HR contact                      | Send a correction request      |

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# Tips for Use

- Download and keep your pay slips each month.

- Retrieve your annual salary certificate as soon as it is available for your tax return.
  - Regularly check that your bank details are correct.
  - In case of a change in family situation (birth, marriage, etc.), contact the Human Resources Department to update your information.
  - Report any errors found on your documents immediately.
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# Confidentiality

Your salary data is strictly confidential and accessible only by yourself and the authorised university services (Human Resources Department, Financial Service).

Remember to log out after viewing, particularly on a shared computer.

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*This documentation is part of the official user help for the MyUNIL portal.  
University of Lausanne - IT Centre*