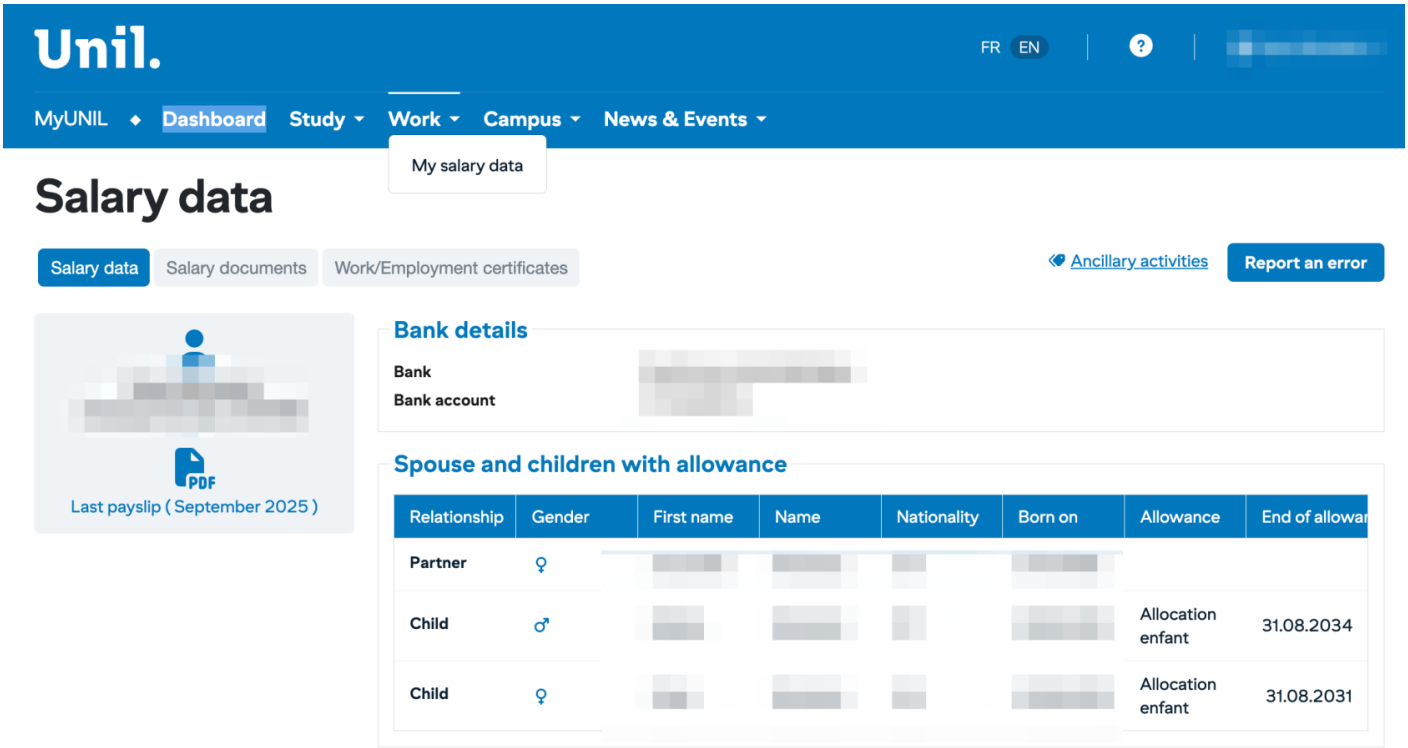
My salary and certificates data

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/employeedata/



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
Salary data	General information, bank details and family situation
Salary documents	Monthly pay slips and annual salary certificates
Certificates	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
Bank	Name of your bank
Bank acunt	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
Relation	Type of relationship (Conjoint = Spouse, Enfant = Child)
Sexe	Gender (♀ or ♂)
Prénom	First name
Nom	Surname
Nationalité	Country of nationality
Né(e) le	Date of birth
Autorisation de majoration	Type of allowance (e.g.: Allocation enfant = Child allowance)
Fin des alloc.	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

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.

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

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.

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.

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

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