



System User Guide

Employee Guide on How to View Your Online P60

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Introduction

This guide covers key tasks for Employees in the 'how to view your online P60' system process. It is related to the Process User Guide for Payroll for Employees, Line Managers, SDAs and HR Operations.

[Guide to Payroll for Employees, Line Managers, SDAs and HR Operations](#)

In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

How to View your P60

1. From the Home page, click the **Me** tab then select the **Pay** app.
2. Click the **Year-End Documents** tile to view your P60.
Note: P60s prior to and including tax year 2021/22 are not available in People and Money. P60s that pre-date April 2022 can be requested from Payroll via a Service Request using category P45/P60.
3. Using the View drop down list, you can sort by 'All', 'Last 3 Years' or 'Specific Date Range'.
4. Click on the **P60** tile you would like to open.
5. The P60 details are displayed.

What is Included on your P60

Please refer to the [detailed](#) section for an overview of your P60 details.

How to Print your P60

1. From the Home page, click the **Me** tab then select the **Pay** app.
2. Click the **Year-End Documents** tile to view your P60.
3. Click on the **P60** tile you would like to open.
4. To print the P60, click on the **Printer** icon.
5. A print dialogue box will open to allow you to print to a printer of your choosing.

How to Save your P60

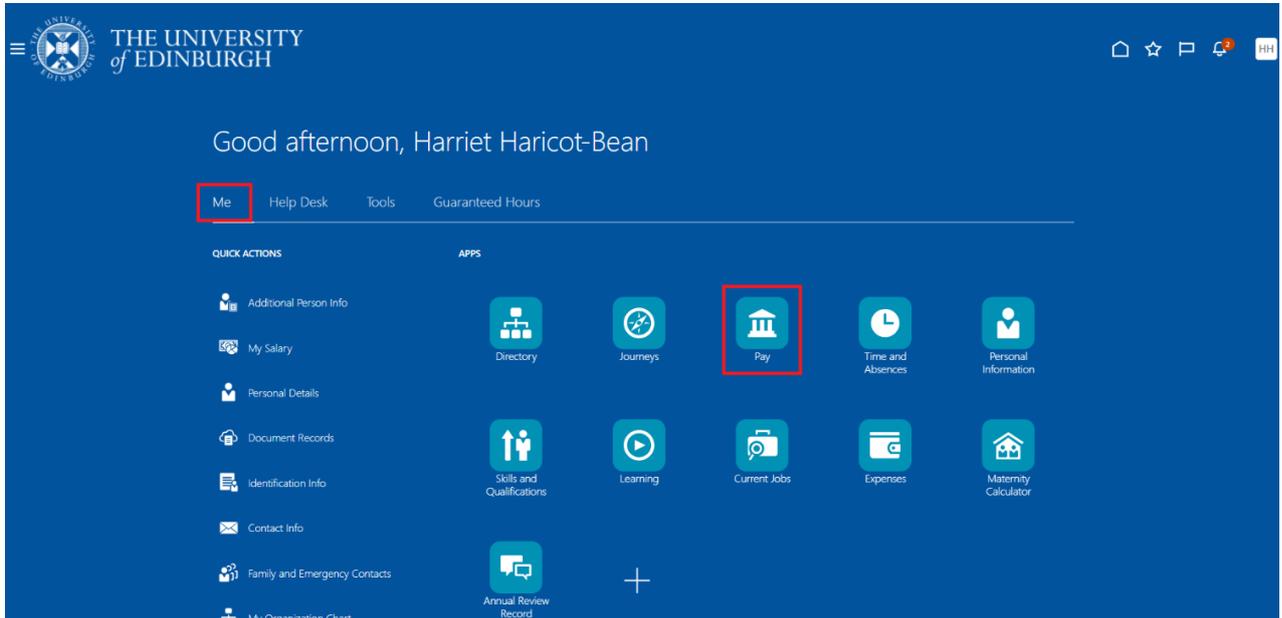
1. From the Home page, click the **Me** tab then select the **Pay** app.
2. Click the **Year-End Documents** tile to view your P60.
3. Click on the **P60** tile you would like to open.
4. To save the P60, click on the **Save** icon.
5. A save dialogue box will open.
6. Rename your file to something more meaningful (e.g. April 2022_23). Then click on **Save**.

For detailed guidance, see the next section.

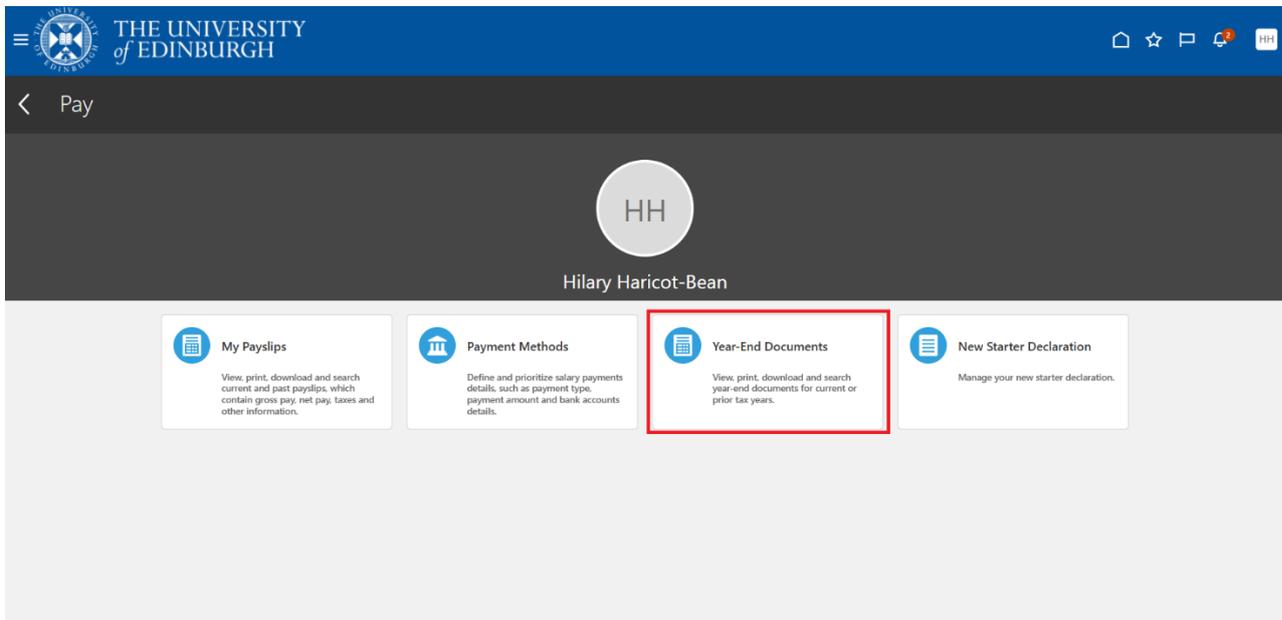
In Detail

How to View Your P60

1. From the Home page, click the **Me** tab then select the **Pay** app.



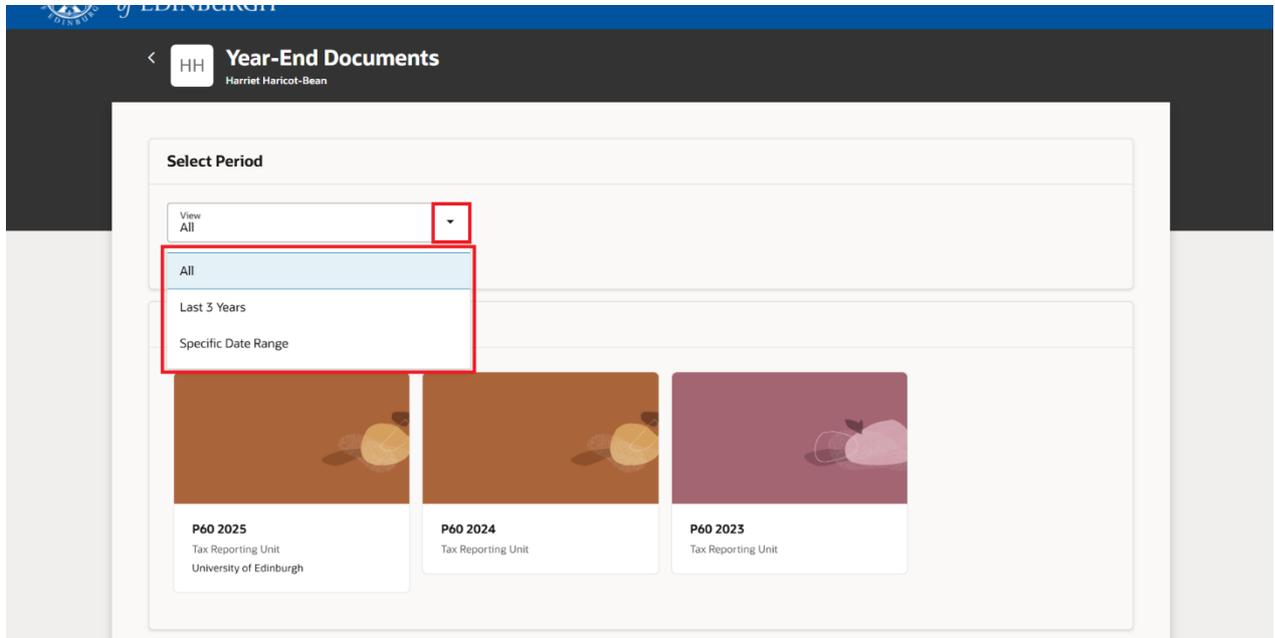
2. Click the **Year-End Documents** tile.



Note: P60s prior to and including tax year 2021/22 are not available in People and Money. P60s that pre-date April 2022 can be requested from Payroll via a Service Request using category P45/P60.

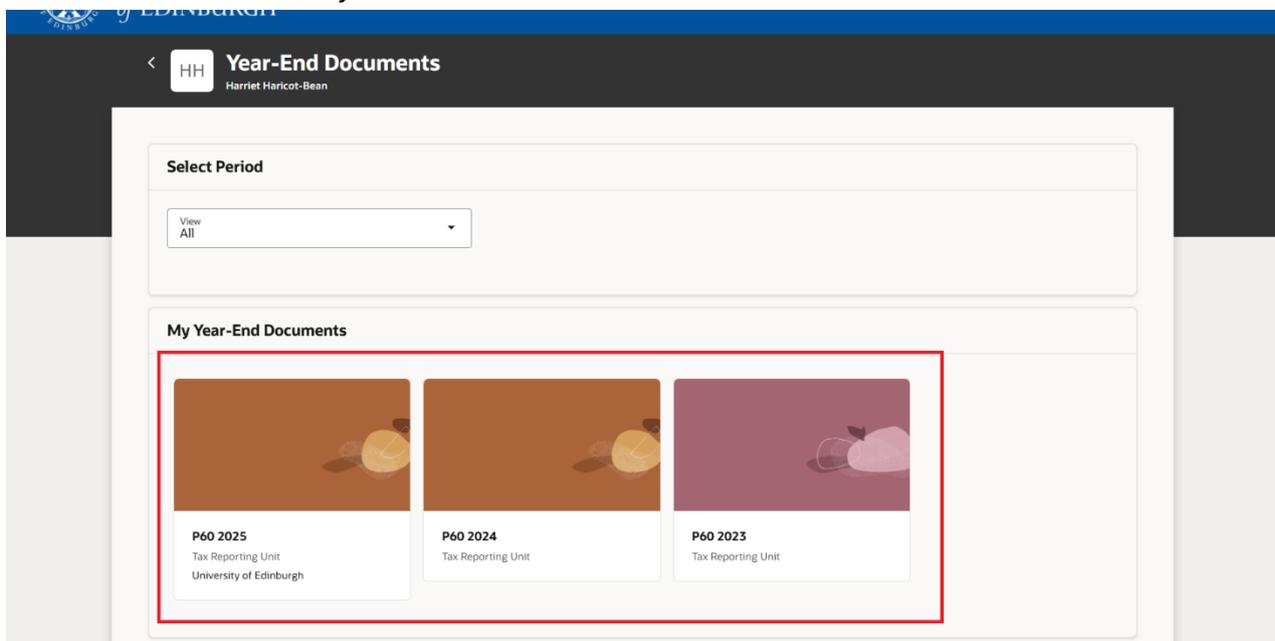
- Using the **View** drop down list, you can sort by **'All'**, **'Last 3 Years'** or **'Specific Date Range'**.

Note: if you use the **Specific Date Range** filter, you must use **Start** and **End Dates** that are in the range of the start and end date of the tax years. See [Appendix 1](#) for further information.



Note: only P60s from 2025 onwards will show the legal entity.

- Click on the P60 tile that you would like to view.



5. The P60 details are displayed.

P60 End of Year Certificate
Tax year to 5 April 2025
This is a printed copy of an eP60

To the employee:
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.
HM Revenue and Customs

*The figures marked * should be used for your tax return, if you get one*

Employee's details

Surname: _____
Forenames or Initials: _____
National Insurance number: _____ Works/payroll number: _____

Pay and Income Tax details

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)	0	00	0	00
In this employment *	25 468	32	2 542	74
Total for year	25 468	32	2 542	74

Final tax code: S1263L

What is Included on Your P60

Personal details

Your first name and surname, National Insurance number and Works/Payroll number

Pay and Income Tax details

In previous employment – pay earned and tax deducted in tax year to 5 April worked in previous organisations. This information will have been provided when you started your employment on your P45 from your previous employer or as part of the new starter declaration.

In this employment – pay earned and tax deducted in tax year to 5 April worked at the University of Edinburgh (including any statutory payments).

Total for year – total pay earned and tax deducted in tax year to 5 April in all employments.

Note 1 – Multiple assignments

If you hold multi-assignments at the University then your earnings for tax and national purposes are aggregated together to determine the correct tax and national insurance. The payments from all assignments are now displayed on a single P60.

This section also shows your Final tax code. It is your responsibility to ensure this is correct.

Note 2 - Scottish Tax Code

If your tax code has an S in front of your code e.g. S1257L then HMRC have your status for tax purposes as a Scottish Taxpayer. This means that your tax calculation is partially determined based on rates and thresholds determined by the Scottish government. If it is set at a different rate, then Scottish taxpayers will pay a correspondingly higher or lower rate of income tax than elsewhere in the UK. Definition of a Scottish taxpayer is determined by ‘close connection’ and is usually defined by ‘where an individual has their place of residence’. For the majority of staff this will be straightforward i.e. live in Scotland. However, there will be some cases where this may not be the case.

See [Finance Specialist Services SharePoint](#) for further information.

National Insurance contributions in this employment

This shows the breakdown of National Insurance Contributions (NIC) paid by the employee during the tax year.

Statutory Payments in this employment

This shows the breakdown of statutory payments paid to the employee (where applicable) during the tax year (included in the “pay in this employment” figure. Statutory payments include

- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Shared Parental Pay
- Statutory Shared Parental Bereavement Pay

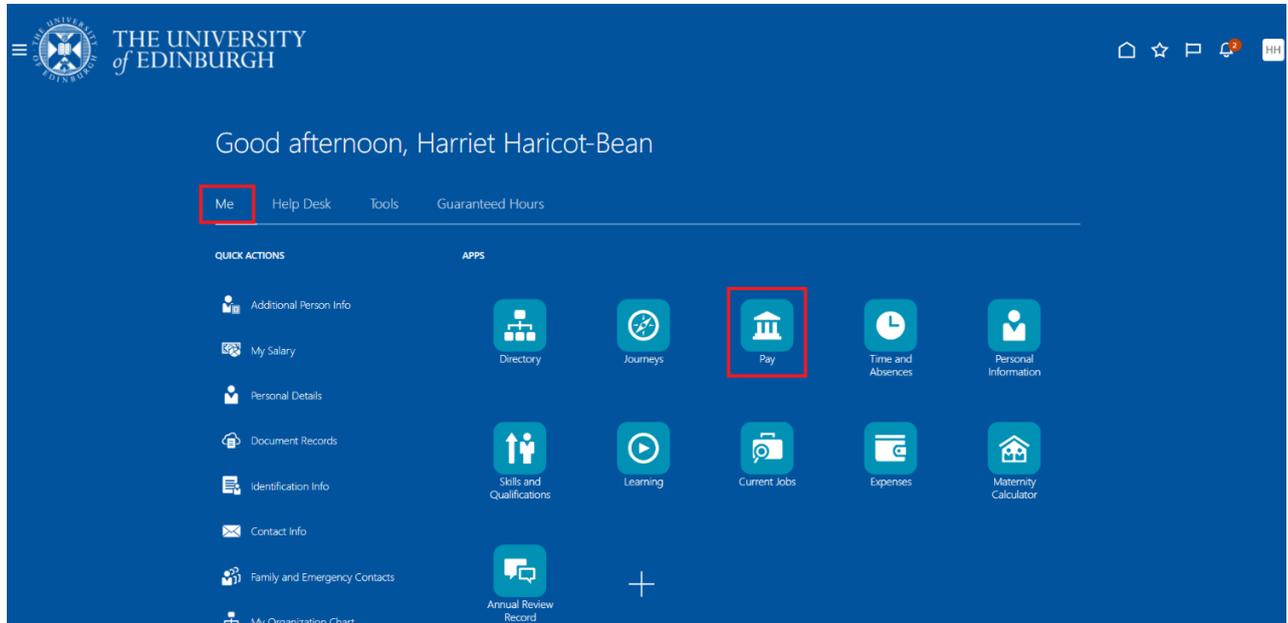
Other details

- Student load deductions (in this employment – full £s only)
- Post graduate loan deductions (in this employment – full £s only)
- The University’s full name and address and Employer PAYE reference details (961/2401398)

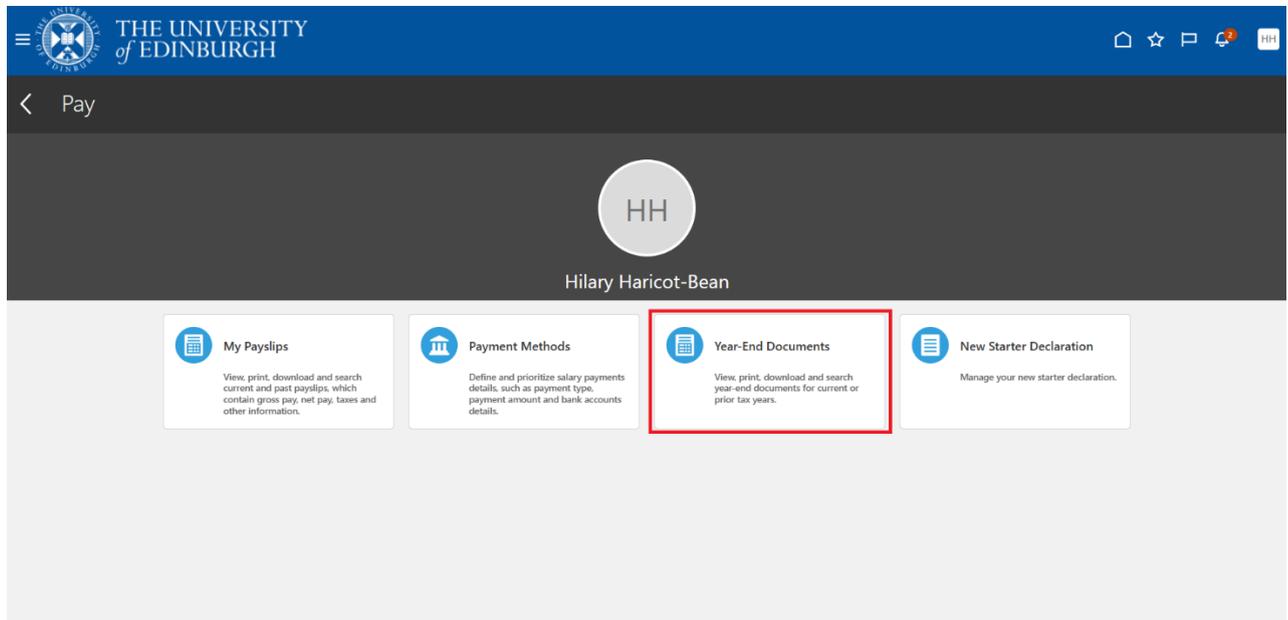
How to Print Your P60

Although it is possible to print a P60, it can be viewed on screen at any time as a history of your P60s will always be available. Printing a P60 is applicable when applying for a mortgage or before ending employment with the University. You can print your P60 whilst it is on your screen.

1. From the Home page, click the **Me** tab then select the **Pay** app.

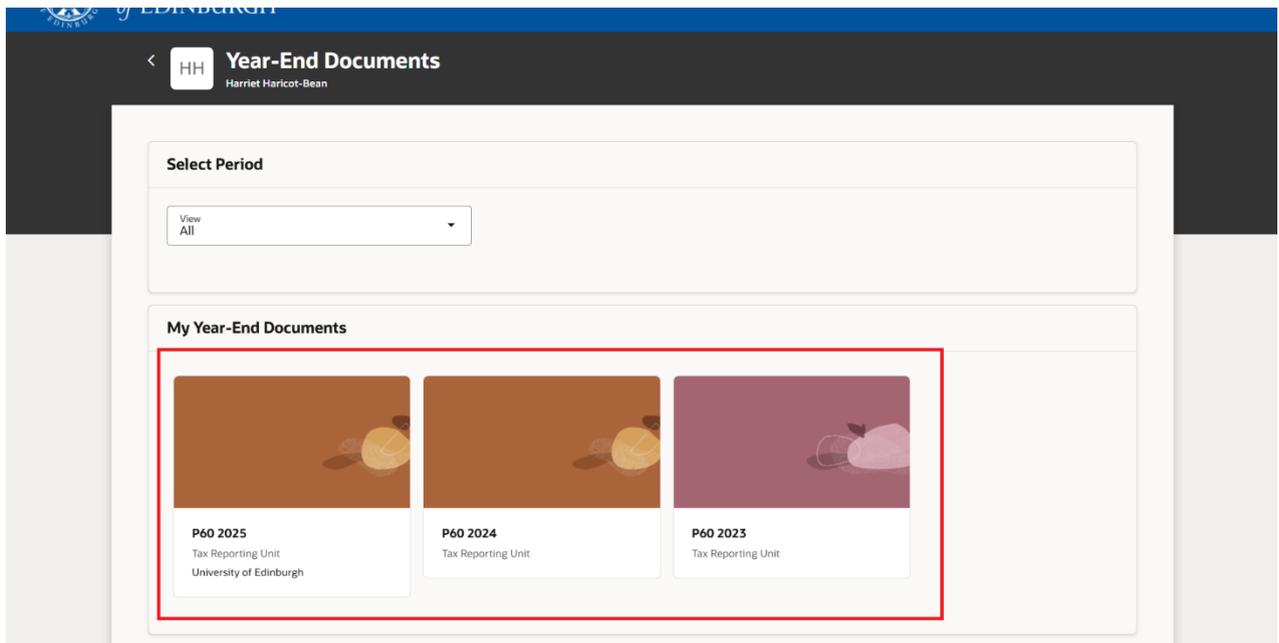


2. Click the **Year-End Documents** tile.

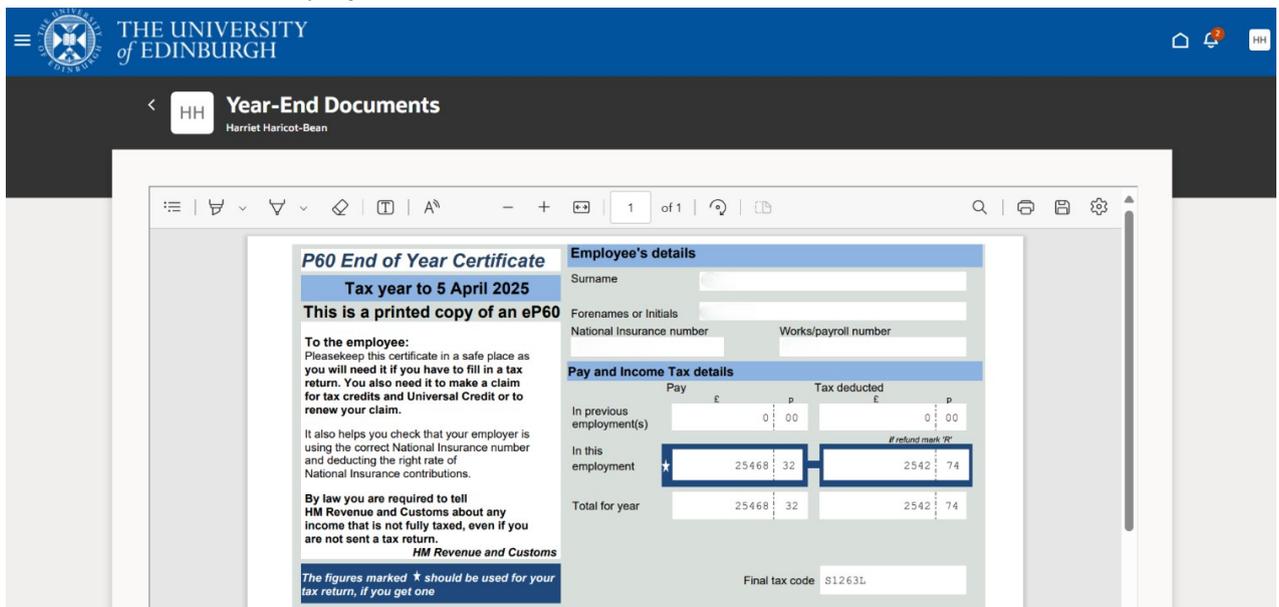


Note: P60s prior to and including tax year 2021/22 are not available in People and Money. P60s that pre-date April 2022 can be requested from Payroll via a Service Request using category P45/P60.

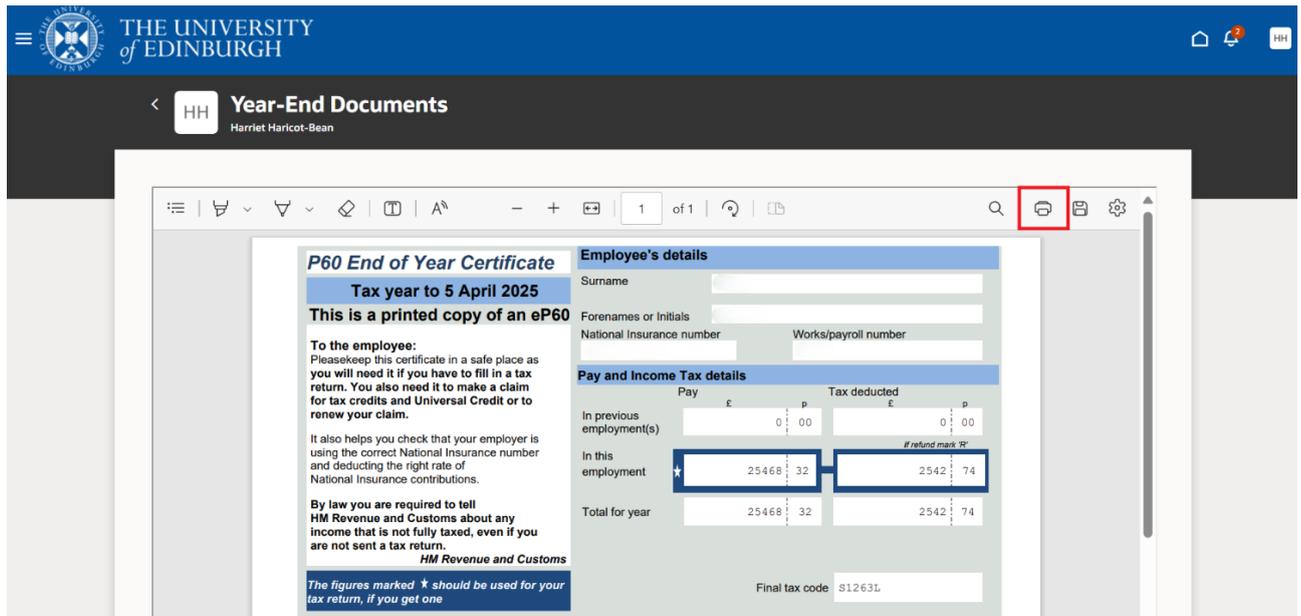
3. Click on the P60 tile that you would like to print.



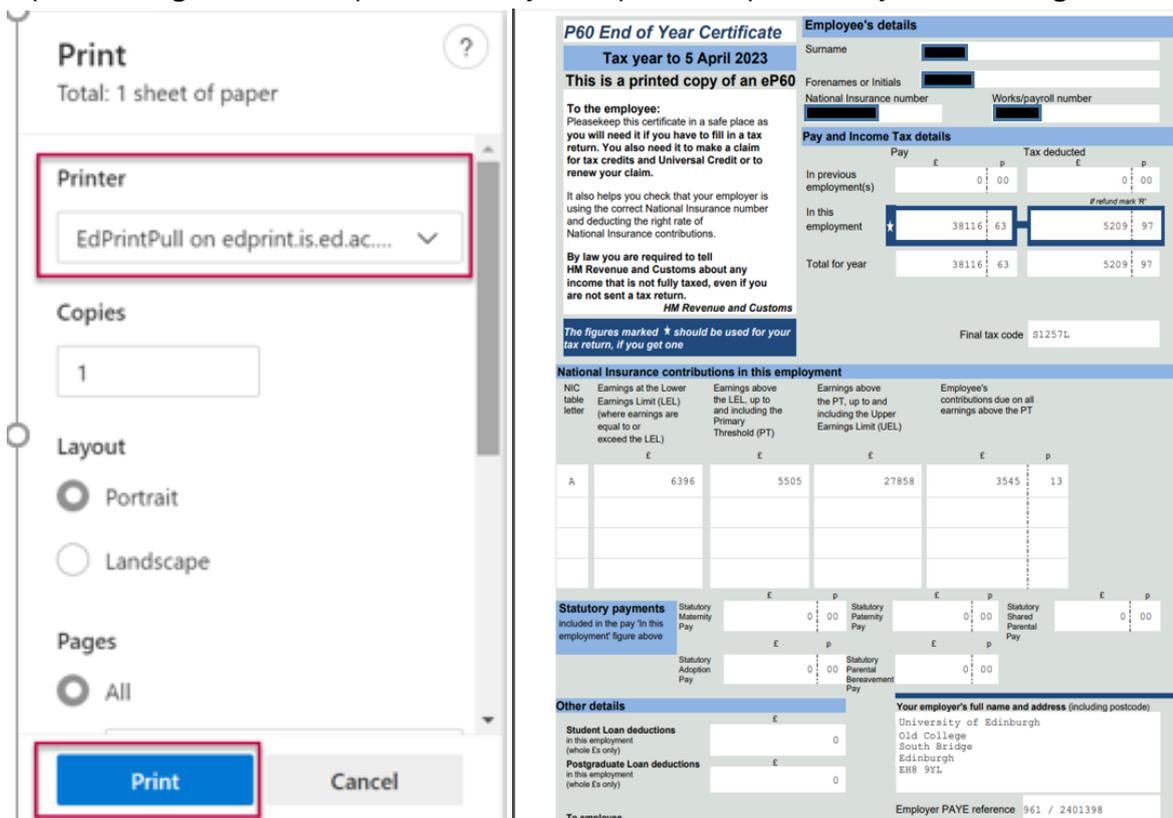
4. The P60 details are displayed.



- To print the P60, click on the **Printer icon**.



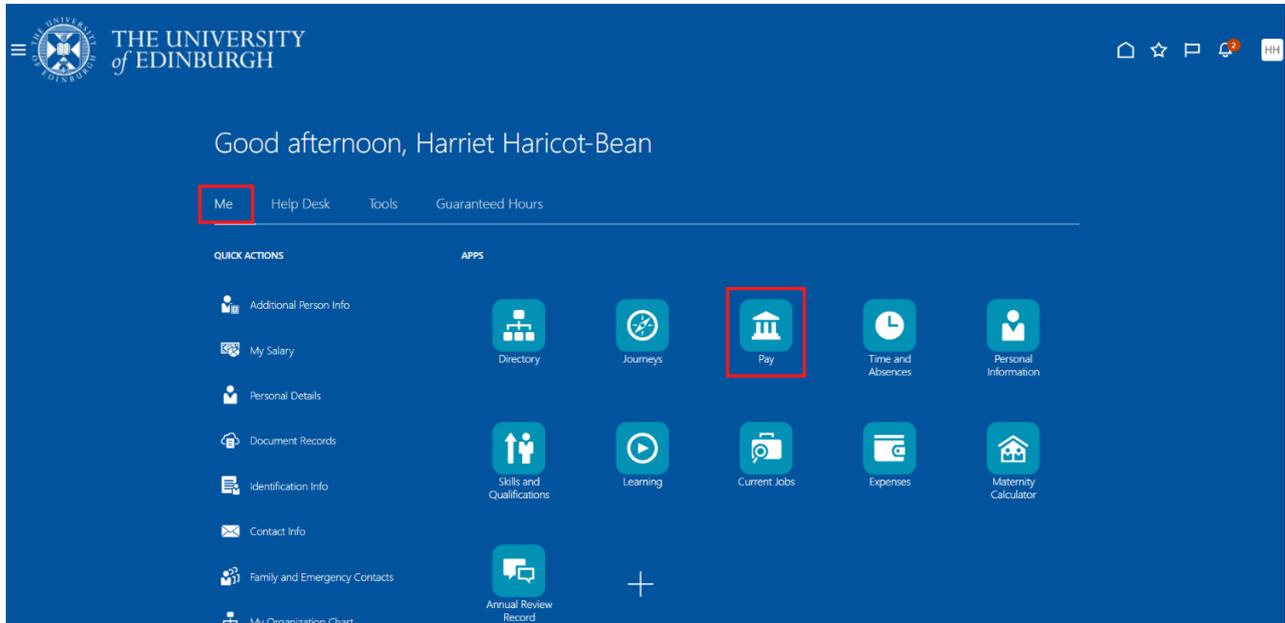
- A print dialogue box will open to allow you to print to a printer of your choosing.



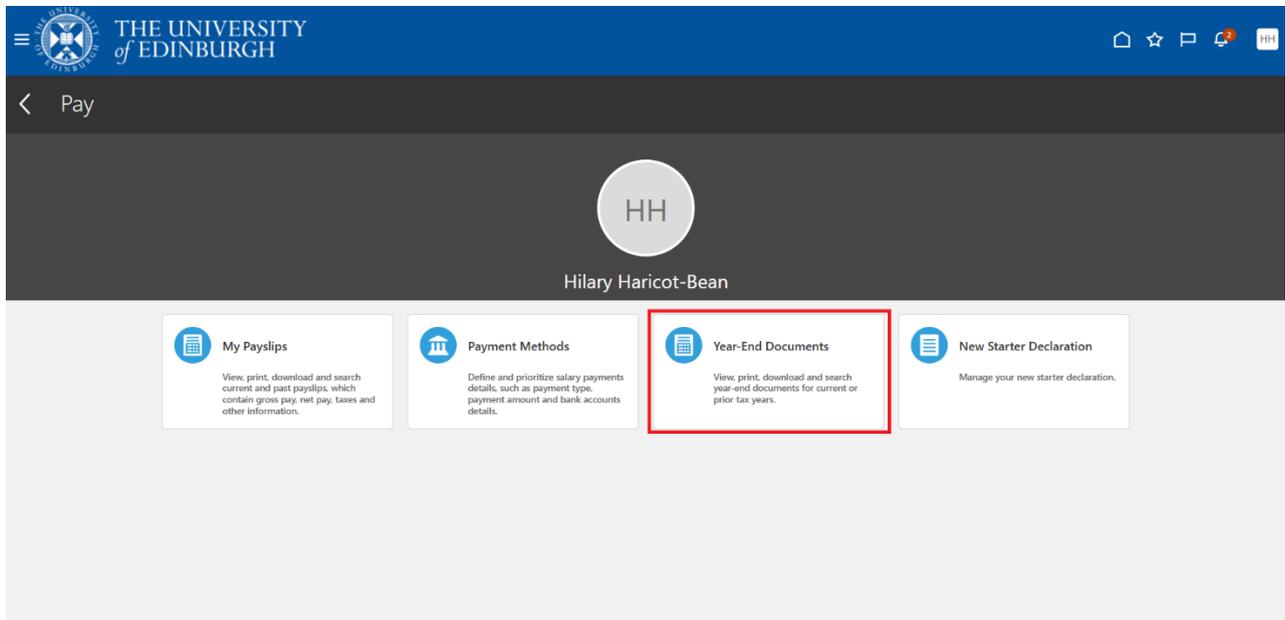
How to Save Your P60

Although it is possible to save a P60, it can be viewed on screen at any time as a history of your P60s will always be available. Saving a P60 is advisable before ending employment with the University. You can save your P60 to your computer.

1. From the Home page, click the **Me** tab then select the **Pay** app.

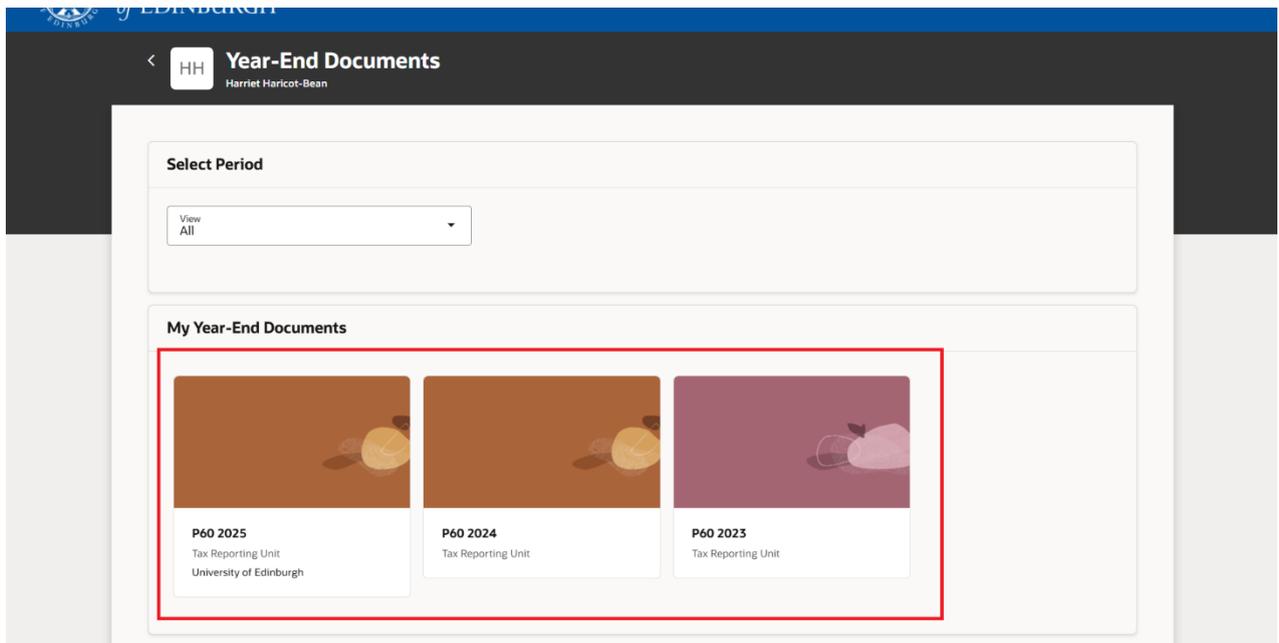


2. Click the **Year-End Documents** tile.

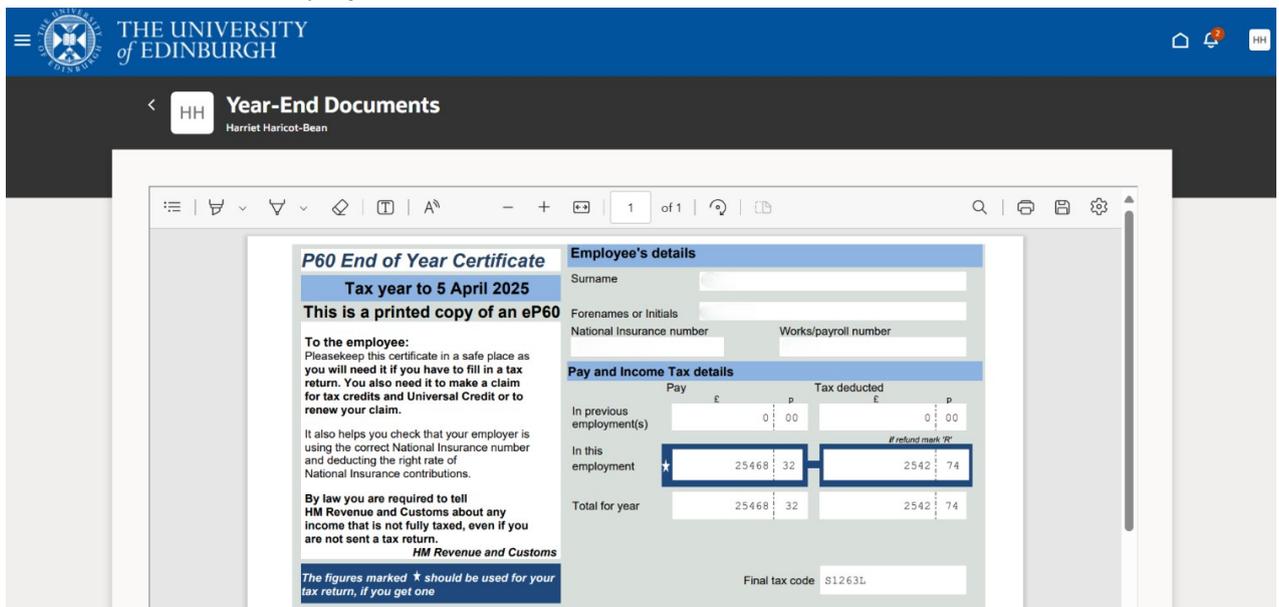


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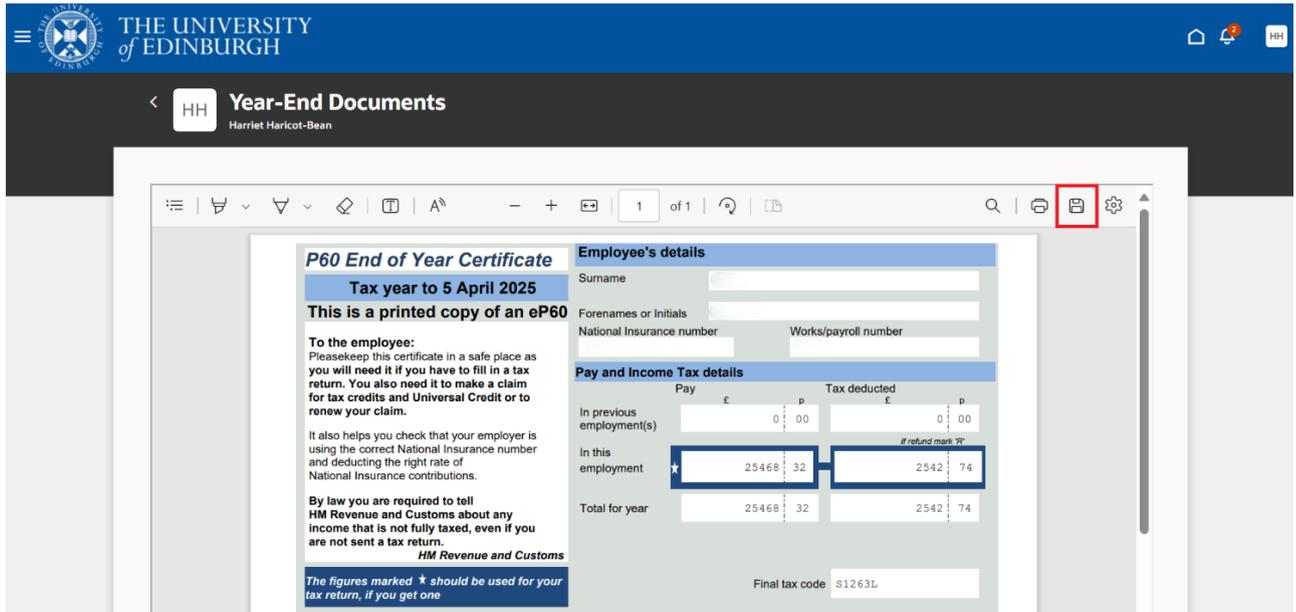
3. Click on the P60 tile that you would like to save.



4. The P60 details are displayed.



- To save the P60, click on the **Save** icon.



- A save dialogue box will open.
- Rename your file to something more meaningful (e.g. P60 2022_23). Then click on **Save**. Your P60 will be saved as a pdf.

Appendix

Appendix 1 – Search Filter Dates

P60 Year	Tax Year Start	Tax Year End	Search Start Date to Enter in P&M	Search End Date to Enter in P&M
P60 2023	06/04/2022	05/04/2023	01/01/2022	05/04/2023
P60 2024	06/04/2023	05/04/2024	01/01/2023	05/04/2024
P60 2025	06/04/2024	05/04/2025	01/01/2024	05/04/2025

Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format. Content and screenshots updated to reflect new Redwood screens.	ME

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.