

People and Money system

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PM3752 - Employee Guide- How to View Your P60 Employee Estimated time to complete: 5 minutes

Before you start, make sure you know...

- 1. How to log in and log out
- 2. How to navigate People and Money

In Brief...

This is a simple overview

How to View Your P60

- 1. From the Home page, click the **Me** tab then select the **Pay** \square app.
- 2. Click the Year End Documents tile to view your P60.
- 3. Your last 3 years P60s are displayed by default.
- **Note**: Your P60 will available in People and Money from May 2023 (P60 for 2022/23 tax year). 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 P60s.
- 4. Over time as more P60s are available to view in People and Money use the dropdown arrow 🖾 to view your P60 or a specific date range.
- 5. Click on the **P60** link to your P60.
- 6. You may see the following box appear at the bottom of your screen in Internet Explorer. Select **Open** to display the P60.
- 7. 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

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 60 whilst it is on your screen.

- 1. To print the P60, click on the **Printer** icon.
- 2. A print dialogue box will open to allow you to print 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. Your P60 will save in PDF format.

- 3. To save the P60, click on the **Save As** P icon.
- 4. A save dialogue box will open.
- 5. Rename your file to something more meaningful (e.g. April 2022_23). Then click on **Save**

Page 1 of 6

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 to view your P60

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- 3. Your last 3 years P60s are displayed by default.
- 4. Note: Your P60 will available in People and Money from May 2023 (P60 for 2022/23 tax year). 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.
- 5. Click on P60 2023

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- 6. Over time as more P60s are available to view in People and Money use the **dropdown arrow** to view your P60s for previous tax years or a specific date range.
- 7. You may see a box, asking if you want to open or save the P60, appear at the bottom of your screen in Internet Explorer. Select **Open** to display the P60.

8. A PDF of the P60 is downloaded. The P60 details are displayed.

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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 Financial Services Share Point 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)

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1. To save the P60, click on the **Download** icon.

| P60 End of Year Certificate | Employee's details |
|---|---|
| Tax year to 5 April 2023 | Surname |
| This is a printed copy of an eP60 | Forenames or Initials |
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- 2. A save dialogue box will open.
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