THE UNIVERSITY *of* EDINBURGH

People and Money system

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

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** 🏛 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.
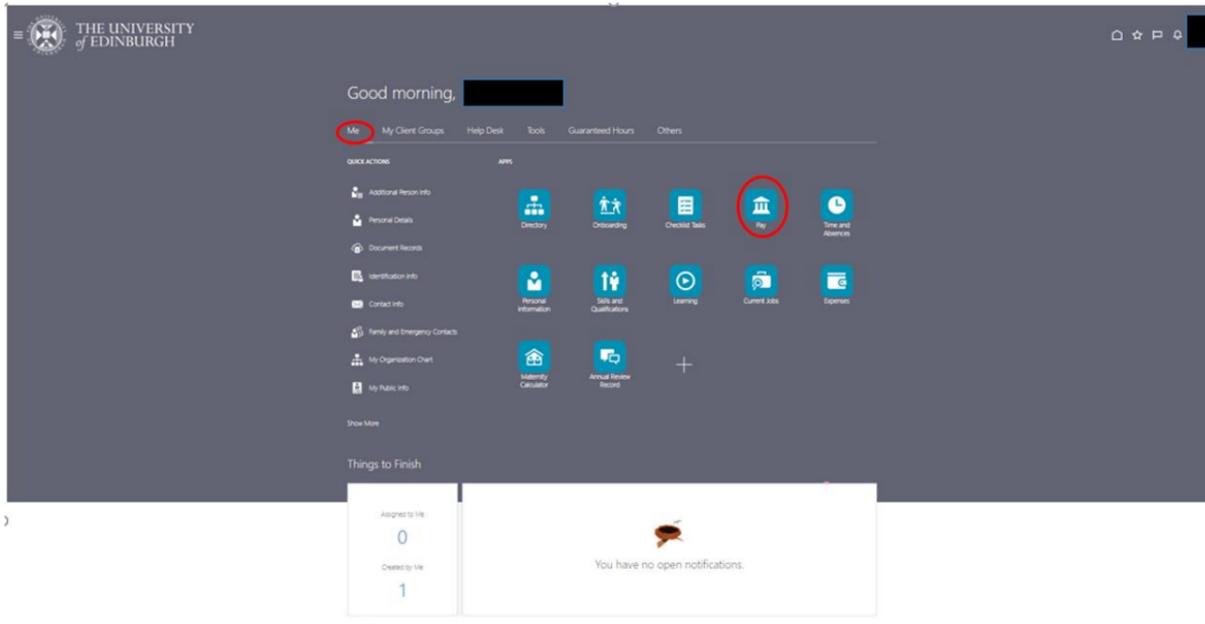
3. To save the P60, click on the **Save As** 🖫 icon.
4. A save dialogue box will open.
5. Rename your file to something more meaningful (e.g. April 2022_23). Then click on **Save** Save .
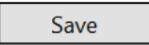
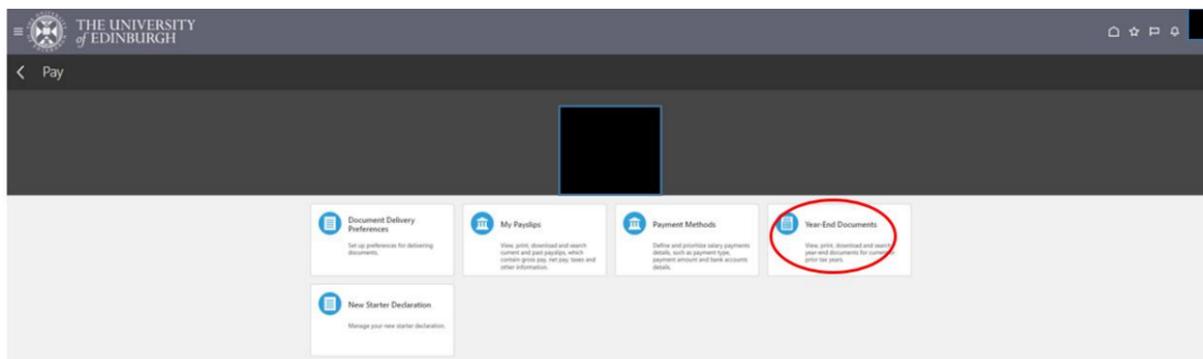For detailed guidance, see the next section.

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

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

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.

P60 End of Year Certificate

Tax year to 5 April 2023

This is a printed copy of an eP60

To the employee:
Pleasekeep 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 £	p	Tax deducted £	p
In previous employment(s)	0	00	0	00
In this employment ★	38116	63	5209	97
Total for year	38116	63	5209	97

If refund mark 'R'

Final tax code S1257L

National Insurance contributions in this employment

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL) £	Earnings above the LEL, up to and including the Primary Threshold (PT) £	Earnings above the PT, up to and including the Upper Earnings Limit (UEL) £	Employee's contributions due on all earnings above the PT £	p
A	6396	5505	27858	3545	13

Statutory payments

included in the pay 'In this employment' figure above

	£	p		£	p		£	p
Statutory Maternity Pay	0	00	Statutory Paternity Pay	0	00	Statutory Shared Parental Pay	0	00
Statutory Adoption Pay	0	00	Statutory Parental Bereavement Pay	0	00			

Other details

	£	
Student Loan deductions in this employment (whole £s only)		0
Postgraduate Loan deductions in this employment (whole £s only)		0

Your employer's full name and address (including postcode)

University of Edinburgh
Old College
South Bridge
Edinburgh
EH8 9YL

Employer PAYE reference 961 / 2401398

To employee

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
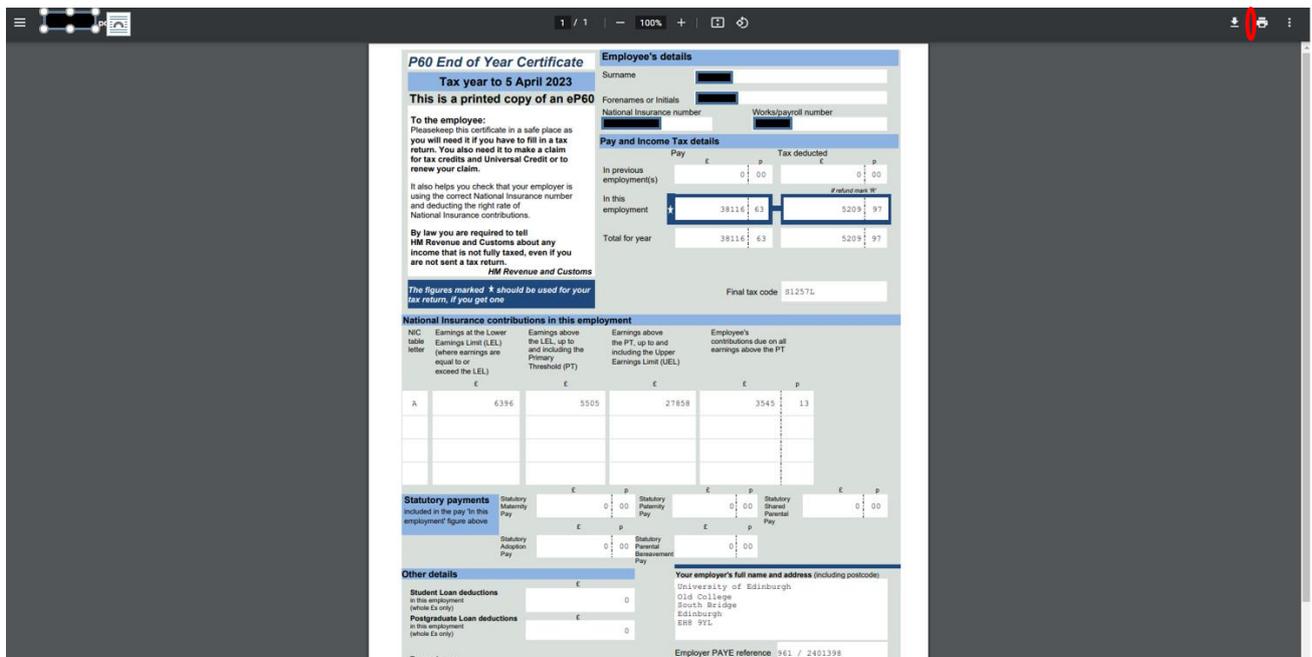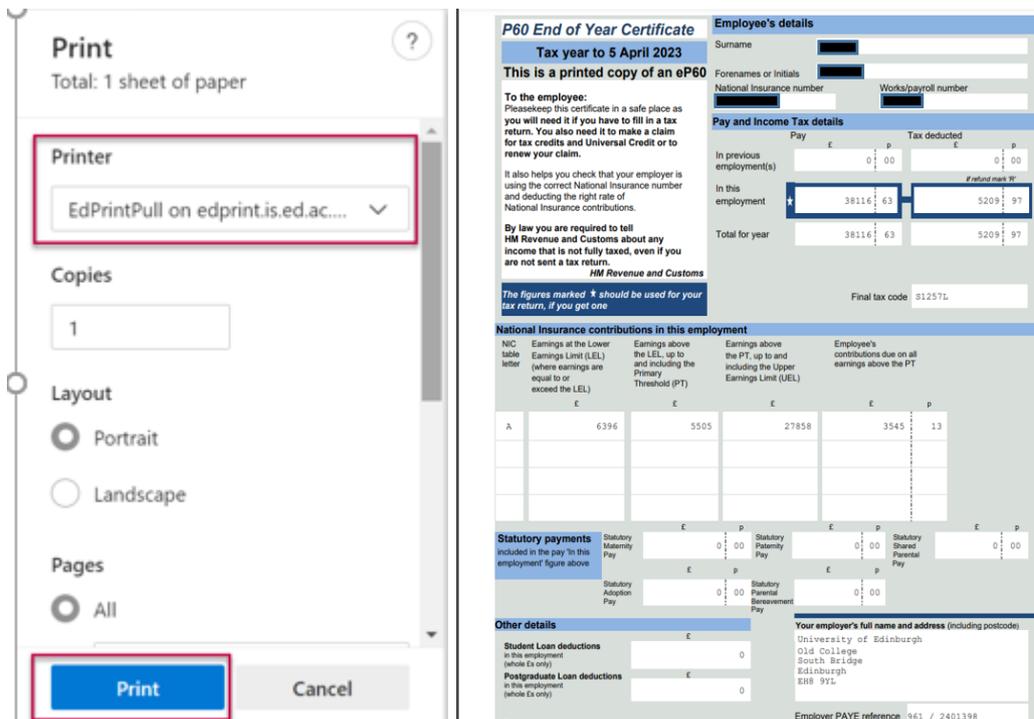- Statutory Shared Parental Bereavement Pay

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] icon.

2. A save dialogue box will open.

3. Rename your file to something more meaningful (e.g. P60 2022_23). Then click on **Save**.