

# COREHR – ACCESSING YOUR DIGITAL P60

In accordance with HMRC regulations, Payroll are required to supply a P60 (end of year document) to every employee in employment on 5<sup>th</sup> April 2023.

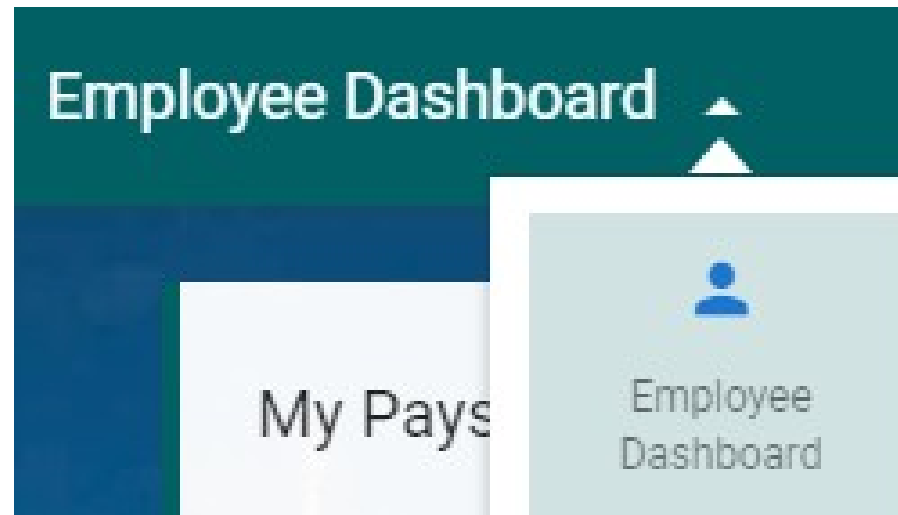
The following is guidance on accessing your 2022/23 Digital P60 via CoreHR system (please note, as CoreHR only went live in May 2019, the system will only hold P60s from tax year 2019/20 onwards).

1. Load up CoreHR and log into the system.

If you have previously used your ACC windows login from the Council network then you should be able to access CoreHR from any device, either Council or personal, simply by visiting [https://tiny.cc/acc\\_hr](https://tiny.cc/acc_hr) or alternatively use the following link: [https://my.corehr.com/pls/coreportal\\_aberdp/](https://my.corehr.com/pls/coreportal_aberdp/)

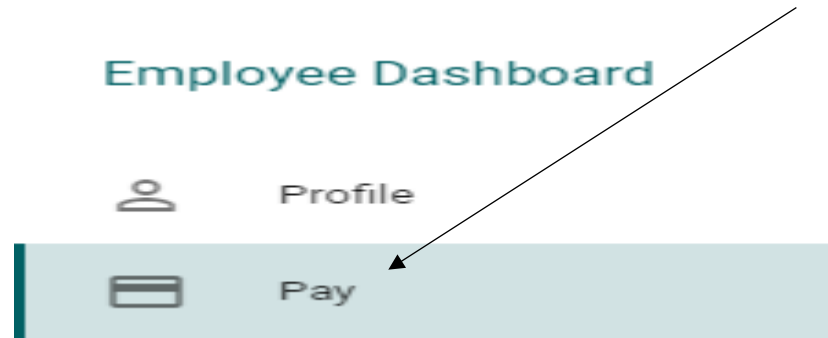
The username and password are your normal network login and password that you use to access your computer or emails.

2. From the Home page, click on the drop-down menu and access 'Employee Dashboard' link on the icon below: -



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3. A new window will open, on the left of the window scroll down to and click on the text 'Pay':-



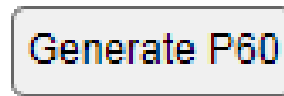
4. A new window will open, scroll down to the section entitled 'P60 Documents': -



5. To the right of the text '2022-2023', click the 'View' button, this will open a new window with details of your P60.


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6. Now click on the button 'Generate P60':-

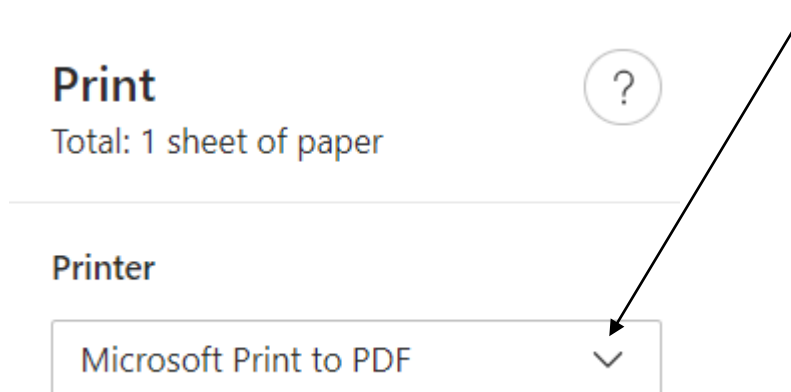


7. A new window will open with your 2022/23 P60 details on the HMRC's P60 template, which can be printed.
8. To print your P60, please see the appropriate guidance below, dependant on the web browser that you are using:-

### Google Chrome

At the top of the window there is a black toolbar, from the toolbar, select the 'Print'  icon.

In the 'Printer' field, from the drop-down arrow, select 'Microsoft Print to PDF'



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Now click the Print button

A blue rectangular button with the word "Print" in white text.

at the bottom right of the window.

The user should now select the file location where they wish the document to be saved too (due to the sensitive nature of the information in document, please do not save the document on shared network drive).

Click the grey Save button

A grey rectangular button with the word "Save" in blue text.

at the bottom right of the screen, the document should now be saved.

The user can now close the P60 window.

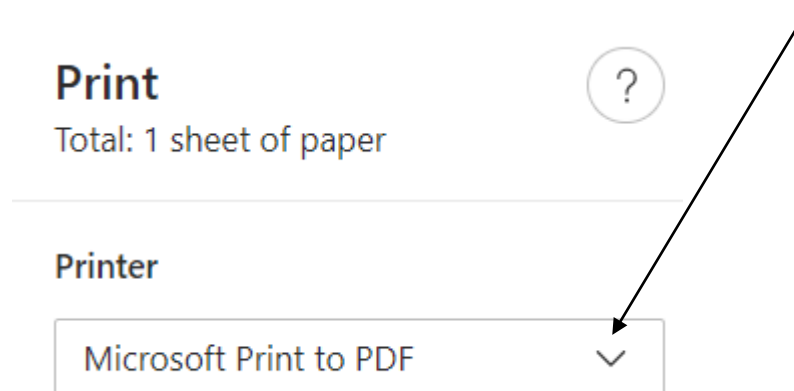
### **Microsoft Edge**

Click on the print icon



a new window will open.

In the 'Printer' field, from the drop-down arrow, select 'Microsoft Print to PDF'



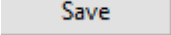
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Click the grey Save button  at the bottom right of the screen, the document should now be saved.

The user can now close the P60 window.