COREHR – ACCESSING YOUR DIGITAL P11D

Overview

In accordance with HMRC regulations, Payroll are required to supply a P11D (end of year document) for any employee with a qualifying expense, examples of these qualifying items are participants, in both the Essential Car Users Scheme and Tusker Car Lease Scheme etc.

In accordance with HMRC regulations, a P11D form is sent to HMRC by UK employers outlining the cash value of any work-related taxable expenses and taxable benefits they have received over the tax year (6 April-5 April). For ACC employee's examples of these qualifying items are both the Essential Car Users Scheme and Tusker Car Lease Scheme.

The HMRC deadline for the submission of P11D forms is 6th July, for the previous tax year, the employer must also provide a copy to the employee by this date. Should an employee complete a self-assessment tax return, the P11D may assist the completion of the tax return.

Accessing your Digital P11D

The following is guidance on accessing your 2023/24 Digital P11Ds via CoreHR system (please note, as CoreHR only went live in May 2019, the system will only hold P11Ds from tax year 2019/20 onwards).

Please note, digital P11D's will **only be available** for those employee's who currently receive their payslip digitally via CoreHR, should an employee receive their payslip on paper, their P11D would also be sent out on paper.

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 or alternatively use the following link: 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.

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2. From the Home page, at the top left of the window, click on the drop-down menu and access '**Employee Dashboard**' link on the icon below: -
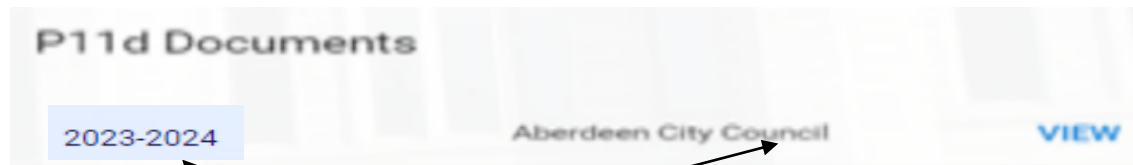

3. A new window will open, on the left of the window scroll down to the icon below, when you hover over the icon, the text '**Pay**' will appear. Click the icon: -
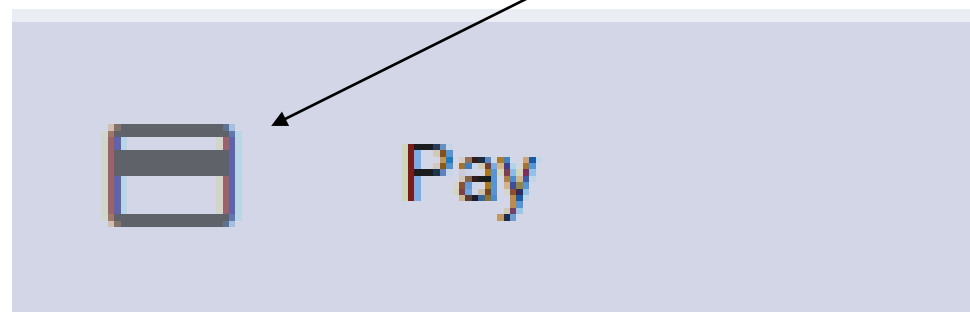
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4. A new window will open, scroll down to the section entitled '**P11D Documents**': -

5. To the right of the text '**2023-2024**' the 'View'.

6. This step will download a PDF version of the document for viewing, a window similar to the one below will open up your screen, when the download has been completed (this may be at the top right of your window or at the bottom toolbar).
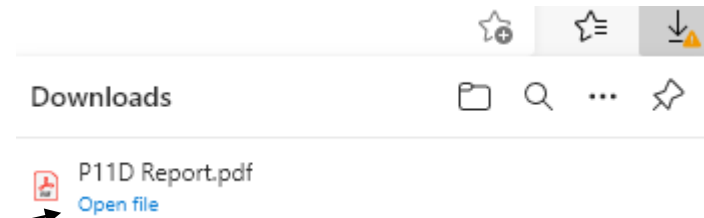

7. Now click '**Open file**' text

8. A copy of your 23/24 electronic P11D on the HMRC template, should now be on your screen, please save or print as required.

9. To print your P11D, please see the appropriate guidance below, dependent on the web browser that you are using.

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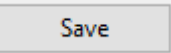
Google Chrome

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'
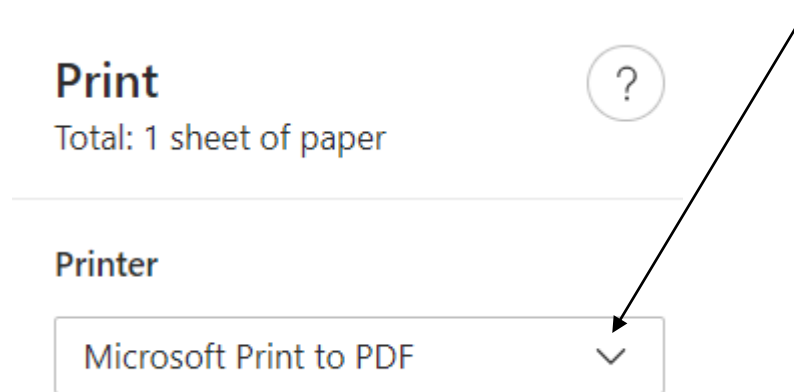
Now click the Print button at the bottom right of the window.

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).

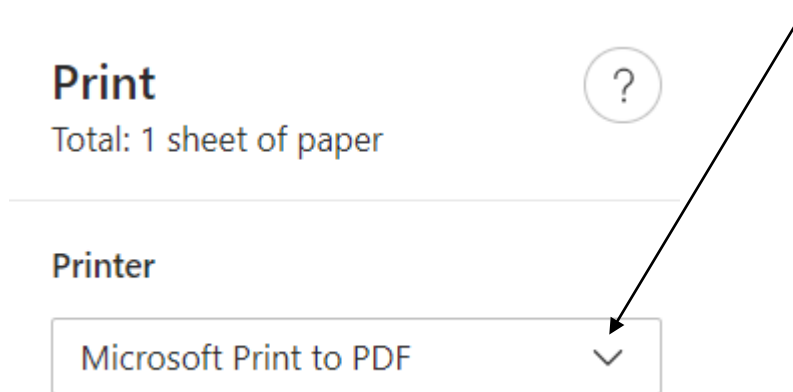Click the grey Save button at the bottom right of the screen, the document should now be saved.

The user can now close the P11D window.

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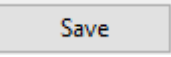
Microsoft Edge

Click on the print icon [print icon] a new window will open.

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

Print

Total: 1 sheet of paper

Printer

Microsoft Print to PDF

Now click the Print button **Print** 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 Save at the bottom right of the screen, the document should now be saved.

The user can now close the P11D window.