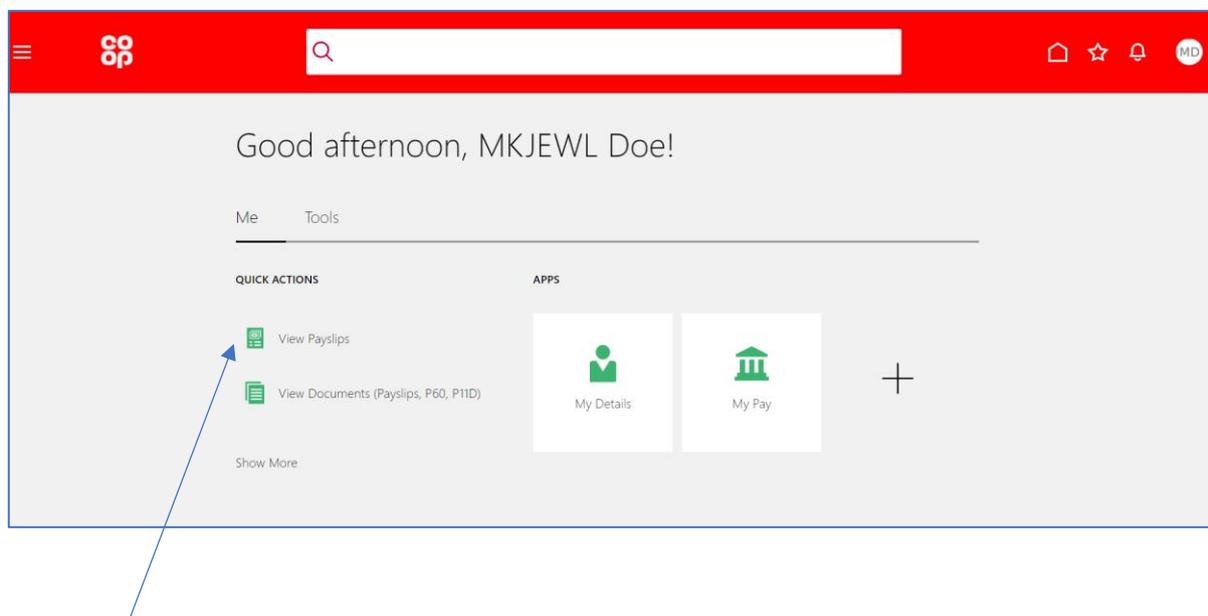


How to view your Payslips and P60

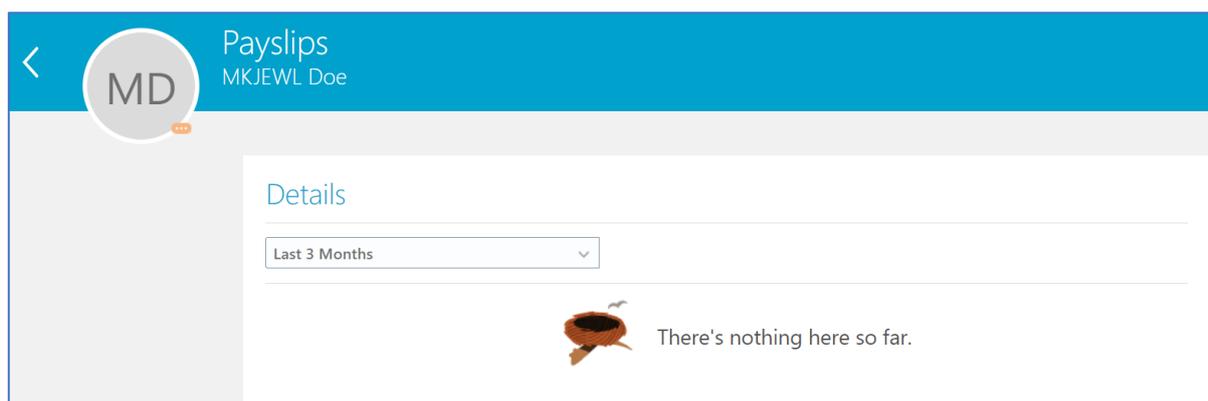
Below is the page you will see when you first log in to MyHR (<http://myhr.coop.co.uk>).

Note: Please be aware that screen colours may vary (don't worry if the screen you see may not be coloured red as shown below).



Viewing your payslips

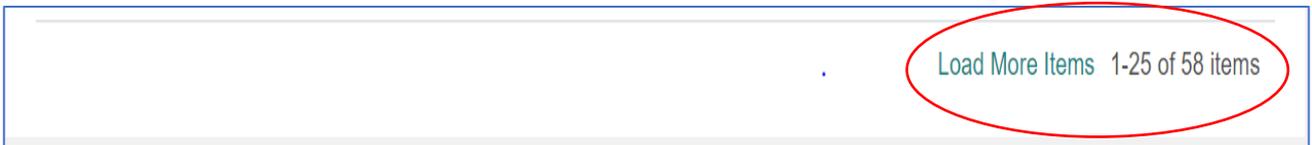
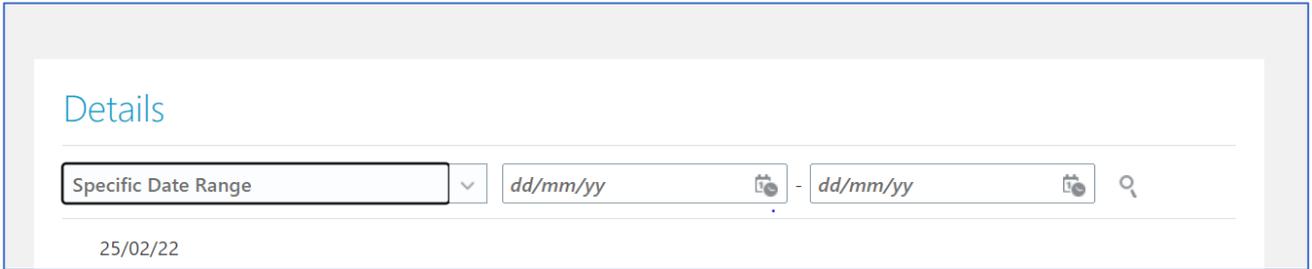
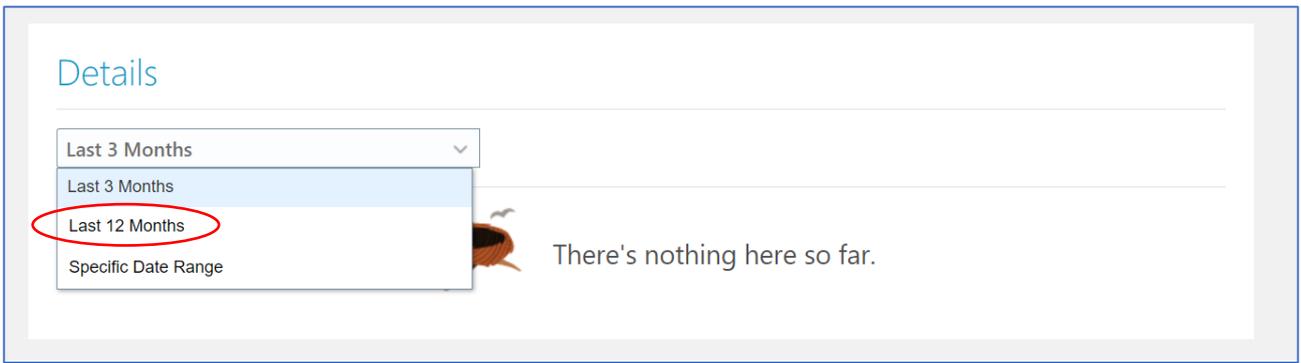
By clicking on this link, it will take you to the following page (below).



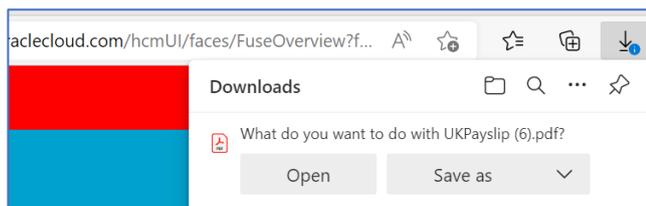
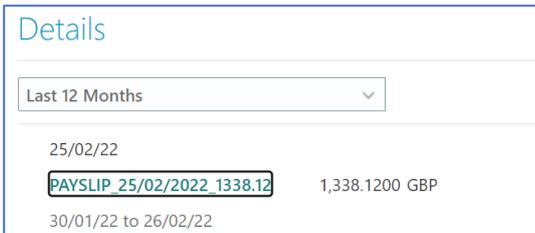
Depending on the payslips available, initially nothing may show.

In the drop down, select **last 12 months** or enter a **specific date range** for the payslip you are wanting to view (you may also need to scroll to the bottom of the screen and select **load more items**. Screen shots shown below)

Please note: Within this section you can see payslips dating back to 2017.

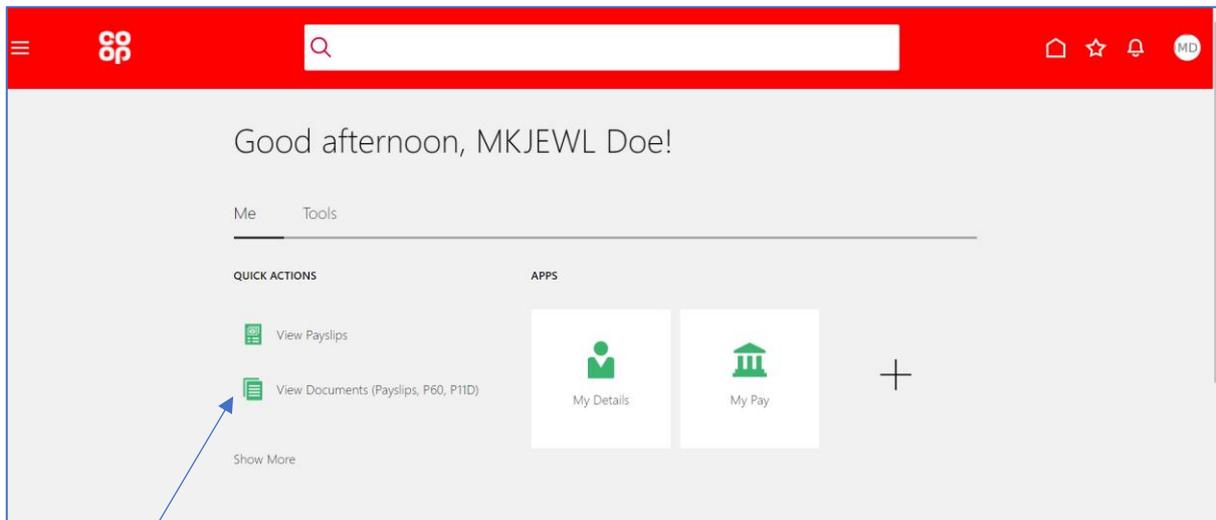


To view the payslip, click on the word **payslip (followed by the pay date)**, this will take you to your selected document.



You will be presented with a PDF copy to download/save and print if you wish.

Viewing your P60

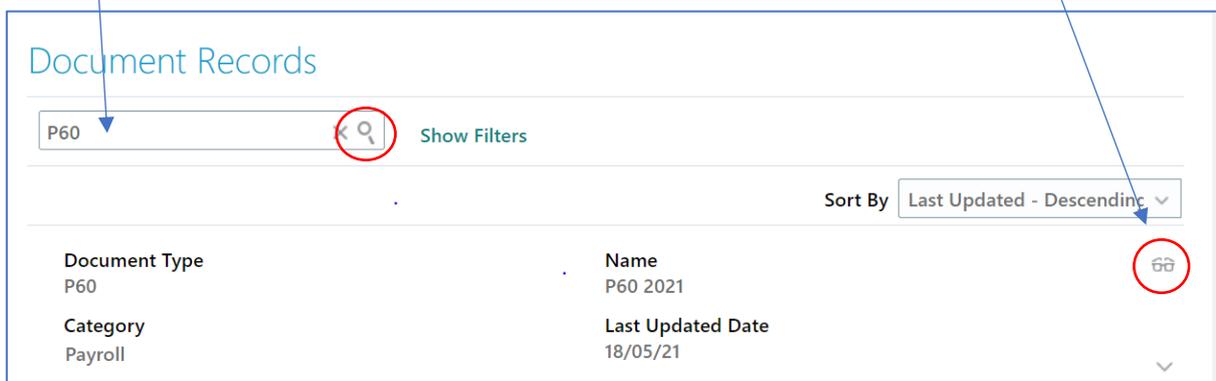


Select **View Documents (Payslips, P60, P11D)**

You will then be directed to the following page.

Type **P60** and click on the 'magnifying glass' or click enter

Click on the 'glasses' to view the P60



Document Details

Document Type

P60

Subcategory

Tax

Category

Payroll

Source of Document Record

Payroll relationship actions

Country

United Kingdom

Description

P60 End of Year File

Name

P60 2021

To Date

05/04/21

From Date

06/04/20

// Context Value

Attachments

Preview P60 2021

7067095.pdf (7.82 KB) ↓

By FUSION_APPS_HCM_ESS_
APPID on 18/05/21

Here you can preview your **P60 on the screen**.

Or you can Here you can **download/save** a PDF copy to **print** if you need to.

As with your payslips, you can access your P60's going back to 2017

Please remember, to access My HR and view the screens detailed in this guide, please type

<http://myhr.coop.co.uk> into your web browser.