## How to view your Payslips and P60



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

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).

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		Good afternoon, MK	(JEWL Doe!			
		QUICK ACTIONS	APPS			
	1	View Payslips View Documents (Payslips, P60, P11D)	My Details	<b>ш</b> Му Рау	+	
		Show More				

## **Viewing your payslips**

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

< MD	Payslips IKJEWL Doe
	Details       Last 3 Months       There's nothing here so far.

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.

Last 3 Months Last 12 Months		
Specific Date Range	I nere s nothing here so far.	

	Load More Items	1-25 of 58 items

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

Details		_
	aclecloud.com/hcmUl/faces/FuseOverview?f A ℃	<b>⊥</b> ₀
Last 12 Months V	Downloads 🗈 Q …	$\swarrow$
25/02/22	What do you want to do with UKPayslip (6).pdf?	
PAYSLIP_25/02/2022_1338.12 1,338.1200 GBP 30/01/22 to 26/02/22	Open Save as 🗸	

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

## Viewing your P60

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	Good afternoon, MK	JEWL Doe!		
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/	Show More			

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

You will then be directed to the following page.

1

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

	Click on the 'gl	asses' to view the P60
Document Records	Show Filters	
	Sort By	ast Updated - Descendinc 🗸
Document Type	Name	(ff)
P60	P60 2021	$\bigcirc$
Category Payroll	Last Updated Date 18/05/21	~

Document Type	Subcategory
Category	lax
Payroll	Source of Document Record Payroll relationship actions
Country	
United Kingdom	
Description · P60 End of Year File	
Name	To Date
P60 2021	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

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