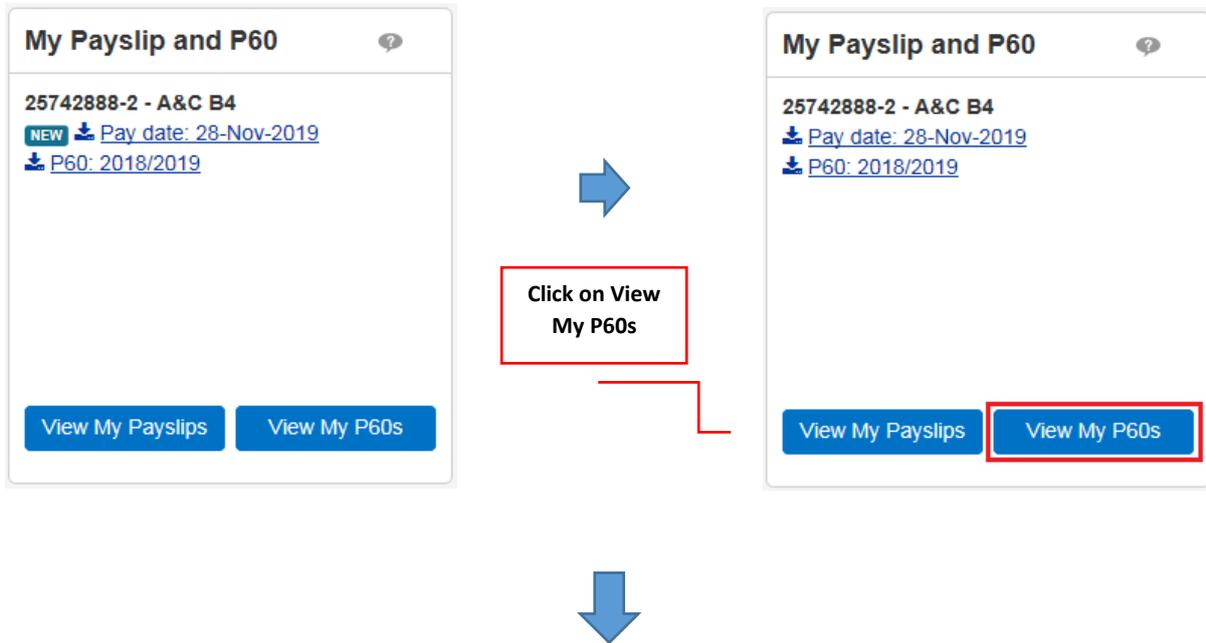


## ESR HOW TO GUIDE – ACCESSING P60s

### STEP 1 – Go to My Payslip and P60 section



The screenshot shows the NHS ESR portal interface. At the top, there is a blue header with the NHS logo and navigation icons. Below the header, the user's name 'Townsend, Mr. Richard Haydon' and employee number '25742888' are displayed. To the right, the organization email address 'richard.townsend2@nhs.net' and business group name 'NHS Business Group' are shown. A 'View Report' button is visible in the top right corner. Below this, there is a section for selecting the tax year and assignment. The text reads: 'Choose the Tax Year and Assignment for which you wish to view the eP60 and click the View Report button'. Under 'Tax Year', there are four radio button options: '2016-1 Assignment Number:25742888 (RTI P60 Archiver)', '2017-1 Assignment Number:25742888 (RTI P60 Archiver)', '2018-3 Assignment Number:25742888-2 REPLACEMENT (RTI P60 Archiver)', and '2019-1 Assignment Number:25742888-2 (RTI P60 Archiver)'. The '2019-1' option is selected. A red box highlights the '2019-1' option, with a red line pointing to a text box that says 'Click on required P60'.

## STEP 2 – Downloading and Opening P60s



Press Save to download P60



Press Open to open P60



**P60 End of Year Certificate**  
**Tax year to 5 April 2019**  
**This is a printed copy of an eP60**

To the employee:  
 Please keep 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 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		Tax deducted	
	£	p	£	p
In previous employment(s)	0	00	0	00
In this employment	*		*	
Total for year				

Final tax code: \_\_\_\_\_

**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				

**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 Adoption Pay		0	00	Statutory Shared Parental Pay		

**Other details**

Student Loan deductions in this employment (whole £s only): \_\_\_\_\_

To employee: \_\_\_\_\_

Your employer's full name and address (including postcode):  
 R.U.H. (BATH) N.H.S.Trust  
 Royal United Hospital, Combe Park, Bath, BA1 3NG

Employer PAYE reference: \_\_\_\_\_

**Certificate by Employer/Paying Office:**  
 This form shows your total pay for Income Tax purposes in this employment for the year.  
 Any overtime, bonus, commission etc., Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay or Statutory Adoption Pay is included.

P60 (Substitute) (Oracle UK) (2018-2019) Do not destroy  
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