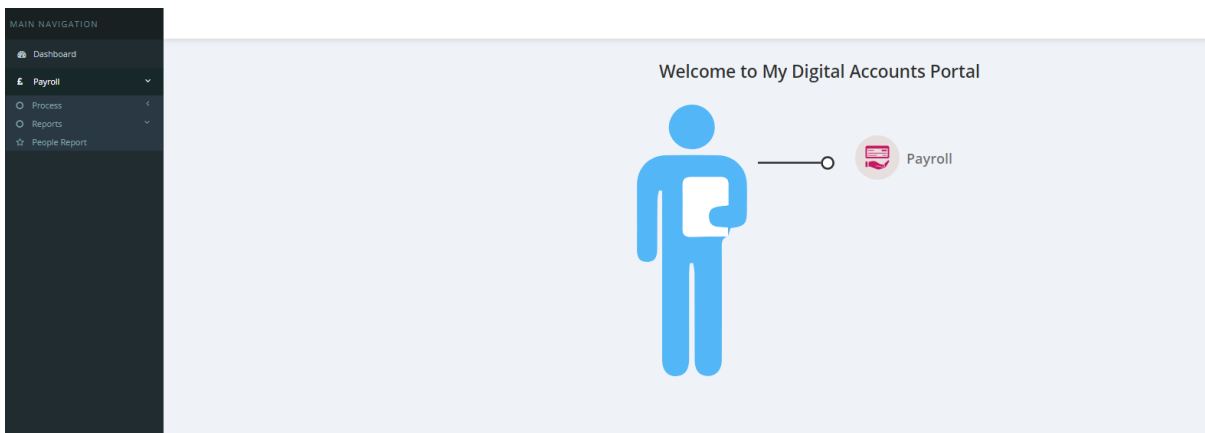


Accessing your P60

If you were paid by Champion in the 2018/19 tax year, you will receive a P60 from Champion to summarise all of your pay and deductions.

To access your P60, log into your portal on My Digital Accounts.



On the left hand side of the page, you will notice you have a drop down titled **Payroll**

Use the dropdown to unhide the sections to show Process & Reports

Use the drop down next to **Reports** to unhide **People Report** and select this option

The following screen will reflect all your information;

People Reports						Tax Year
						2019
Name	Employee No	NI Number	Sex	DOB	Action	
					Reports Mail P60	
10 items per page						P60 Report 1 of 1 items

Use the buttons under the **Actions** section to access your P60

To Download And View – Press Reports then P60 Report

To Email The P60 – Press Mail P60 – A copy will then be sent to yourself via email

