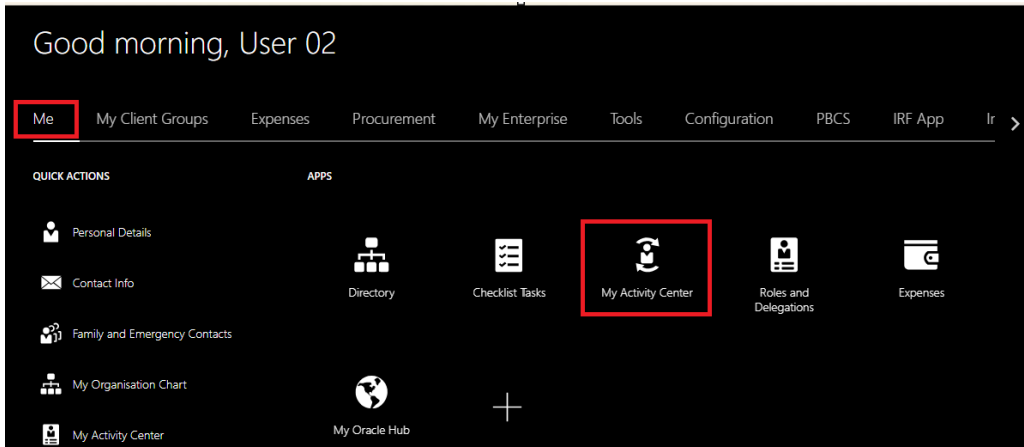


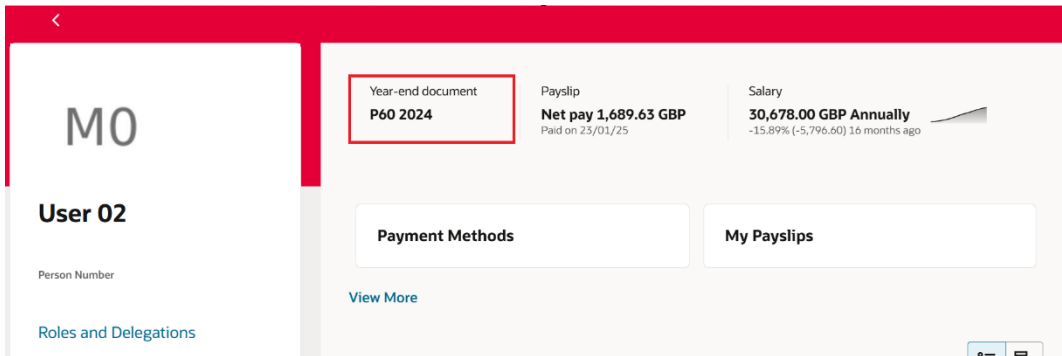
Year End Documents

Images in this document are for illustrative purposes, displaying screenshots with positions and fields highlighted.

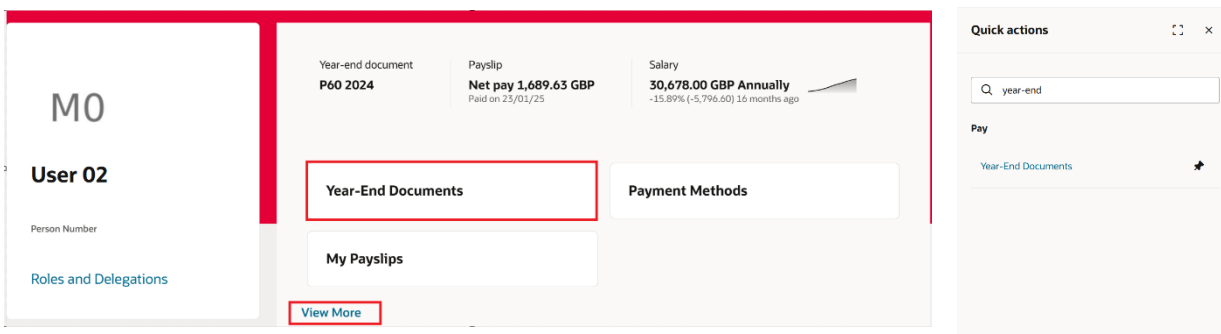
1. From the **My Oracle Home Page**, select **Me** and **My Activity Center**



2. Select **Year-end Document** from the top of the screen.

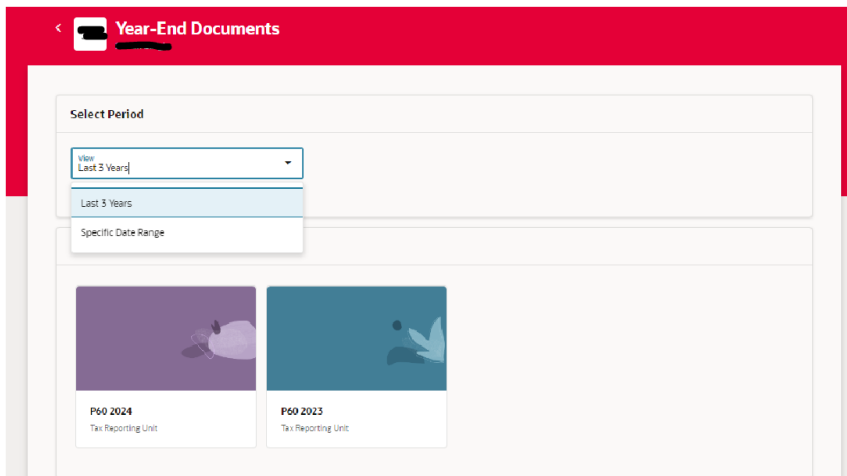


3. There is also a **Year-End Document** tile which can be accessed from the centre of the screen. If this is not visible select **View More** to bring up a **Quick Actions** menu. Find **Year-End Documents** from the quick actions menu or use the **search bar** at the top of the menu, enter the **required term** and select **Enter** on the keyboard.

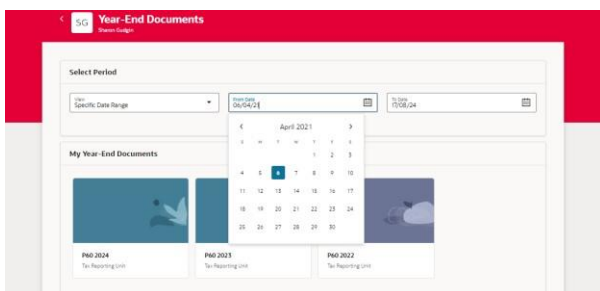


Tip: You can personalise the tiles that you see above to display your most used actions. From the Quick actions menu just click on the pin icon next to the action you want to pin. You can choose a maximum of 6 pins, to unpin just click on the pin icon again.

4. On the *right-hand side* select the **dropdown** to change the date range. The options are **Last 3 Years** or **Specific Date Range**.



Please Note: the option to view the **Last 3 years** will only let you see the last two years, to see earlier documents please use the **Specific Date Range** search. To see the earliest document the date range should start from **6/4/21**.



5. Select the document you wish to view **P60** or **P11D**.



Once the document has loaded you have the option to download or print using the icons on the right-hand side of the page.

