

Payroll



Payroll at Westminster City Council

At Westminster City Council, we use a self-service system called 'ESS Lite' where you can view payslips, book holiday, claim overtime, record sickness, claim expenses etc and that this is run for us by Hampshire County Council (HCC).

Where do I find my payroll number?

Your payroll number will usually be found on your payslip. It is an 8 digits number starting with 034.. Please note that that on your payslip this number will show as a personnel number.

How to contact IBC?

To contact IBC for any HR/payroll related queries, you have the following options as below.

1. Webchat – Via the Wire; Go to IBC solution, scroll down to the search engine and type in your query search and the webchat should pop up. Please note that the chat will pop up for most queries but not all, in which case you can raise an enquiry as below.
2. Raise an enquiry via ESS Lite and "My Enquiry", please note IBC has up to 5 working days to respond.
3. Telephone - 0207 641 2020, you will need your NI number, payroll number and DOB in order for IBC to confirm identification before they can log your query.

When is payday?

Payday is the 20th of the month for all Westminster City Council employees. Please note that if the 20th falls on a weekend or a bank holiday you will be paid on the last working day before.

Pay Period

The payment made on the 20th is for the calendar month i.e. 1st to 31st of the current month. If you are a new joiner your 1st salary payment will be from your employment start date to the end of the month i.e. 12th August to 31st August which in this example is 20 calendar days.

Payroll Deadlines

There are two payroll deadlines, one for input into ESS Lite and one for paper uploads via "My Enquiry" – please see [link](#) to the monthly payroll deadlines.

Tax Codes

Your tax code will normally start with a number and end with a letter.

The standard tax code for 22/23 is 1257L

What is my tax office and tax PAYE reference number?

Tax Reference number:- 846/LLB1A (this is printed on your payslip).

HM Revenue & Customs [website](#)

HMRC Employee Helpline number:- 0300 200 3200

When will I receive my P60?

A P60 is the form you get at the end of the tax year when you're working Pay as You Earn (PAYE). It shows all the money you've been paid, along with the tax and National Insurance. Employers are required to provide employees with a statement of their taxable pay each year and will be issued as follows.

You will get a P60 if you were employed by Westminster City Council up to and including 5th April (the last day of the financial year).

Your P60 will automatically be available on IBC Employee Self Service in the "My Documents" tab in ESS Lite no later than 31st May. Keep your P60 safe.

If I have lost my P60 - how can I obtain a duplicate?

Yes, your P60 will be available on IBC Employee Self Service until you leave the employment of Westminster City Council. Please can you ensure you download copy/s of your P60 before you leave employment.

Leaving the council

Before leaving the council you must download your payslips if required, as once you have left you will no longer have access to ESS Lite.

When will I receive my P11D?

You will only get a P11D if you have received taxable expenses and benefits. If you are entitled to receive a P11D it will automatically be available on IBC Employee Self-Service in "My Documents" on ESS Lite, no later than 6 July. Keep your P11D safe.

How do I obtain a financial reference?

You can raise an enquiry via ESS lite and "My Enquiry", new enquiry, type = My employment , subtype = reference request and there will be a drop down selection which you can select whichever is relevant. This will go to Hampshire for processing.

Useful Links

There is useful information available on the Wire, we have provided some useful links below. Please familiarise yourself with the Wire as this is where you will find most information regarding Westminster City Council.

Getting started with Employee Self Service?

[To view your payslips, update personal details and request leave](#)

Your Payslip (tax)

[Understanding your payslip](#)

Expenses

[How to claim expenses](#)

My P60

[Viewing my P60](#)

Contact IBC

[Raising an Enquiry.](#)

If you have any queries regarding the information on this page, don't hesitate to contact the Retained Payroll and Pension at payroll&pension@westminster.gov.uk.

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