1. **When will I receive my P60?**

   The P60 is issued to employees active with us till 5th April (the last day of the financial year) but this does not mean that employee should have worked for the whole of the Tax year, he or she can start anytime before end of the tax year. P60 will automatically be available on Oracle Self Service Portal no later than 31st May.

   Or if you are a leaver, please reach out to us at everythingpoeple@woodplc.com or call us at +44 1224 851500 option 3.

2. **I am unable to login into my Employee self service portal and I need my P60, can you please help me out?**

   Please try login assistance just below to the password field to reset password amd if the issue still persists, please raise a request in ServiceNow using the appropriate BSS catalog form. Login to https://wood.service-now.com/sp and select Make a Request -> BSS
   Full details on how to raise a request can be found on the BSS ServiceNow SharePoint page

   If you require a password reset for Gateway or International Oracle, please try the login assistance option before raising a ticket with the ServiceDesk, Using login assistance with EBS.pdf provides information on how to do this
   at https://woodplc.sharepoint.com/BSS/Pages/Service-Now.aspx

   Until the issue is fixed, you can reach out to us either by calling at +44 1224 851500 option 3 or drop an email to everythingpeople@woodplc.com to have your P60 sent to personal email address.

3. **I have reconciled my P60 earnings with my payslips and it did not match. Please tell me how I can get this corrected?**

   Since a P60 has a record of Total Earnings and Total Tax paid over a year, therefore should always be compared with payslips for checking purposes. If something is missing or didn't reconcile, please reach out to the payroll team to get the correct details or information, The team will investigate, assist or action accordingly.

   There are Reasons why the system generates incorrect P60 earnings:
   - Unknown previous employment earning details, P45 not submitted to the current employer.
   - Payroll transfer from one either Monthly to weekly or vice versa may lead to miss the input of previous earnings in the system.
   - Multiple assignment transfers in the Oracle system, makes the system to read the most recent one as active and considers earnings of that only.

   In case of Mutiple assignment transfer, we issue Statement of Earning (SOE) document

having the cumulative earnings of the Tax year from different assignments worked, to be used as an alternative to the P60 with complete earnings and Tax paid information.

4. **My accountant has asked me for P11d, and I can't see it in my ESS portal, Can you please share it?**

   Please note if employees have BIK (Benefits in-kind) element in their balance section of the payslips, meanings that their benefits are already getting calculated every payroll (Located in balances section of payslip) thus there is no need for P11d as the benefit is already reported along with cumulative earnings for the Tax year and Tax paid till date, in balances figure of Payslip and of P60 provided.

   For further clarification reach out to the Payroll Team.