

Moving clergy payroll to the new People System – P60s now available

Dear colleague,

Following the email to you from my colleague, Fraser McNish, in March I am pleased to report that following two successful pay runs, the payroll for clergy has been moved to the new People System.

As a reminder, the People System is the same system that holds the information that is presented in the [National Register of Clergy](#), as well as your personal details, contact information, and copies of any personal documentation such as your birth or marriage certificate, and pay documentation (from April 2023).

Thank you

I would like to thank you for your co-operation and understanding during this time. We are acutely aware that getting to grips with a new system takes time out of your busy schedule. Our support teams are here to help. Please do not hesitate to get in touch if you need to. Their contact details are listed below.

Latest updates

P60 documents

Your P60 is now available in the People System. Please follow [the instructions in this guide](#) to access your P60. Please note that the P60 certificate is a standard document which uses text prescribed by HM Revenue & Customs (HMRC). The use of earnings, employee, employment and employer are for HMRC purposes.

P11D documents

Your P11D will be generated and made available in the People System by the deadline of Thursday 6 July 2023. I will write to you to confirm when your P11D is available to download.

Heating, Lighting and Cleaning estimates

If you are eligible for HLC, I will contact you to let you know when, and how, to submit your estimates via the People System.

Historic pay documentation

This documentation will continue to be available in *MyView* until 31 July 2023.

- **Please download and save your pay documentation for the tax year 2022-23 currently held in MyView by 31 July.** Doing so will enable you to reference it when you complete your next tax return.
- We will archive all your historic pay documentation currently held in *MyView* and make this available to you later this year. This means that **you do not need to download all your historic pay documents prior to 2022-23 tax year from MyView by 31 July.** More information about how to access your archived documents will be communicated in due course.

Help and support

The link to access the People System can be found on the Church of England website at www.churchofengland.org/peoplesystem.

You can find this page from anywhere on the C of E website by typing 'people system' into the search bar. The page includes a link to our FAQs which include short guides to setting up your account and how to access your pay documents. Pop-up messages will walk you through the key features of when you login to the People System for the first time.

Who to contact:

- If your query relates to **your current assignment**, the **National Register of Clergy**, or your **personal details**, please contact your Diocesan Office in the first instance. We are rolling out training for staff in your diocesan office so that they can support you and complete most administrative tasks related to movements and changes.
- If your query is about **pay**, please email clergy.payments@churchofengland.org.
- If your query is about accessing or having technical issues with the **People System in general**, please email peoplesystemsupport@churchofengland.org.
- If your query is about historic pay documentation in **MyView**, please email myviewenquiries@churchofengland.org.

Feedback

We are always keen to receive feedback about the services we provide. Please contact me, or my colleagues through one of the support team emails listed above if you have a comment or suggestion.

Kind regards,

Iain

Iain Ambler

Data Operations Manager

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