

Shared services

Supporting you in your role at Oxfordshire County Council



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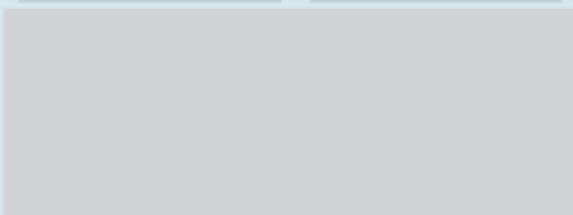
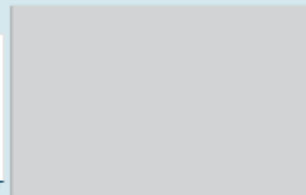
Jun 18 2025	'How do I' questions on IBC self service	May 27 2025	Going away? Don't let timescales slip - hand over to a substitute	Apr 22 2025	Your P60 is now available
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Key applications

Learning Zone

ESS Lite

IBC Portal



Getting Started

View these videos and guidance pages to access essential information every employee and manager needs to effectively fulfil their self-service responsibilities:

[Introduction to Shared Services](#)

[Getting Started with Employee Self Service \(ESS\)](#)

[Help with Registration](#)

[New to Oxfordshire Schools](#)

[Guide to the IBC Portal](#)

[Accessibility guidance](#)

Getting started







This section has been improved and includes new videos designed for anyone new to Shared Services (IBC), but it's also helpful to anyone changing roles or taking on management/administrative responsibilities.

Topics

The information about topics has been improved, with more links added. These links have been selected based on questions and enquiries the IBC has received.

This information provides quick links to guidance/support pages and further guidance can be found by using the search bar at the top of the page.

The image shows a grid of six topic cards, each with an icon, a title, a list of links, and an 'All >' link. A large grey rectangle is positioned at the bottom left of the grid.

 My team Manage starter Move employee Make leaver Maintain personal data IBC Portal access All >	 Me and my role My payslip Tax code queries My Information My Documents All >	 Manage Absence and attendance Family Leave Maintain absences Schools travel manager Enter Time Worked
 Employee record changes Manage employee work hours Manage recurring payments Manage one off payments and deductions Change employee pay	 Shopping and finance Create new supplier Purchase Orders Remittances Purchasing Cards (P-cards) Schools Invoices VAT All >	 Reports Staff costs Payroll simulation Income and debt dashboard Statutory employment checks Leave, absence and sickness All >