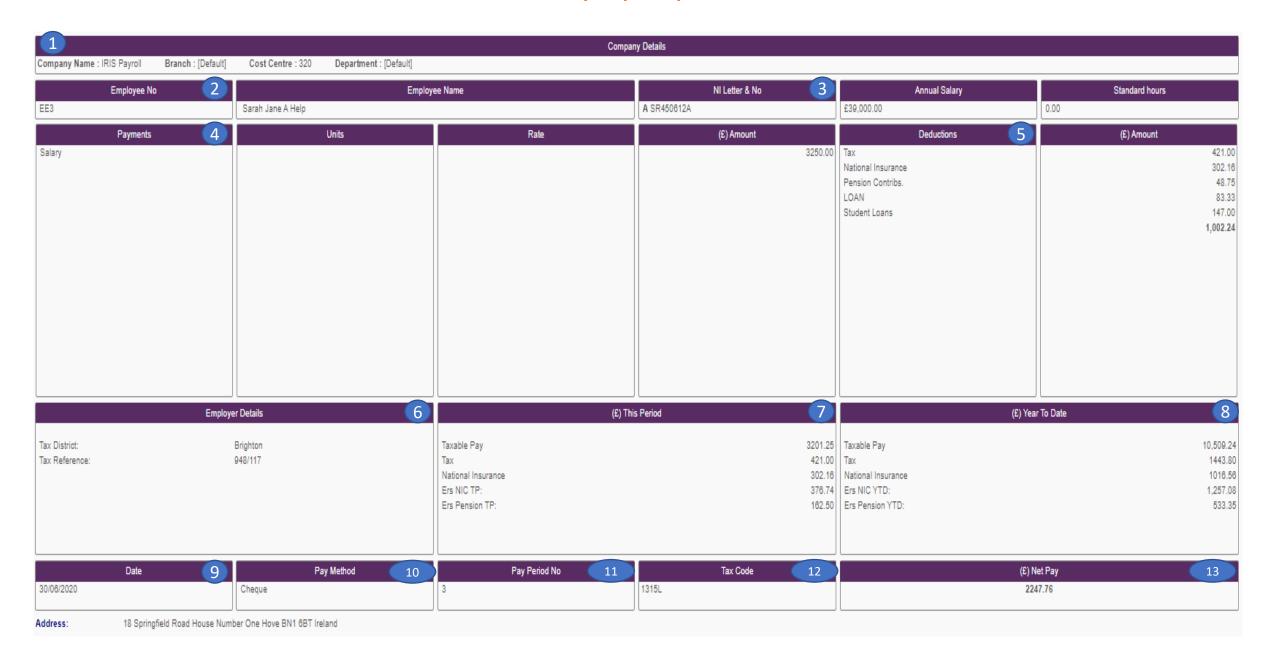
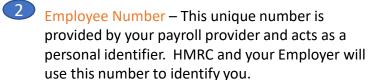
Your Payslip Explained









This will show a breakdown of the pay you have earned before deductions are taken.

This can include items like Salary, overtime, bonuses, commission or Statutory payments such as Maternity, Paternity and Sick pay. The payments could be listed as one item or detail the number of hours worked and your hourly rate.

Expenses may be shown as a lump sum or listed separately as a taxable or non-taxable amount dependant on the company policy and what is exempt

- Pay This Period The total taxable pay, Tax, National Insurance and Pension contributions paid in this period. This section may include Employers payments for National insurance and Employers Pension Contributions.
- Pay Date The date that payment will be made.

Pay Period – The tax

in, for example if you

12 will be March

month that you are paid

are paid monthly month

Pav Method –The the payment i.e. BACS

Method you will receive

Deductions

Refer to the HMRC guidance with regards to Tax and NI deductions

Tax https://www.gov.uk/tax-codes National Insurance

https://www.gov.uk/national-insurance Student loan – if you are repaying a student loan this will appear on your payslip. You will normally start deductions in the April after you graduate or leave your course. HMRC advise your employer how to calculate this.

Loan – If you are repaying a company loan, for example a Season ticket loan this will appear on your payslip. Pension – if you contributing to a pension scheme, you will see your contributions here.

Court orders and child maintenance (AEOs) - A court can order deductions directly from your pay.

Tax Code - Your tax code is sent to you by HM Revenue & Customs (HMRC). The code determines the tax-free pay you should get before tax gets deducted. Check that your code is correct against your latest tax code letter or your personal tax account https://www.gov.uk/personal-taxaccount to ensure that you don't pay too much or too little tax.

National Insurance (NI) number - If you work in the UK, you will need an NI number. This number records that your contributions are logged correctly and helps you to build entitlement to state benefits, for example the state pension. Please make sure you pass this number to your employer when you start employment. National Insurance (NI) Category - Employers use the NI Category to determine how much National Insurance should be paid for the Employee and Employer. Different letters mean different rates of contribution payable – Category A is the standard letter used for a person between 21 and state pension age.

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Employer Details

Your Employer details including tax reference and tax district, you may need this if you contact HMRC

Year to Date – A summary of your year to dates will appear on your payslip. This will show a total of how much you have paid during the tax year (6th April – 5th April) including tax, NI, Employers NI and Employers Pension.

Note: Taxable pay is the total amount of pay that has had tax applied in the tax year. This will not necessarily relate to your salary or additional payments or deductions such as expenses, salary sacrifice schemes or Pension deductions.

Net Pay – This is the amount you will receive on payday. This is to the total amount owed to you after all deductions have been made.