

# Your Payslip Explained.

**Assignment Number:**  
Uses the first 8 digits of your Employee number. If you have more than one post, these will be indicated by the addition of -2 or -3

**Tax & NI Information**  
Useful information that you may need if you have to contact your tax office for any reason

**Incremental Date**  
Shows the date of your next increment or when you reached the maximum point

**Payscale Description**  
The Payscale that you are currently paid on

**Salary/Wage**  
This box shows the full time salary paid

**Standard Hours**  
The number of hours you are contracted to work.

**Salary/Wage**  
This box shows the actual salary paid. The amount will be pro-rata for part-time staff.

ASSIGNMENT NUMBER <b>12345678-1</b>	EMPLOYEE NAME <b>MR A N OTHER</b>		LOCATION <b>DGH</b>				
DEPARTMENT <b>CHERRY WARD</b>	JOB TITLE <b>Nurses Band 5 - Cherry Ward</b>		PAYSCALE DESCRIPTION <b>Review Body Band 5</b>				
	SAL/WAGE <b>23208.00</b>	INC. DATE <b>01 OCT 2005</b>	STANDARD HRS <b>19</b>	PT SAL/WAGE <b>11758.72</b>			
TAX OFFICE NAME <b>HM Collector</b>		TAX OFFICE REF	TAX CODE <b>496L CUMUL</b>	NI NUMBER <b>AB123456T</b>			
PAY AND ALLOWANCE (- = MINUS AMOUNT)			DEDUCTIONS (R INDICATES REFUND)				
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Basic Pay	86.06	86.06	11.8689	1021.43	PAYE	201.52	
Basic Pay Arrs				232.48	NI D	103.40	
Bank Holiday EN Arrs				3.27	Pension	91.01	
Night Duty EN	49.50	14.85	11.8689	176.25	Car Park VAT	0.65	
Night Duty EN Arrs				8.34	Car Parking	3.69	
Saturday EN Arrs				9.42	Staff Lottery	1.00	
Sunday EN Arrs				18.57			
Unsocial EN	4.50	1.35	11.8689	16.02			
Unsocial EN Arrs				2.73			
WTD Pay				26.81			
OSP Average Pay Arrs				1.47			
<b>Year to date balances (This employment only)</b>				<b>This Payslip Summary</b>			
GROSS PAY 7638.84		TAXABLE PAY 7180.50		PENSIONABLE PAY 1516.79		TAXABLE PAY 1425.78	
NI LETTER <b>D</b>		TAX PAID 907.50		TAX PERIOD 6		NON-TAXABLE PAY 0.00	
NI PAY 7638.84		PREVIOUS TAXABLE PAY 0.00		FREQUENCY Monthly		TOTAL PAYMENTS 1516.79	
NI CONTS 482.96		PREVIOUS TAX PAID 0.00		PERIOD END DATE 30 SEP 2005		TOTAL DEDUCTIONS 401.27	
PENSIONABLE PAY 7638.84		PENSION CONTS 458.34		PAY DATE 23 SEP 2005		<b>NET PAY 1115.52</b>	
SD REF NUMBER		EMPLOYEE NO. 12345678		PAY METHOD BACS			

**Pay & Allowances**  
Monies that you are entitled to receive will be shown here. Payments in addition to Basic Pay will usually relate to the period that you have just worked.  
  
The example here shows allowances paid, but also arrears paid (Arrears at the end) following assimilation to Agenda for Change for example.

**Year to Date Balances**  
This area shows totals for income tax (including details from previous employment), national insurance and pension from the beginning of the tax-year (April - Week1 or Month1), up to and including the current pay period.

**This Period Summary**  
This section provides details relating to your current payment. Totals of **payments** and **deductions** are shown together with details about the pay period itself and when you can expect your **Net Pay** to be paid.

**Net Pay**  
The amount of pay that will be transferred to your Bank Account.

**Deductions**  
Your total earnings will be assessed each period and any resulting **statutory** and/or voluntary recoveries will be shown here. This example shows a deduction made for entry into the Staff Lottery.

**Employee Number:**  
This is an important identifier and should be quoted in all pay related queries and correspondence you may have.

# Rota Payroll Elements

## Juniors new payslip guide

ASSIGNMENT NUMBER	EMPLOYEE NAME		LOCATION	
DEPARTMENT	JOB TITLE		PAYSCALE DESCRIPTION	
	SAL/WAGE xx,xxx.xx	INC.DATE	STANDARD HRS 40	PT SAL/WAGE xx,xxx.xx
	TAX OFFICE NAME	TAX OFFICE REF	TAX CODE	NI NUMBER
PAY AND ALLOWANCES				
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT
<b>Basic pay</b> <b>Additional rostered hours</b> <b>Night duty</b> <b>Weekend allowance</b> <b>Non-resident on-call</b> <b>Flexible pay premia</b> <b>Cash floor protection</b>	Relevant information on hours worked, rates of pay, and what is being paid this month will be contained in these sections. NOTE not all doctors will receive all pay elements*.	*Same applies	*Same applies	xx,xxx.xx xxx.xx xxx.xx xxx.xx xxx.xx xx.xx

### Basic pay

The relevant nodal pay point for your grade, calculated on an average of 40 hours' work per week.

### Additional rostered hours

Any additional contracted hours over 40 (up to maximum of 48 in total, or 56 for doctors who have opted out of the Working Time Regulations).

### Night duty

Any hours receiving an enhanced rate of 37% of your hourly basic pay.

### Weekend allowance

An allowance set as a percentage of your basic salary for working 1 in 8 or more frequent weekends.

### Non-resident on-call

An allowance of 8% of your basic salary to compensate for your availability while non-resident on-call, regardless of frequency.

### Flexible pay premia

Any flexible pay premia that apply, these are currently for emergency medicine, psychiatry, OMFS, academia and GP training, as well as current LTFT trainees and are paid annually.

### Cash floor protection

Your protected cash floor amount, calculated as your basic salary the day before you transitioned onto the new TCS, plus a banding supplement for the rota you were working the day before transition (based on the banding value for that rota as on 31 October 2015).

# Common abbreviations used on payslips.

Abbreviation	Description
ARRS	Arrears Payment
EN	Enhancement Payment (e.g. Unsocial)
OT	Overtime Payment (e.g. Saturday)
NNI	Payment Not Subject to NI Contributions
NP	Non-Pensionable
NT	Payment Not Subject to Income Tax
NW	Payment not subject to Working Time Directive
OMP	Occupational Maternity Pay
OSP	Occupational Sick Pay
R	Refund
SMP	Statutory Maternity Pay
SSP	Statutory Sick Pay
WTD	Working Time Directive
AfC Absence	Enhanced Pay during Annual Leave

# Incorrect Pay

## If You Discover That Your Pay is Incorrect

<b>Step 1</b>	<b>Check your payslip, to determine exactly what is wrong</b>
<b>Step 2</b>	<b>Check with your Manager to confirm that:</b> <ul style="list-style-type: none"><li>• All shifts and enhancements have been finalised <b>ON TIME</b> and are correctly recorded on Health Roster</li><li>• That any change forms have cleared the approval process and have been sent to Payroll by the 5<sup>th</sup> working day of the month</li></ul> <p><b>If your Manager has not completed any action at step 2, they will have to resolve the issue for you</b></p>
<b>Step 3</b>	<b>If you are assured that steps 1 and 2 have been correctly completed view the StaffHub pages at</b> <a href="https://staffhub.liverpoolft.nhs.uk/working-with-us/payroll.htm">https://staffhub.liverpoolft.nhs.uk/working-with-us/payroll.htm</a>

# Fixing Pay Errors

- Pay errors cannot be rectified until payroll corrects the error the following month. In normal circumstances, staff are asked if they can wait until this happens to receive any pay arrears.
- The Trust can pay the money to staff on account of the arrears owed; this is called an “**advance**” and is made in **exceptional circumstances**.
- The deciding factor is whether the pay error will cause the staff member financial hardship.