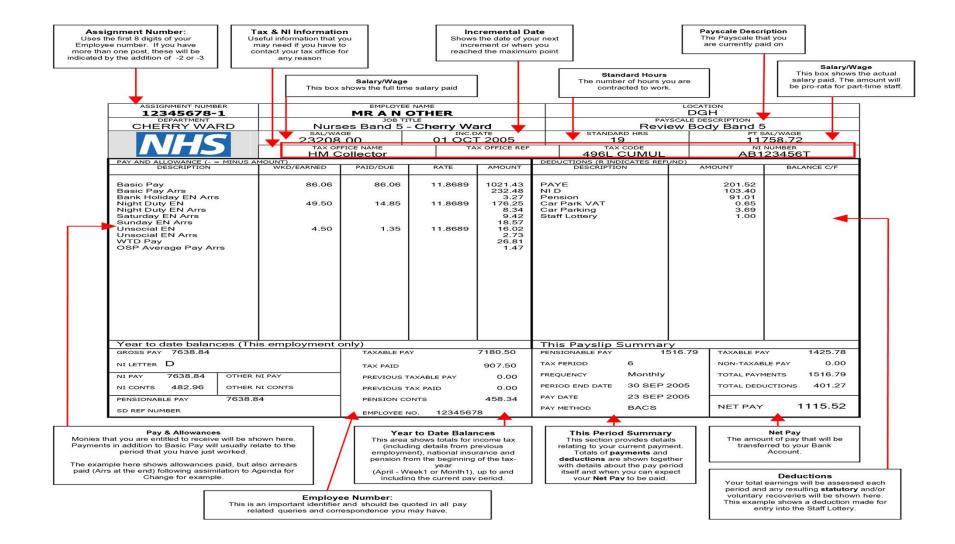
Your Payslip Explained.



Rota Payroll Elements

Juniors new payslip guide

ASSIGNMENT NUMBE	T NUMBER EMPLOY		ENAME		LOCATION			
DEPARTMENT		JOB TITLE			PAYSCALE DESCRIPTION			
	SAL	/WAGE	INC.DATE	STANDARD	HRS		PT SAL/WAGE	
	xx	,xxx.xx		40			xx,xxx.xx	
	TAX OF	FICE NAME	TAX OFFICE REF	TAX CODE			NI NUMBER	
PAY AND ALLOWANCES								
DESCRIPTION	DESCRIPTION WKD/EARNED		PAID/DUE	RATE		AMOUNT		
Basic pay	Relevant inform		*Same applies	*Same applies	*Same applies		XX,XXX.XX	
Additional rostered hours	worked, rates of					xxx.xx		
Night duty	is being paid thi contained in the					XXX.XX		
Weekend allowance	NOTE not all do					XXX.XX		
Non-resident on-call	receive all pay e						XXX.XX XXX.XX	
Flexible pay premia								
Cash floor protection							XX.XX	
Basic pay The relevant nodal pay point for your grade, calculated on an average of 40 hours' work per week.	e, hours over 40 (up to enhanced rate of 37 erage of maximum of 48 in total, or your hourly basic pa		6 of percentage of your basic	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.	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 floo amount, calculated as your basic salary the day before you transitioned onto the new TCS, plus a banding supplement for the rota you were worki 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)		
ОТ	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		
ОМР	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

Step 1	Check your payslip, to determine exactly what is wrong		
Step 2	 Check with your Manager to confirm that: All shifts and enhancements have been finalised ON TIME and are correctly recorded on Health Roster That any change forms have cleared the approval process and have been sent to Payroll by the 5th working day of the month If your Manager has not completed any action at step 2, they will have to resolve the issue for you 		
Step 3	If you are assured that steps 1 and 2 have been correctlycompleted view the StaffHub pages athttps://staffhub.liverpoolft.nhs.uk/working-with-us/payroll.htm		

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.