


# Understanding Your Payslip



ASSIGNMENT NUMBER		EMPLOYEE NAME		LOCATION	
20066058		MRS. TEST EMPLOYEE		504 ESRH	
DEPARTMENT		JOB TITLE		PAYSCALE DESCRIPTION	
A & E Department		Staff Nurse Band 5 - Emergency		Review Body Band 5	
	SAL/WAGE	INC. DATE	STANDARD HRS.		PT SAL/WAGE
	31534.00	15 NOV 2022	37.5		31534.00
TAX OFFICE NAME		TAX OFFICE REF		TAX CODE	
Dummy Office Name		999/Z9999		1382L CUMUL	
				NI NUMBER	
				JN654321C	

PAY AND ALLOWANCES (- = MINUS AMOUNT)				
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT
Basic Pay	162.95	162.95	16.1270	2627.83
Night Duty EN	2.00	0.60	16.1270	9.68
Saturday OT	3.00	4.50	16.1270	72.57
Unsocial EN	2.00	0.60	16.1270	9.68
Weekday OT	2.00	3.00	16.1270	48.38
Outer London				394.18
On Call - Weekday	3.00	3.00	11.9200	35.76
AfC Absence				6.27
AfC Absence NP				29.34

Year To Date Balances (This Employment Only)				
GROSS PAY		6637.21	TAXABLE PAY	6063.17
NI LETTER		A	TAX PAID	751.60
NI PAY	6637.21	OTHER NI PAY	PREVIOUS TAXABLE PAY	0.00
NI CONTS	661.34	OTHER NI CONTS	PREVIOUS TAX PAID	0.00
PENSIONABLE PAY		6172.45	PENSION CONTS	574.04
MEMBERSHIP REF NUMBER		87654321	EMPLOYEE NO.	20066058

DEDUCTIONS (R INDICATES REFUND)		
DESCRIPTION	AMOUNT	BALANCE C/F
PAYE	359.00	
NI A	319.42	
NHS Pension 9.3%	286.76	

This Period Summary			
PENSIONABLE PAY	3083.40	TAXABLE PAY	2946.93
TAX PERIOD	2	NON-TAXABLE PAY	0.00
FREQUENCY	Monthly	TOTAL PAYMENTS	3233.69
PERIOD END DATE	31 MAY 2022	TOTAL DEDUCTIONS	965.18
PAY DATE	25 MAY 2022	NET PAY	2268.51
PAY METHOD	BACS		

## Employee & PAYE Information

**Assignment Number** – This should be quoted in all correspondence and will be suffixed with -1, -2 etc if you have more than one post

**Payscale Description** – Payscale which you are paid on

**Sal/Wage** – Full Time salary for grade

**Inc. Date** – Date of your next pay step/increment or when you reached the maximum point of your payscale

**Standard Hours** – Contracted hours

**PT Sal/Wage** – Salary paid, this shows as a reduced amount if you are part time

**Tax Office Name** – Tax Office that is responsible for your employer's Tax Account

**Tax Office Ref** – This is required if you need to speak to HMRC

**Tax Code** – Code as allocated by HMRC

**NI Number** – National Insurance Number

## Pay & Allowances

**Description** – Details all payments made in the pay period

**Wkd/Earned** – Total hours worked

**Paid/Due** – Number of hours payment is calculated on

**Rate** – Amount the allowance is calculated on, e.g., hourly rate

**Amount** – Payment that will be made

## Deductions

This shows all the statutory and voluntary deductions that will be made from your pay

## Year To Date Balances

This section shows the total amounts you have received and had deducted in the current tax year to the end of the period you are being paid for.

PAYE details will be included in your P60 at the end of the tax year.

Pension details will added to your NHS Pension record.

SD Ref Number is your Employee reference number for your NHS Pension and should be quoted in any correspondence you have with NHS Pensions.

## This Period Summary

This shows the total amounts you have received and had deducted in the current pay period.

It includes details of the date you will be paid, how you will be paid e.g. BACS and how much will paid (Net Pay).

## Common abbreviations used

**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  
**OMP** Occupational Maternity Pay

**OSP** Occupational Sick Pay  
**R** Refund  
**ShPL** Shared Parental Leave  
**SMP** Statutory Maternity Pay  
**SSP** Statutory Sick Pay  
**PAYE** Pay as you earn