

# Understanding Your Payslip



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

## 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 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

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

## 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 Employment Only)			
GROSS PAY	6637.21	TAXABLE PAY	6063.17
NI LETTER	A	TAX PAID	751.60
NI PAY	6637.21	OTHER NI PAY	
NI CONTS	661.34	OTHER NI CONTS	
PENSIONABLE PAY	6172.45	PENSION CONTS	574.04
SD REF NUMBER	87654321	EMPLOYEE NO.	20066058

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		

## 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

- |             |   |             |                         |
|-------------|---|-------------|-------------------------|
| <b>ARRS</b> | Arrears payment                         | <b>OSP</b>  | Occupational Sick Pay   |
| <b>EN</b>   | Enhancement payment (e.g., unsocial)    | <b>R</b>    | Refund                  |
| <b>OT</b>   | Overtime payment (e.g., Saturday)       | <b>ShPL</b> | Shared Parental Leave   |
| <b>NNI</b>  | Payment not subject to NI contributions | <b>SMP</b>  | Statutory Maternity Pay |
| <b>NP</b>   | Non-Pensionable                         | <b>SSP</b>  | Statutory Sick Pay      |
| <b>OMP</b>  | Occupational Maternity Pay              | <b>PAYE</b> | Pay as you earn         |