

YOUR PAYSリップ 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

Pay Step Date (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 for your position

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 12345678		EMPLOYEE NAME AN OTHER			LOCATION Home		
DEPARTMENT N/A		JOB TITLE 195 Covid19 Staff			PAYSCALE DESCRIPTION Spot Salary		
	SAL/WAGE 0	INC.DATE N/A	STANDARD HRS 0	PT SAL/WAGE 0			
	TAX OFFICE NAME HMRC		TAX OFFICE REF	TAX CODE BR CUM/M1	NI NUMBER AB123456T		
PAY AND ALLOWANCE (- = MINUS AMOUNT)				DEDUCTIONS (R INDICATES REFUND)			
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Basic Pay	24	24	50	1200	PAYE	210.00	
Training (one off payment)					NI A/C	50.00	
					Pension	150.00	
Year to date balances (This employment only)				This Payslip Summary			
GROSS PAY 1200.00		TAXABLE PAY 0		PENSIONABLE PAY 0		TAXABLE PAY 1050.00	
NI LETTER A/C		TAX PAID 0		TAX PERIOD 2		NON-TAXABLE PAY 0.00	
NI PAY 0	OTHER NI PAY	PREVIOUS TAXABLE PAY 0		FREQUENCY Monthly		TOTAL PAYMENTS 1200.00	
NI CONTS 0	OTHER NI CONTS	PREVIOUS TAX PAID 0.00		PERIOD END DATE 31 MAY 2020		TOTAL DEDUCTIONS 410.00	
PENSIONABLE PAY 0		PENSION CONTS 0		PAY DATE 22 MAY 2020		NET PAY 790.00	
SD REF NUMBER		EMPLOYEE NO. 12345678		PAY METHOD BACS			

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

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.

Common Abbreviations used On the ESR Payslip

Abbreviation	Description
ARRS	Arrears Payment
EN	Enhancement Payment (eg. 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