

Pay Rate Breakdown

Element	Band 5				Band 6				Band 7			
	Day	Night/Sat	Sun	BH	Day	Night/Sat	Sun	BH	Day	Night/Sat	Sun	BH
Basic	14.70	14.70	14.70	14.70	15.68	15.68	15.68	15.68	19.32	19.32	19.32	19.32
HCAS	0.74	0.74	0.74	0.74	0.78	0.78	0.78	0.78	0.86	0.86	0.86	0.86
Enhancement	-	4.41	8.82	8.82	-	4.70	9.41	9.41	-	5.80	11.59	11.59
WTD	1.86	2.40	2.93	1.86	1.99	2.55	3.12	1.99	2.44	3.14	3.83	2.44
Total	17.30	22.25	27.19	26.12	18.45	23.72	28.99	27.85	22.62	29.11	35.61	34.21
Custom Uplift	1.84	1.84	1.84	1.84	0.94	0.94	0.94	0.94	N/A	N/A	N/A	N/A
Total (with Custom)	19.14	24.09	29.03	27.96	19.39	24.66	29.93	28.79	N/A	N/A	N/A	N/A

Note: Please note actual rates may show with 1p difference either way on final pay due to rounding.

Payslip Breakdown

Please be aware that the pay rates will be broken down on your payslip across up to five (5) separate entries. HCAS and WTD are only shown as a total figure. All other elements (basic, enhancements and custom) will show with the number of hours paid.

Element	Payslip Description
Basic	Add Basic Pay
Enhancement	Unsocial EN
	Night Duty EN
	Saturday EN
	Sunday EN
HCAS	Fringe
WTD	WTD Pay
Custom	151 Band 5 Custom Up
	151 Band 6 Custom Up

Example: Band 5 Saturday (11.5 hours)

DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT
Add Basic Pay	11.50	11.50	14.7000	169.05
Saturday EN	11.50	3.45	14.7000	50.72
Fringe				8.51
151 Band 5 Custom Up		11.50	1.8400	21.16
WTD Pay				27.55

Enhancement entries are shown as the proportion of the total hours worked, multiplied by the basic hourly rate of pay.

In this example, 3.45 hours paid/due Saturday enhancement, times the basic £14.70 hourly rate represents the 30% uplift for the 11.5 hour shift.

EXAMPLE PAY SLIP

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

Salary/Wage
This box shows the full time salary paid

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

Std Hours
The number of hours you are contracted to work.

Payscale Description
The Payscale that you are currently paid on


Tax & NI Information
Useful information that you may need if you have to contact your tax office for any reason, the reference number quoted is the correct reference number for the Trust and tax code quoted is standard tax code for 2016/17

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

Deductions
Your total earnings will be assessed each period and any resulting **statutory** and/or voluntary recoveries will be shown here.

Please note that NI Letter D has now been replaced with NI Letter A for all members of the NHS Pension Scheme.

Car parking is 1% of basic pay (capped at £34 per month)

ASSIGNMENT NUMBER 12345678		EMPLOYEE NAME MR A N OTHER		LOCATION A Hospital			
DEPARTMENT MATERNITY		JOB TITLE Nurse Band 5		PAYSCALE DESCRIPTION Review Body Band 5			
	SAL/WAGE 21692		INC. DATE 01 OCT 2016		STD HRS 22.5		
	PT SAL/WAGE 13015.20		TAX OFFICE NAME LP Lothians		NI NUMBER AB123456T		
TAX OFFICE REF 846/W236		TAX CODE 1100L CUMU					
PAY AND ALLOWANCE (= MINUS AMOUNT)				DEDUCTIONS (R INDICATES REFUND)			
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Basic Pay	97.77	97.77	11.0936	1084.62	PAYE	140.00	
Night Duty EN	45.50	13.65	11.0936	151.43	NI A	101.37	
Saturday EN	45.50	13.65	11.0936	151.43	Pension 7.1%	107.69	
Sunday EN	4.50	2.70	11.0936	29.96	Car Parking	10.84	
High Cost Area				54.23			
AFC Absence				45.12			
Rate Reflects the basic hourly pay rate upon which enhancements are calculated.							
Year to date balances (This employment only)				This Period Summary			
GROSS PAY		3144.17		TAXABLE PAY		2930.37	
NI LETTER		A		PENSIONABLE PAY		1516.79	
NI PAY		3144.17		TAX PAID		300.40	
OTHER NI PAY				TAX PERIOD		2	
NI CONTS		216.02		PREVIOUS TAXABLE PAY		0.00	
OTHER NI CONTS				FREQUENCY		Monthly	
PENSIONABLE PAY		3144.17		PERIOD END DATE		31 MAY 2016	
PENSION CONTS		223.24		PAY DATE		27 MAY 2016	
SD REF NUMBER				EMPLOYEE NO		12345678	
				PAY METHOD		BACS	
						NET PAY 1156.89	

Pay & Allowances
Monies that you are entitled to receive will be shown here. Basic Pay for contracted staff is for the current month. Additional Payments will usually relate to the previous month.
Column Explanation.
WKD/EARNED- The total hours worked (for basic pay this is typically contracted hours X 4.345 weeks)
PAID/DUE- This is the part of the payslip that causes most confusion, the hours displayed in this column are the number of hours to be paid (at full hourly rate) for the work undertaken. In the example above a band 5 Nurse receives a 30% enhancement for working a Night Duty. The hours worked (45.5) are multiplied by the rate due (30%) to give the hours to be paid (13.65)
RATE- Standard Hourly rate
AMOUNT- Amount due

Year to Date Balances
This area shows cumulative totals for PAYE (income tax), National Insurance and Pension from the beginning of the tax-year 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.

IT IS YOUR RESPONSIBILITY TO CHECK YOUR PAYSリップ EVERY MONTH. REPORT ANYTHING YOU THINK IS INCORRECT TO AVOID UNDER/OVERPAYMENTS.