

Introduction to your EASY payslip

The example below has been produced to describe what the different areas of the payslip mean. In addition, there is a table of the most common abbreviations which will help you understand some of the descriptions you will see on your payslip.

Employee Number:
The first 8 digits of your Employee assignment number. If you have more than one post, these will be shown as -2 or -3

Payscale Description:
Your current payscale

Standard Hours:
Your weekly contracted hours

Salary/Wage:
This area shows the tax month, full time annual salary and part-time salary. This shows the pro-rata value if you are part-time.

Information:
This area shows your job title, department, location and paypoint.

Mr Andrew Other – Assignment No.12345678

Employee No.	Pay Frequency Calendar Month	Tax Period 11 2015/16	Job Title
Payscale Description Non Review Body Band 5	Salary /Wage £28,180.00	P/T Salary /Wage £28,180.00	Department
Inc. Date 01 Feb 2015	Std. Hours 37.500		Location
Payroll ESR918 Monthly			Paypoint

Payslip messages:
This section will show any messages.

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

Messages

Payment Details

Pay and Allowances				Deductions		
Description	Wkd/Earned	Paid/Due	Rate	Amount	Description	Amount
Basic Pay	162.95	162.95	14.4117	2348.33	PAYE	247.40
Business Miles NT	28 Jan 2016	69.00	0.5600	38.64	NI D	175.85
					NHS Pension 9.3%	218.39
					UNISON	17.25
Total Pay and Allowances				£2,386.97	Total Deductions	£658.89
Net Pay						£1,728.08

Net pay:
Your total Pay and Allowances less Deductions.
The payment that will be transferred to your bank account.

Year To Date		This Period	
Gross Pay £25,839.23	Tax Paid £2,722.20	Pay Frequency Calendar Month	Tax Period 11
Taxable Pay £23,436.94	Prev. Tax Paid £0.00	Taxable Pay £2,129.94	Tax Code 1071L CUMUL
Prev. Taxable Pay £0.00	NI Conts £1,929.03	Non Taxable Pay £38.64	Tax Office North Wales Area
NI Pay £25,860.30	Other NI Conts £0.00	Payment Method BACS	NI Letter D
Other NI Pay £0.00	Pension Conts £2,402.29	Payment Ref. 3/00062/BA	Tax Ref. 914/B11184
Pensionable Pay £25,831.63		Period End Date 29 Feb 2016	Payment Date 23 Feb 2016
		SD No.	NI No.

Pay & allowances:
All payments due will be shown here. Payments in addition to Basic Pay will usually relate to the period that you have just worked.
This example shows Basic pay plus mileage.

Year to Date - balances:
Gives the totals of income tax (including details from previous employment), national insurance and pension from the beginning of the tax year (April) up to, and including, the current month.

This period - summary:
This section provides taxable/pensionable pay totals for this month, your NI number, pension ref (SD number), tax code and other information you may need if you need to contact the tax office or NHS Pensions.

Deductions:
Your earnings each month are assessed and the resulting statutory and/or voluntary payments are shown here.
This example shows PAYE (tax), NI D (National Insurance - category D), NHS Pension at 9.3% and a trade union subscription.

Payslip Address
Electronic payslip

Abbreviation Description	
ARRS	Arrears Payment
EN	Enhancement Payment (eg. Unsocial, weekends)
OT	Overtime Payment
NNI	Payment Not Subject to NI Contributions
NP	Non-Pensionable
NT	Payment Not Subject to Income Tax
OMP	Occupational Maternity Pay
OSP	Occupational Sick Pay
R	Refund
SMP	Statutory Maternity Pay
SSP	Statutory Sick Pay
AfC Absence Average	Average Pay for annual leave
On Call	Payment for being On Call
Call Out	Work Done On Call
Short Term Prot	Short Term Earnings Protection
Work Outside Norm Hr	Prototype percentage payment