

# Blood Donation - an introduction to your EASY payslip

The example below has been produced to explain each area of the 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

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

**Standard Hours:** Your equivalent weekly contracted hours

**Pay & allowances:** All payments made will be shown here. Salary, HCAS and Driving allowance are paid in the current month. Enhancements (for weekends and unsocial hours), overtime and MSA are paid in arrears.

**Common abbreviations:**  
 EN or ENH = Enhancement  
 OT = Overtime  
 NT = Not Taxed  
 NNI = Not subject to National Insurance  
 NP = Not pensionable

**Common codes/descriptions:**  
 Add Basic Pay = additional worked hours upto full time  
 Bank holiday ENH = public holiday enhancement  
 AfC average payment = average paid during annual leave  
 HCAS = Cost of living supplement  
 918 BD Driving Allow = Blood driving  
 918 MSA Early = BD mobile subsistence allowance (before 19:00)  
 918 MSA Late = BD mobile subsistence allowance (19:00 or later)

**Mr Andrew Other – Assignment No.12345678**

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

**Messages**

From March paper payslips will no longer be available. To view and print your payslip you will need access to EASY You can register at nhsbt.easy.giltbyte.com To register you will need an NHSBT e-mail address and be logged onto the NHSBT network. For any access issues please contact Pay Support on 54455

Help choose our charity partner for the next two years. Everyone has the chance to vote via Connect online

**Payment Details**

Pay and Allowances					Deductions	
Description	Wkd/Earned	Paid/Due	Rate	Amount	Description	Amount
Basic Pay	156.43	156.43	10.0519	1572.40	PAYE	182.80
Add Basic Pay	5.50	5.50	10.0519	55.29	NI A	169.47
Sunday EN	7.67	5.68	10.0519	57.05	NHS Pension 7.1%	146.56
Sunday OT	1.33	2.00	10.0519	20.05		
Unsocial EN	0.30	0.11	10.8561	1.21		
918 BD Driving Allow	159.43	159.43	0.9190	146.52		
918 MSA Early	2.00	2.00	6.2500	12.50		
918 MSA Late	6.00	6.00	12.5000	75.00		
AfC Absence				94.67		
<b>Total Pay and Allowances</b>				<b>£2034.69</b>	<b>Total Deductions</b>	<b>£498.83</b>
<b>Net Pay</b>						<b>£1535.86</b>

**Cumulative Figures**

Year To Date			This Period		
<b>Gross Pay</b> £25,839.23			<b>Pay Frequency</b> Calendar Month		<b>Tax Period</b> 11
<b>Taxable Pay</b> £23,436.94	<b>Tax Paid</b> £2,722.20		<b>Taxable Pay</b> £2,129.94	<b>Tax Code</b> 1071L CUMUL	<b>NI Letter</b> D
<b>Prev. Taxable Pay</b> £0.00	<b>Prev. Tax Paid</b> £0.00		<b>Non Taxable Pay</b> £38.64	<b>Tax Office</b> North Wales Area	<b>Tax Ref.</b> 914/B11184
<b>NI Pay</b> £25,860.30	<b>NI Conts</b> £1,929.03		<b>Payslip Ref.</b> 3/00062/BA	<b>Payment Method</b> BACS	<b>Period End Date</b> 29 Feb 2016
<b>Other NI Pay</b> £0.00	<b>Other NI Conts</b> £0.00		<b>Payment Method</b> BACS	<b>Payment Date</b> 23 Feb 2016	<b>NI No.</b>
<b>Pensionable Pay</b> £25,831.63	<b>Pension Conts</b> £2,402.29		<b>SD No.</b> 4E007227		

**Payslip Address**

Name  
Address

**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 and base location.

**Payslip messages:** This section will show any payslip messages.

**Deductions:** Your earnings each month are assessed and the resulting statutory and any voluntary payments are shown here. This example shows PAYE (tax), NI (National Insurance - category A), NHS Pension at 7.1%.

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

**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.

**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.