

## Glossary of terms

**Assignment and employee number** - This number identifies you, your position and your pay details. For most people, the assignment and employee numbers will be the same. However, if you have contracted hours on more than one job, you will have a different assignment number for each job. In the example inside this leaflet, the assignment and employee number for the main job is 8552. For the second job, the assignment number is 8552-2, for the third job it is 8552-3 and so on.

**AVC** – Additional voluntary contributions to the pension scheme

**Deductions** – These are the amounts that are taken from your gross pay. They can include tax, National Insurance contributions, pension contributions, staff club and so on.

**Gross pay** – This is the total pay before deductions.

**LGPS** – Local Government Pension Scheme

**Net pay** – Take-home pay (total gross pay minus total deductions)

**Pay and allowances** – This is your basic pay plus any extra payments such as overtime or travel claims.

**PAYE** – Pay as you earn (income tax).

**Pension Ees** – Employee's contribution to the pension scheme

## Your payslip explained

Our new HR and Payroll System (HRMS) has produced your payslip. It has been designed to be user-friendly and to provide you with easy-to-understand information about your pay.

Inside this leaflet is an example of a payslip produced by the new HR and Payroll System. The example shows how the information relating to pay is set out, and also explains some of the most important points. Any other pay and allowances that you receive which are not shown on this example will be explained in the 'Important messages' box on your payslip.

## Other information

Your pay will be paid into a bank or building society account of your choice. If you are a new employee, it is very important that you give us details of your chosen account **as soon as possible**. If you fail to do this, there could be a delay in your pay.

## Further help

Please have your assignment number ready when making an enquiry.

If you have any questions about pay and allowances (left-hand column of your payslip), please contact your departmental HR team.

If you have any questions about deductions (right-hand column of your payslip), please contact Payroll Services.

| Key                   | Amount   | Deduction Name |
|-----------------------|----------|----------------|
| tant.Binley Woods     | 1,175.50 | NI D PAYE      |
| ar.Home Care Nuneaton | 174.91   | LGPS           |
| Supervisor.Exhall     | 45.29    | Staff Club     |
|                       |          | AVC Fixed Rate |
|                       |          | UNISON         |

# Your payslip explained

Please keep this leaflet for future reference



**In this example, the employee has three assignments at Warwickshire County Council. The main assignment is 8552, the second is 8552-2 and the third is 8552-3.**

## PAY ADVICE

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Name : **Mr. James Bond**

Emp No : **8552**

## Pay day

Payroll Name :

Pay Date :

## Take-home pay

## Admin Monthly

30-APR-2005

Your account will be credited on **30-APR-2005** with a net pay of £ **1,142.37**

Same as assignment number

| Pay and Allowances                                      |     |                 | Deductions     |               |
|---|-----|-----------------|----------------|---------------|
| Name  | Key | Amount          | Name           | Amount        |
| 8552 Library Assistant.Binley Woods<br>Library          |     |                 | NI D           | 72.51         |
| Casual Car Mileage                                      |     | 52.70           | PAYE           | 136.44        |
| Basic Pay   |     | 1,175.50        | LGPS           | 70.53         |
|   |     |                 | Staff Club     | 1.00          |
|   |     |                 | AVC Fixed Rate | 10.00         |
|   |     |                 | UNISON         | 9.70          |
| 8552-2 Home Carer.Home Care Nuneaton                    |     |                 | NI D           | 22.97         |
| Basic Pay   | 0   | 174.91          | PAYE           | 51.48         |
| Overtime 1.5  | 1   | 45.29           | LGPS           | 10.49         |
| Overtime 2.0  | 1   | 24.15           |                |               |
| 8552-3 Midday Supervisor.Exhall Cedars<br>Infant School |     |                 | NI A           | 9.02          |
| MDS Additional  | 1   | 82.00           | PAYE           | 18.04         |
| <b>Total</b>  |     | <b>1,554.55</b> | <b>Total</b>   | <b>412.18</b> |

**Important messages regarding your pay for period : 01-APR-2005 to 30-APR-2005**

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8552      > Annual Salary is £14,106.00
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8552-2 > Annual Salary is £3,148.38

> Salary prorated from 11-APR-2005 to 30-APR-2005

> 5 Overtime hours @ time and a half paid at £9.0570

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> 2 Overtime hours @ double time paid at £12.0760
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8552-3 > 10 sessions paid at £8.20

**Extra pay information for each assignment**

| Assignment Number | Tax Code | Tax Basis  | NI Letter |
|-------------------|----------|------------|-----------|
| 8552              | 473L     | Cumulative | D         |
| 8552-2            | 473L     | Cumulative | D         |
| 8552-3            | 473L     | Cumulative | A         |

|                      |               |                         |          |                              |       |
|----------------------|---------------|-------------------------|----------|------------------------------|-------|
| <b>NI Number</b>     | SX007007B     | <b>Taxable Pay</b>      | 1,423.53 | <b>Pension Contribs</b>      | 81.02 |
| <b>Tax Period</b>    | 1             | <b>Tax Paid</b>         | 205.96   | <b>Addl Pension Contribs</b> | 0.00  |
| <b>Tax Reference</b> | 190/W1S       | <b>NI Contributions</b> | 104.50   | <b>Pension Ees</b>           | 81.02 |
| <b>Tax Phone</b>     | 0845 366 7842 | <b>AVC</b>              | 10.00    | <b>Rent Allowance</b>        | 0.00  |

**Pay and Allowances key:**

### '0' is Taxable & Pensionable

### '1' is Taxable & Non Pensionable

Enquires relating to this pay advice should be to

**This box will have contact details for payslip enquiries.**