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.

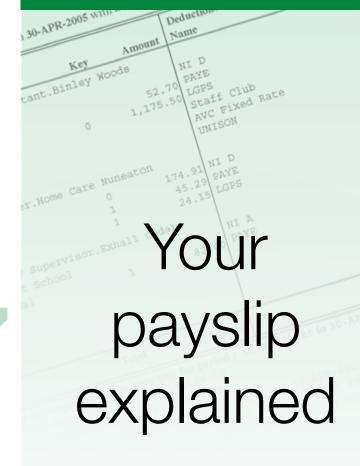
Further help

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.

Warwickshire County Council



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 day

PAY ADVICE

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Name: Mr. James Bond

Payroll Name:

Take-home pay

Admin Monthly 30-APR-2005

Extra pay

information

for each

assignment

Emp No: **8552**

Same as

assignment number Pay Date:

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

Pay and Allowances			Deductions	
Name	Key	Amount	Name	Amount
8552 Library Assist	ant.Binley Wo	oods		
Library			NI D Deductions	72.51
Casual Car Mileage	Шоштон	52.70	PAYE from pay	136.44
Basic Pay-	How pay is made up	1,175.50	LGPS for each	70.53
	for each		Staff Club assignment	1.00
	assignment		AVC Fixed Rate	10.00
			UNISON	9.70
8552-2 Home Carer Hom	e Care Nuneat	on		
Basic Pay	0	174.91	NI D	22.97
Overtime 1.5	1	45.29	PAYE	51.48
Overtime 2.0	1	24.15	LGPS	10.49
8552-3 Midday Supervi	sor.Exhall Ce	edars		
Infant School		- Care	NI A	9.02
MDS Additional	1	82.00	PAYE	18.04
MDS Additional		82.00	Total	
			deductions	
National		Gross	s pay	
Insurance and				
tax key (see				
below)	Total	1,554.55	Total	412.18

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

8552 > Annual Salary is £14,106.00

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

> 2 Overtime hours @ double time paid at £12.0760

8552-3 > 10 sessions paid at £8.20

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

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

Pay and Allowances key:	'0' is Taxable & Pensionable	'1' is Taxable & Non Pensionable		
Enquires relating to this pay advice should be to				