

Glossary of terms

- ▶ **Reference No.** - This is your unique reference number for payroll purposes and should be quoted if you have any queries in connection with your pay.
- ▶ **Payments** - This is your basic pay plus any extra payments such as overtime, travel claims etc.
- ▶ **Deductions** - These are the amounts that are taken from your Payments. They can include tax, national insurance contributions, pension contributions, union membership, student loan, court orders etc.
- ▶ **Net Pay** - This is the take home pay (payments minus the deductions).
- ▶ **Tax** - Income Tax.
- ▶ **NI** - National Insurance Contributions.
- ▶ **LGPS WARCC** - Local Government Pension Scheme.
- ▶ **TPS** - Teachers Pension Scheme.
- ▶ **NHS** - National Health Service Pension Scheme.
- ▶ **AVC** - Additional voluntary contributions to the pension scheme.

Your payslip explained

Your payslip can be accessed through Employee Self Service or, if you do not have access to Your HR, your payslip will be emailed to you.

Inside the leaflet is an example of a payslip which shows how the information relating to pay is set out.

▶ Other Information

Your pay will be paid into a bank or building society of your choice. If you have access to Employee Self Service in Your HR, you can change your bank/building society details if required.

▶ Tax office number **0300 200 3300**.

▶ Further assistance

If you have any queries, please contact the HR Service Centre on **01926 738444** or email **hrandpayroll@warwickshire.gov.uk**, quoting your reference number.



Your HR Your Payslip

PRIVATE AND CONFIDENTIAL

Mr Bernard Lowe
18 Western Road
Warwick
Warwickshire
CV34 4RL

Payroll
reference
number

Pay
day

Payroll Name	WCC Monthly	Pay Date	29/09/2017
Employee Name	Mr Bernard Lowe	Tax Period	6
Reference No.	99903	Tax Code	1150L / 1
		N.I. Number	AA345345C
		N.I. Category	A

Payments			Deductions		This Period	
Description	UT	Rate	Description	Cash	Description	Cash
Administrative Assistant			Tax	168.80	Taxable Pay	1,803.43
Basic Pay		1,246.31	NI	147.90	Niable Pay	1,912.48
Overtime Plain	3.00	14.3411	Student Loans	14.00	Pensionable Pay	1,912.48
Bus Fares		20.00	DEO	50.00		
Rail Fares		43.50	AEO Admin Fee	1.00		
Toll Charges		5.00	UNISON	14.00		
Mileage	23.00	0.4000	Administrative Assistant			
Clerical Officer			LGPS WARCC (5.80%)	74.78		
Basic Pay		623.15	Clerical Officer			
			LGPS WARCC (5.50%)	34.27		
<p>How payments are made up for your employment</p>			<p>Deductions from payments</p>		<p>Year-to-date</p>	
<p>Total payments (gross pay)</p>			<p>Total deductions</p>		<p>Take home pay</p>	
Payments	1,990.18		Deductions	504.75	NET PAY	1,485.43
					Tax Reference 190/W1S	