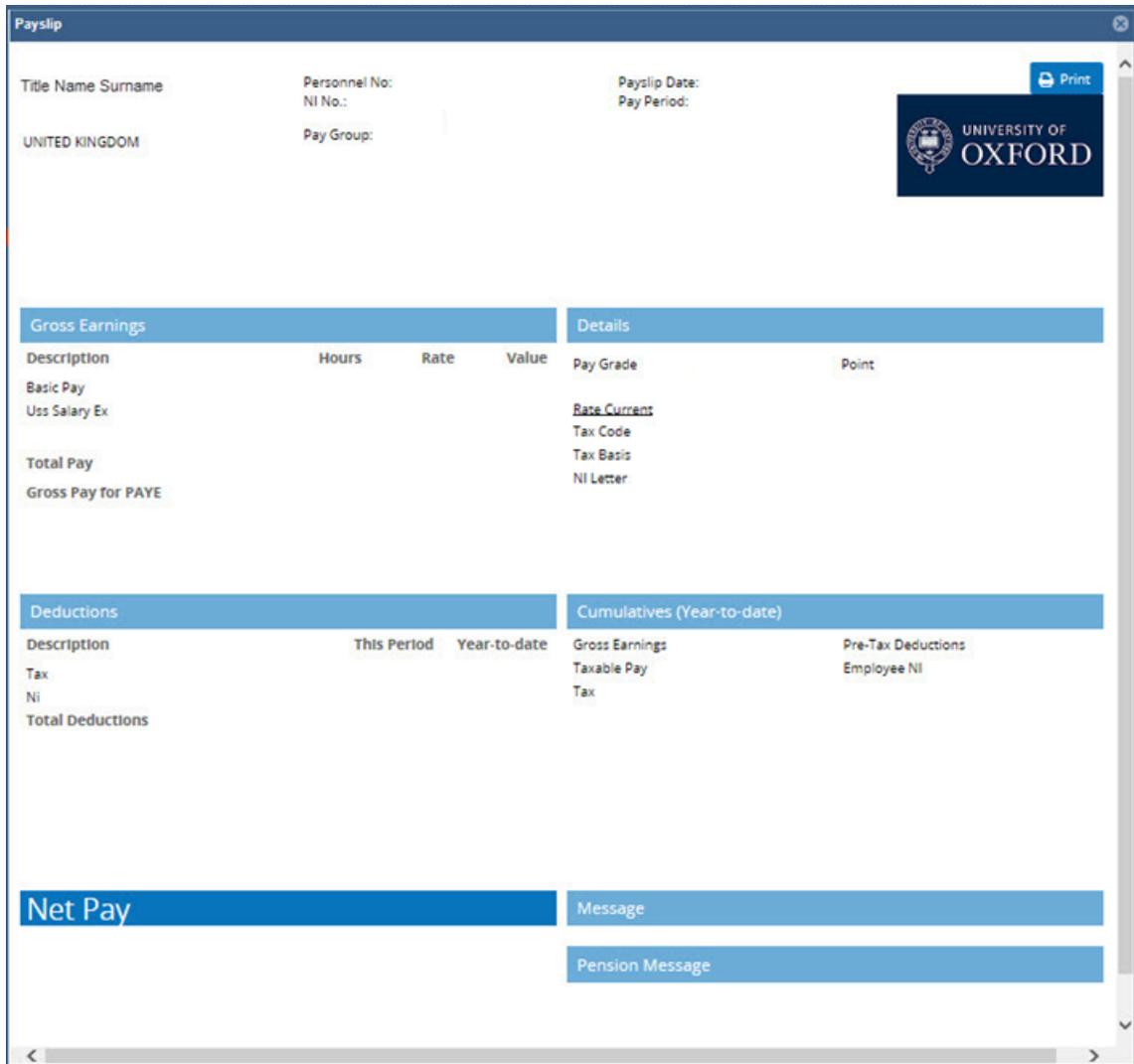


# Understanding your online payslip



This guide aims to help you, as a University employee, to understand the information included in your online payslip. Your payslip will appear in the following format:



 **Note:** To navigate to the bottom of the payslip use the scroll bar on the right-hand side of the window.

The table below provides details of the information displayed in each section. Payslips will vary, therefore this is not an exhaustive list. If your query is not answered here, please contact your local HR administrator, or your Departmental Administrator (or equivalent) for assistance.

|                                |   |
|--------------------------------|---|
| <p><b>Name and Address</b></p> | <p>Your title, first name and surname will appear at the top left of the payslip.</p> <p>If your payslip is posted to you, your home address will appear under your name at the top left of the payslip, (historical payslips generated by HR Self-Service will show your current home address, as recorded on the system). However, for the majority of staff (whose payslips are distributed within the University) this will be blank.</p> |
|--------------------------------|---|

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|---------------------------|---|
|                           | <b>NB:</b> Your home address is essential for HMRC tax and NI purposes and must always be kept up-to-date, regardless of how your payslip is distributed. Please check and update your details using <a href="#">HR Self-Service</a> . Whilst the system will allow you to enter an overseas address, UK tax payers must provide a UK address for HMRC purposes.  |
| <b>Personnel No.</b>      | Your unique employee number, generated by the University's HR Information System.   |
| <b>NI No.</b>             | Your <a href="#">National Insurance (NI) number</a> . You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only.  |
| <b>Pay Group</b>          | This is a generic University Payroll system code.   |
| <b>Payslip Date</b>       | Date the salary is paid into your bank account.   |
| <b>Pay period</b>         | The pay period shows the month, followed by the year eg 'May-2018'.   |
| <b>Gross Earnings</b>     |   |
| <b>Description</b>        | This field will list the system/generic job title(s) for which you are paid. Where applicable, you will also see the following: <ul style="list-style-type: none"> <li>Your monthly contributions towards the University's Nursery Fees Salary Sacrifice Scheme or the Childcare Vouchers Scheme</li> <li>Your monthly pension contributions through a Salary Exchange arrangement</li> <li>Any allowances or additional payments.</li> </ul>   |
| <b>Hours</b>              | This column applies to work paid by the hour, e.g. Casual work or overtime, and shows the total hours paid.   |
| <b>Rate</b>               | This field is not in use and can be ignored.  |
| <b>Value</b>              | Gross earnings ('Basic Pay ie before tax') for the month, including any negative amounts such as Childcare Vouchers.  |
| <b>Total Pay</b>          | Total gross earnings for the month, including any allowances.<br><b>NB:</b> Allowances will be listed under the 'Description' field.  |
| <b>Gross Pay for PAYE</b> | This field displays the pay which is subject to tax.  |
| <b>Details</b>            |   |
| <b>Pay Grade</b>          | The University operates a salary and grading structure based on a National Pay Spine. For information about the University's salary scales <a href="#">visit the Finance Division's website</a> .<br>The 'Description' field details the scale against which you are paid (eg Standard grades 1-10, or grades starting with 'A' (academic) or 'E' (clinical)). If you are on secondment or have more than one job, the information in the Scale box will relate to whichever job is marked as your 'substantive' job in the system. |
| <b>Point</b>              | The spine point against which you are paid. This relates to your substantive job (see 'Description' above).   |
| <b>Rate Current</b>       | The annual gross salary of the spine point against which you are paid, based on your substantive post. You may see a different figure displayed here, eg '£ 0.00' if you are on a full-time secondment or the annual figure for only one of your jobs if you have multiple appointments.<br><b>NB:</b> 'Gross pay' refers to the amount before any deductions.  |

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|                                   |   |
|-----------------------------------|---|
| <b>Tax Code</b>                   | Your tax code is used to work out how much Income Tax to deduct from your pay. This is determined by HMRC. For more information, <a href="#">visit the government website</a> . |
| <b>Tax Basis</b>                  | Your tax basis determines how your tax is calculated (eg cumulative or non-cumulative). Most will be cumulative (C).  |
| <b>NI Letter</b>                  | This letter represents your <a href="#">National Insurance category</a> .   |
| <b>Deductions</b>                 |   |
| <b>Description</b>                | This field details all deductions for the current pay period eg National Insurance, tax, pension contributions and travel loans.  |
| <b>This Period</b>                | Details this-pay-period costs.  |
| <b>Year-to-date</b>               | A balance of deductions paid to date during this tax year.  |
| <b>Total Deductions</b>           | Total of all deductions.  |
| <b>Cumulatives (Year-to-date)</b> |   |
| <b>Gross Earnings</b>             | Your gross pay earned this tax year.  |
| <b>Pre-Tax Deductions</b>         | The deductions accrued this year which are not taxed.   |
| <b>Taxable Pay</b>                | Total taxable pay earned this year.   |
| <b>Employee NI</b>                | The National Insurance contributions paid in this tax year to date.   |
| <b>Tax</b>                        | The tax paid to date in this tax year.  |
| <b>Net Pay</b>                    |   |
| <b>Net Pay</b>                    | The amount to be paid this month (ie take-home pay). This is the difference between Total Pay and Total Deductions this period.   |
| <b>Message</b>                    |   |
| <b>Message</b>                    | Important news items will be displayed here.  |