

## Total Reward Statement FAQs

### How do I access my Total Reward Statement?

- Log onto HR Connect
- Click on Pay & Benefits (in option bar at the top of the screen)
- Click on Total Reward Statement (under your payslips and P60s)
- View your monetary benefits
- Click on the non-monetary tab to review your other benefits.

### What is my Total Reward Statement?

Your Total Reward Statement shows the total remuneration and benefit package you currently receive at Edinburgh Napier University. It provides a breakdown of all of your contractual pay elements and also the contributions that the University pays into your pension scheme for you, based on your benefit package as at the date you view it. It also shows the non-monetary benefits you receive automatically or can opt-in to.

### Is it the same as my P60 Form?

No. A P60 Form shows the pay information that has been reported to HMRC for the previous tax year. Your Total Reward Statement shows what your benefit package is on the date you view it.

### Does my Total Reward Statement reflect a forthcoming change to my salary (grade/hours/pay award/increment etc)?

The Total Reward Statement gives a snapshot of what your benefit package is on the date you view it. It will only show changes after the date that change becomes effective.

### Why are you providing a Total Reward Statement?

We are providing Total Reward Statements to colleagues so all of the key monetary and non-monetary benefits of your employment at Edinburgh Napier University can be viewed together.

### What contractual pay elements are included within my Total Reward Statement?

If you have them, the following pay elements are included:

*Basic Pay* - 1/12<sup>th</sup> of your Gross Annual Salary

*Acting Up Allowance* - The difference between your Basic Pay and a higher graded salary when you take on 100% of the higher graded role.

*Contracted Overtime 1.25* - For those who are contracted to work regularly above the standard working week of 36.25. This is calculated based on the difference between the contracted hours and the standard working week hours and paid at time and a quarter.

*First Aid Allowance* - A payment to reflect your First Aid responsibilities.

*Flexible Payment* - For those where there is a contractual requirement for flexible patterns of work i.e. start and finish times change weekly, and whose contract requires them to routinely work hours which fall outside the normal working day or working week. Patterns of work are set by the business to meet business needs. A supplement of 3% of base salary will be applied.

*Paid Annual Leave* - For those on annualised, sessional or guaranteed hours contracts, a payment for accrued annual leave entitlement is made.

*Responsibility Allowance* - The percentage difference between your Basic Pay and a higher salary, when you take on part of a higher graded role.

*Shift Allowance* - A supplement of 3.5% of base salary for those who work rotating or continuous shifts which provides cover for 24 hours a day, 7 days a week.

**Which non-monetary elements are included?**

The Total Reward Statement shows some of the benefits available to you at the University, including:

- Generous annual leave entitlement:  
Professional Services - 36 days rising to 41 after 5 years' service.  
Academic/Research – 46 days  
Senior Managers – 41 days
- Service related occupational sick pay of up to 6 months full pay and 6 months half pay
- Option to join [Benenden Healthcare](#), an alternative to health insurance and occupational health services
- Life Insurance, if you are a member of one of our pension schemes
- [Shopping & lifestyle discounts](#) provided by Premium Benefits, reduced gym memberships at Engage, and option to join our [Bike to Work scheme](#)
- [Workplace Options](#), our Employee Assistance Programme
- [Neyber](#), our award-winning financial wellbeing provider that helps employees better manage their finances

Other benefits include a wide range of learning and development opportunities; annual performance, personal and career development processes; staff inclusion networks; flexible working options; and family friendly policies including enhanced maternity entitlements.

**Why isn't a pay element that I received earlier this year included within my Total Reward Statement?**

The Total Reward Statement shows what your contractual remuneration package is on the day you view it, so an element of pay that you aren't currently receiving won't be included on it.

**Why aren't casual or additional hours worked included within my Total Reward Statement?**

The Total Reward Statement shows what your contractual remuneration package is on the day you view it; as casual and additional hours worked are non-contractual, they are not included on the statement.

**What do I do if I think that my Total Reward Statement is incorrect?**

If a change to your remuneration has only just occurred, it may be that that change hasn't yet been entered onto your HR Connect record. Please allow time for the change to be processed. However, taking that into account, if you believe your Total Reward Statement is wrong, e-mail [payroll@napier.ac.uk](mailto:payroll@napier.ac.uk) advising us what you believe is incorrect.

**Is the figure on the Total Reward Statement the same as my pension summary?**

The figure displayed on the Total Reward Statement shows the contributions the University makes to your pension. In addition to this, you make personal contributions of between 5.5% and 11.2% if you are in Lothian Pension Fund or between 7.2% and 11.9% if you are in the Scottish Teachers Superannuation Scheme.

**How do I find out more about the pension scheme that I could join?**

Click [here](#).

**How do I find out more about other benefits that the University offers?**

Click [here](#).