

UNDERSTANDING YOUR PAYSリップ

Employee Name: _____ Address: _____		
Emp Number: _____		
Bank Account: _____		
Annual Salary: _____		
Period end: _____	Tax Office Ref: _____	
Tax Period: _____	Tax Office Address: _____	
Tax Code/Basis: _____		
NI No/code: _____		
Pay Date: _____	Tax Office Tel No: _____	
PAY ELEMENTS	DEDUCTIONS	BALANCES TO DATE
Basic Pay Pay adjustments Allowances Overtime Sickness/Maternity	Employee NIC Tax Paid Pension	Total Earnings Taxable Pay Tax Paid NI Contributions Pension
Total Pay	Total Deductions	NET PAY
Taxable Pay		

EXPLANATION OF EACH FIELD

1.	Employee Name	Employee's personal name.
2.	Emp number.	Personal payroll reference number allocated to each member of staff.
3.	Bank Account	Sort code and account number of bank account to which payment is made
4.	Annual Salary	Details of employee's annual gross salary (would not include any supplements/honorariums etc).
5.	Address	Employees home address
6.	Period end	Date employee is paid to
7.	Tax Period	Tax month number: Numbers 1 - 12 throughout tax year (April - March).
8.	Tax Code/basis	All tax codes are likely to change at the beginning of a new tax year i.e. April/May.
9.	N.I. No/Code	National Insurance Number given to each person over the age of 16. This number is a personal number pertaining only to the individual it is issued to. All employees must have a National Insurance Number. National Insurance Code - most common are: A: indicates employees' under retirement age (60 for women - 65 for men) who do not contribute to a company pension scheme D: indicates employees' under retirement age (60 for women - 65 for men) who do contribute to a company pension scheme C: indicates employees' over the age of retirement (60 for women - 65 for men) that may or may not contribute to a company pension scheme
10.	Pay Date	Date salary is paid into employees bank account
11.	Tax Office Ref	
12.	Tax Office address & no	

13.	Pay elements	Details Basic Pay and any other additional payments e.g. Overtime, Additional Hours, Supplement. (see attachment for list for supplements and allowances)
14.	Deductions	Details all deductions for the current pay period i.e. National Insurance, Tax, Pension Contributions and Union deductions. (see attachment for list of deductions)
15.	Balances to date	Details year-to-date (tax year) balances for Employee's Earnings; Taxable Pay; Tax paid; National Insurance Contributions; Pension Contributions.
16.	Total Pay	Details total of all Pay and Allowances
17.	Taxable Pay	Taxable pay is Gross Pay minus any tax-free elements e.g. pension
18.	Total Deductions	Details total of all Deductions
19.	Net Pay	Details Net Pay (take-home pay). This is the difference between total Pay and Allowance minus total of Deductions.