



Payslip Explanation



Employee No.	Employee Name	Process Date	National Insurance Number
1.	Ann Employee	31.7.2016	AB1234567

Payments	Units	Rate	Amount	Deductions	Amount
① Support worker	48	7.20	345.60	② PAYE Tax	0.00
Holiday pay	10	7.20	72.00	National Insurance	0.00
Holidays: Taken: 10.00 Remaining: 40.00					

	This Period	Year To Date
③ Miss A Employee 1 Parkside Close Sheffield	④ Total gross pay 417.60 Gross for tax 417.60 Earnings for NI 417.60 payment period monthly	⑤ Total gross TD 4417.60 Gross for tax 4417.60 Tax paid 0.00 Earnings for NI 4417.60 NI paid 0.00

⑥ Employer Tax code 1100L	⑦ Net Pay 417.60
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The top line shows your name, the pay period end date (eg end of month) and your NI number

In the payment box 1 it shows your job, holiday pay if appropriate, how many hours you have worked, the rate per hour in £ at which you are paid and the gross total for that pay period.

Across the bottom of the box it shows any holiday taken (in hours) and it shows any remaining holiday (in hours) The holiday entitlement it shows is for a full 12 months (unless you start the job part way through the year and it then is based on the number of months you will work till the end of March). The amount of holiday you may take is based on the hours you have accrued till that date in the year. We can always advise you of the exact amount. (Tel: 07591927518; email debi@parkside-payroll.co.uk) **You cannot take more paid holidays than accrued till that date.**

In the deduction box 2 it shows any tax and NI paid in that month. This is also where student loan deductions would be shown if appropriate.

The lower boxes show your address 3; pay and deductions for the current period 4 and then finally pay and deductions for the total year to date 5.

The bottom boxes show your tax code, the current tax period, payment method 6 and finally the net amount you are paid for that month 7.