



EMPLOYEE No.	EMPLOYEE	DATE	NATIONAL INSURANCE No.
	Name of Employee	Process Date	NI Number

PAYMENTS	HOURS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Personal Assistant	27.5	11.44	314.60	PAYE Tax	87.20
Holiday Pay	3.00	11.44	34.32	National Insurance	0.00
			1	2	

Name of Employee	TOTALS THIS PERIOD		TOTALS YEAR TO DATE		
	Total Gross Pay	348.92	Total Gross Pay TD	3640.00	
	Gross for Tax	348.92	Gross for Tax TD	3640.00	
	Earnings for NI	0.00	Tax Paid TD	728.00	
Employee Address	3	Payment Period: Monthly	4	Earnings for NI TD	5
Postcode			NET PAY		261.72

Employer Name	6
Employee Tax Code   Tax Period   Payment Method: BACS	

The top line shows your name, the pay period end date (e.g. end of month/20<sup>th</sup> 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.

\*The amount of holiday you may take is based on the hours you have accrued till that date in the year (Please see our holiday pay guide on the website). **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**.