

Introduction To Your ESR Payslip

The introduction of the Electronic Staff Record on June 4 2007 will result in a change to how your payslip will look. The example below (Mr Other who works on Cherry Ward) has been produced to describe what the different areas of the payslip mean. In addition, there is a small table of abbreviations on the back of the document that will help your understanding of some of the items that will appear on your actual payslip.

MR A N OTHER
Surgical – Cherry Ward

Assignment Number:
Uses the first 8 digits of your Employee number. If you have more than one post, these will be indicated by the addition of -2 or -3

Tax & NI Information
Useful information that you may need if you have to contact your tax office for any reason

Incremental Date
Shows the date of your next increment or when you reached the maximum point

Payscale Description
The Payscale that you are currently paid on

Salary/Wage
This box shows the full time salary paid

Standard Hours
The number of hours you are contracted to work.

Salary/Wage
This box shows the actual salary paid. The amount will be pro-rata for part-time staff.

ASSIGNMENT NUMBER 12345678	EMPLOYEE NAME MR A N OTHER	LOCATION DGH
DEPARTMENT CHERRY WARD	JOB TITLE Nurses Band 5 - Cherry Ward	PAYSCALE DESCRIPTION Review Body Band 5
	SAL/WAGE 23208.00	INC.DATE 01 OCT 2005
	STANDARD HRS 19	PT SAL/WAGE 11758.72
TAX OFFICE NAME HM Collector	TAX OFFICE REF	TAX CODE 496L CUMUL
		NI NUMBER AB123456T

PAY AND ALLOWANCE (- = MINUS AMOUNT)					DEDUCTIONS (R INDICATES REFUND)		
DESCRIPTION	WKD/EARNED	PAID/DUE	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Basic Pay	86.06	86.06	11.8689	1021.43	PAYE	201.52	
Basic Pay Arrs				232.48	NI D	103.40	
Bank Holiday EN Arrs				3.27	Pension	91.01	
Night Duty EN	49.50	14.85	11.8689	176.25	Car Park VAT	0.65	
Night Duty EN Arrs				8.34	Car Parking	3.69	
Saturday EN Arrs				9.42	Staff Lottery	1.00	
Sunday EN Arrs				18.57			
Unsocial EN	4.50	1.35	11.8689	16.02			
Unsocial EN Arrs				2.73			
WTD Pay				26.81			
OSF Average Pay Arrs				1.47			

Year to date balances (This employment only)				This Payslip Summary			
GROSS PAY 7638.84		TAXABLE PAY 7180.50		PENSIONABLE PAY 1516.79		TAXABLE PAY 1425.78	
NI LETTER D		TAX PAID 907.50		TAX PERIOD 6		NON-TAXABLE PAY 0.00	
NI PAY 7638.84	OTHER NI PAY	PREVIOUS TAXABLE PAY 0.00		FREQUENCY Monthly		TOTAL PAYMENTS 1516.79	
NI CONTS 482.96	OTHER NI CONTS	PREVIOUS TAX PAID 0.00		PERIOD END DATE 30 SEP 2005		TOTAL DEDUCTIONS 401.27	
PENSIONABLE PAY 7638.84		PENSION CONTS 458.34		PAY DATE 23 SEP 2005		NET PAY 1115.52	
SD REF NUMBER		EMPLOYEE NO. 12345678		PAY METHOD BACS			

Pay & Allowances
Monies that you are entitled to receive will be shown here. Payments in addition to Basic Pay will usually relate to the period that you have just worked.

The example here shows allowances paid, but also arrears paid (ArRs at the end) following assimilation to Agenda for Change for example.

Year to Date Balances
This area shows totals for income tax (including details from previous employment), national insurance and pension from the beginning of the tax-year (April - Week 1 or Month 1), up to and including the current pay period.

This Period Summary
This section provides details relating to your current payment. Totals of payments and deductions are shown together with details about the pay period itself and when you can expect your Net Pay to be paid.

Net Pay
The amount of pay that will be transferred to your Bank Account.

Deductions
Your total earnings will be assessed each period and any resulting statutory and/or voluntary recoveries will be shown here. This example shows a deduction made for entry into the Staff Lottery.

Employee Number:
This is an important identifier and should be quoted in all pay related queries and correspondence you may have.

List of Common Abbreviations Used On The ESR Payslip

Abbreviation	Description
ARRS	Arrears Payment
EN	Enhancement Payment (eg. Unsocial)
OT	Overtime Payment (e.g. Saturday)
NNI	Payment Not Subject to NI Contributions
NP	Non-Pensionable
NT	Payment Not Subject to Income Tax
NW	Payment not subject to Working Time Directive
OMP	Occupational Maternity Pay
OSP	Occupational Sick Pay
R	Refund
SMP	Statutory Maternity Pay
SSP	Statutory Sick Pay
WTD	Working Time Directive

PAYROLL CONTACT LISTING

Initial queries: Finance Reception 01225 825601 (giving your assignment number)

Pension queries dealt with in surname order:

Janice Jones (A-M) Helen Payne (N-S) Neil Hughes (T-Z) 01225 825601

Payroll Manager: Penny Barnes 01225 821603

Deputy Payroll Manager: Andrea Peters 01225 824672

HMRC (INLAND REVENUE) INFORMATION

PAYE Reference number relating to Bath RUH - 034/R1230

Telephone – 0845 302 1443 (quoting your own National Insurance number)

IMPORTANT PLEASE READ

ABSENCE THROUGH SICKNESS

- All staff grades **must** supply appropriate certification to cover any absence due to sickness for periods of one working day or more.
- **Failure to comply with the above will result in the employee not being paid for the absence until receipt of a valid *original* certificate.**
- A self certificate (SC1) can be used for periods of up to 7 days (first 1-7 days) and is available on the intranet.
- A Statement of Fitness to return to work is required for periods over 7 days (from day 8 onwards).
- When out sick (even if only for a day) your line Manager should undertake a return to work interview with you, completing a self certification
- Not required for part day sickness
- For those on long term sick continuous update of certificates and immediate notification of return to work is mandatory.

SICKNESS

-

NO CERTIFICATES

-

NO PAY