

Understanding your online payslip



This guide aims to help you, as a University employee, to understand the information included in your online payslip. Your payslip will appear in the following format:

Payslip Details

Date :

Tax Period :

Scale

Description :

Point :

Rate Current :

Address

Gross Earnings

Description	Hours	Value
Total Pay		
Gross Pay for PAYE		

Deductions

Description	This Period	Year-to-date
Total Deductions		
Net Pay		

Details

Pay Group

Personnel No.

NI No.

NI Letter

Tax Basis

Tax Code

Cumulatives (Year-to-date)

Gross Earnings

Pre-Tax Deductions

Taxable Pay

Tax

Employee NI

Message

Pension Message

The table below provides details of the information displayed in each section. Payslips will vary, therefore this is not an exhaustive list. If your query is not answered here, please contact your local HR administrator, or your Departmental Administrator/Head of Administration and Finance for assistance.

Payslip Details	
Date	Date the salary is paid into your bank account.
Tax period	The tax period shows the year, followed by the tax week e.g. '201817'. NB: The tax year runs from April to March.
Scale	
Description	The University operates a salary and grading structure based on a National Pay Spine. Read about the University's salary scales here . The 'Description' field details the scale against which you are paid (e.g. Standard grades 1-10, or grades starting with 'A' (academic) or 'E' (clinical)). If you are on secondment or have more than one job, the information in the Scale box will relate to whichever job is marked as your 'substantive' job in the system.

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Point	The spine point against which you are paid. This relates to your substantive job (see 'Description' above).
Rate current	The annual gross salary of the spine point against which you are paid, based on your substantive post. You may see a different figure displayed here, e.g. '£ 0.00' if you are on a full-time secondment or the annual figure for only one of your jobs if you have multiple appointments. NB: 'Gross pay' refers to the amount before any deductions.
Address	
Address	If your payslip is posted to you, your address will appear in this box (historical payslips generated by HR Self-Service will show your current home address, as recorded on the system). However, for the majority of staff (whose payslips are distributed within the University) this will be blank. NB: Your home address is essential for HMRC tax and NI purposes and must always be kept up to date, regardless of how your payslip is distributed. Please check and update your details using HR Self-Service . Whilst the system will allow you to enter an overseas address, UK tax payers must provide a UK address for HMRC purposes.
Gross Earnings	
Description	This field will list the system/generic job title(s) for which you are paid. Where applicable, you will also see the following: <ul style="list-style-type: none"> Your monthly contributions towards the University's Nursery Fees Salary Sacrifice Scheme or the Childcare Vouchers Scheme Your monthly pension contributions through a Salary Exchange arrangement Any allowances or additional payments.
Hours	This column applies to work paid by the hour, e.g. Casual work or overtime, and shows the total hours paid.
Value	Gross earnings for the month, including any negative amounts such as Childcare Vouchers.
Total Pay	Total gross earnings for the month, including any allowances. NB: Allowances will be listed under the 'Description' field.
Gross Pay for PAYE	This field displays the pay which is subject to tax.
Deductions	
Description	This field details all deductions for the current pay period e.g. National Insurance, tax, pension contributions and travel loans.
This Period	Details this-pay-period costs.
Y.T.D (Year-to-date)	A balance of deductions paid to date during this tax year.
Total Deductions	Total of all deductions.
Net Pay	
Net Pay	The amount to be paid this month (take-home pay). This is the difference between Total Pay and Total Deductions this period.
Details	
Pay Group	This is a generic University Payroll system code.

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Personnel No.	Your unique employee number, generated by the University's HR Information System.
NI No.	Your National Insurance (NI) number . You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only.
NI Letter	This letter represents your National Insurance category .
Tax Basis	Your tax basis determines how your tax is calculated (e.g. cumulative or non-cumulative). Most will be cumulative (C).
Tax Code	Your tax code is used to work out how much Income Tax to deduct from your pay. This is determined by HMRC. For more information, click here .
Cumulatives (Year-to-date)	
Gross Earnings	Your gross pay earned this tax year.
Pre-Tax Deductions	The deductions accrued this year which are not taxed.
Taxable Pay	Total taxable pay earned this year.
Tax	The tax paid to date in this tax year.
Employee NI	The National Insurance contributions paid in this tax year to date.
Message	
Message	Important news items will be displayed here.