**Information about your payslip**

**Employee name**

Your correct name should appear here. It is important that you are under the same name in our records as at the establishment you work at, your bank etc. If you get married or your name is changed for some other reason please let us know as it may cause future difficulties for you if we cannot trace your records.

We have a lot of people who are known by a married name on our records and still keep their maiden name at their place of employment.

**Payroll reference number**

Your unique Payroll Reference number can be found on the top right hand side of your payslip. Please quote this any time you contact Payroll Services, or send in any correspondence. This is to ensure that the correct record is accessed, as we have several employees with similar names.

**Why might your Payroll reference number change?**

Occasionally the number might change. This is usually because you have either changed your job completely and it has not been possible for us to "transfer" your records or because you have started being paid at a different frequency (from weekly pay to four weekly or calendar monthly etc).

In the case of teachers, whilst we can transfer from the supply payroll to a contract it is not normal practice to transfer teachers from a contract to supply. Under those circumstances they would be set up on a completely separate number again.

**Period ending**

This is usually the date to which you have been paid but may vary according to the job you are doing (e.g. if you are paid in arrears like supply teachers) If in doubt please ask us and we will clarify your particular details for you

**Pay method**

Under normal circumstances staff should get their money paid directly to their account via BACS (Bank Automated Crediting System). If we do not have your bank details a message will appear on your payslip. It may be that the details have been received after the payroll has run and that we have received them but too late to implement them. You do not need to wait until the next payroll to receive your money- we can send a separate BACS payment to your account but there is a £50 charge for this. We have to prepare the salaries a while in advance of pay day so if you are thinking of changing your account please ensure you give sufficient notice for us to implement the change before closing your old account. If we need to recall your salary we are required to wait until the money is returned to us before we can pay you again. Please note this can take several weeks with some banks!

**Tax reference**

This is the number you need to quote when you contact the tax office for any reason, it will help them trace you and your employer quickly

National insurance category

* A - All employees apart from those in groups B, C, J, H, M and Z in this table.
* B - Married women and widows entitled to pay reduced National Insurance.
* C - Employees over the [State Pension age](https://www.gov.uk/state-pension-age).
* J - Employees who can defer National Insurance because they’re already paying it in another job.
* H - Apprentice under 25.
* M - Apprentice under 21.
* Z - Employees under 21 who can defer National Insurance because they’re already paying it in another job.

**National Insurance number**

A valid national insurance number is vital to ensure any contributions you pay are credited to your record. It should consist of two letters followed by six numbers and then a letter e.g. XY456789B. Your national insurance number is allocated to you as soon as you start work in this country and should not change. If you do not provide a valid number we will allocate you a temporary one. It is in your own interest to ensure that a correct valid national insurance number is on our records for you as future benefits can be delayed whilst HMRC try to trace your records.

**Tax basis**

This will either be a zero or 1.

Zero means the code is cumulative and earnings from the start of the tax year are being taken into account in the calculation of your tax, each pay period

1 means a week 1 or month 1 basis is in operation. Each pay period is calculated as a separate entity and no tax refunds will be generated whilst a week 1/month 1 is in operation.

Usually a week 1 or month 1 is in operation because the tax office does not have all the details of your earnings from the start of the tax year or because they are awaiting other information about you.

**Tax code**

Each year the government decides how much each person is allowed to earn before they pay any tax, what the percentages of tax shall be and where the bands shall change. Most people are on code 1185L unless they are able to claim extra tax relief due to their personal circumstances and this is the code used for the example.

The tax office use the suffix L, P, V, T and K to differentiate between different types of tax payer)

The tax code tells you how much you are allowed to earn in the tax year without having to pay tax (also called free pay) For example, on code 1185L you can earn £11,850 tax free. This is apportioned throughout the year to allow you to earn £228 a week, or £988 a month before you come into the tax brackets. Anything above your “free pay” level is taxable.

The current tax bands are:​

* Annual Earnings above PAYE tax threshold and up to £34,500: taxed at 20%
* Annual Earnings from £34,501 to £150,000: taxed at 40%
* Annual Earnings above £150,000: taxed at 45%