

A blurred background image of a business meeting. In the foreground, a person's hands are visible, holding a silver pen and a white tablet. The person is wearing a dark blue suit jacket. The background shows other people in business attire, slightly out of focus, in a bright, modern office setting.

Understanding your NHS Pay slip

AfC Terms & conditions

Welcome to our webinar for NHS Staff on **understanding your NHS Pay slip**

- Your Information
- Pay & Allowances
- Deductions
- Year to date balances
- This pay period
- Abbreviations
- MySBSPay App

All information contained in this webinar has been sourced from the NHS Employer handbook.. *Please note, we are covering the standard T&Cs, your NHS organisation may have their own local policy that differs slightly, so please always check with your HR team.*

YOUR PAYSリップ BROKEN DOWN...



Shared Business Services

Department CHERRY WARD		Job Title NURSES BAND 5 - CHERRY WARD		Payscale Description REVIEW BODY BAND 5					
	Sal/Wage 2421	Your Information			PT Sal/Wage 24214.00				
	Tax Office Name HM COLLECTOR				Tax Office Ref 120/LA123	Tax Code 1250L Cumulative	NI Number AB123456D		
<i>Pay And Allowances (- = Minus Amount)</i>				<i>Deductions (R Indicates Refund)</i>					
<i>Description</i>	<i>Wkd/Earned</i>	<i>Paid/Dus</i>	<i>Rate</i>	<i>Amount</i>	<i>Description</i>	<i>Amount</i>	<i>Balance C/F</i>		
Basic Pay	162.95	162.95	12.3833	2017.83	PAYE	248.60			
Basic Pay Arrs				232.48	NI A	216.13			
Bank Holiday EN Arrs				3.27	Pension	234.37			
Night Duty E				183.89	Car Park				
Night Duty E				8.34	Staff Lo				
Saturday EN				9.42					
Sunday EN Arrs				18.57					
Unsocial EN	4.50	1.35	12.3833	16.72					
Unsocial EN Arrs				2.73					
				26.81					
<i>Year To Date Balances (This Employment Only)</i>				<i>This Period Summary</i>					
Gross Pay	Year to Date Balances			6857.08	Pensionable Pay	2520.06	Taxable Pay	2285.69	
NI Letter				745.80	Tax Period	This Pay Period			0.00
NI Pay				0.00	Frequency				2520.06
NI Conts				0.00	Period End D				720.10
Pensions				703.10	Pay Date				
SD Ref Number	Employee No	12345678	Pay Method	BACS	1799.96				


YOUR INFORMATION



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Your payroll number is required when speaking to NHS Shared Business Services as part of a security check.

The date when you will receive your increment or reached the maximum pay point - now known as Pay steps. Pay steps are subject to a local performance review.

Assignment Number 12345678	Employee Name MR A N OTHER	
Department CHERRY WARD	Job Title NURSES BAND 5 - CHERRY WARD	
	Sal/Wage 24214.00	Inc. Date 01-Oct-22
	Tax Office Name HM COLLECTOR	Tax Office Ref 120/LA123

The full-time equivalent salary for your position

This number identifies which HMRC office deals with the companies PAYE

YOUR INFORMATION CONTINUED

Your Employers name / NHS organisation

Number of hours you work per week

The payscale you are currently paid at

Location

DGH

Payscale Description

REVIEW BODY BAND 5

Std Hours

37.5

PT Sal/Wage

24214.00

Tax Code

1257L Cumulative

NI Number

AB123456D

Your personal tax allowance, as advised by HMRC

Annual salary you are paid, pro-rata if you are part time

Unique National Insurance Number

PAY AND ALLOWANCES

All payments made to you within the current period.

<i>Pay And Allowances (- = Minus Amount)</i>				
<i>Description</i>	<i>Wkd/Earned</i>	<i>Paid/Due</i>	<i>Rate</i>	<i>Amount</i>
Basic Pay	162.95	162.95	12.3833	2017.83
Basic Pay Arrs				232.48
Bank Holiday EN Arrs				3.27
Night Duty EN	49.50	14.85	12.3833	183.89
Night Duty EN Arrs				8.34
Saturday EN Arrs				9.42
Sunday EN Arrs				18.57
Unsocial EN	4.50	1.35	12.3833	16.72
Unsocial EN Arrs				2.73

- If there is a minus before the amount, this is a pre-deduction such as:
 - Salary sacrifice
 - Buy/Sell annual leave
 - Occupational Maternity Pay Recovery
 - Overpayment

ALLOWANCES

<i>Description</i>	<i>Wkd/Earned</i>	<i>Paid/Due</i>	<i>Rate</i>	<i>Amount</i>
Basic Pay	162.95	162.95	12.3833	2017.83
Basic Pay Arrs				232.48
Bank Holiday EN Arrs				3.27
Night Duty EN	49.50	14.85	12.3833	183.89
Night Duty EN Arrs				8.34
Saturday/EN Arrs				9.42
Sunday/EN Arrs				18.57

EN – Enhancement;

The NHS delivers patient services around the clock. Where staff are required to work to cover services in the evening, at night, over weekends and on general public holidays, these unsocial hours payments are known as enhancements and refer to the enhanced rate of pay due in addition to basic pay.

- **Arrs** – Retrospective Arrears; a payment due that was not applied in time for the previous pay period
- Could also attract deductions in arrears such as Pension Contributions

HOW THE AMOUNT IS CALCULATED...

	Hours worked	% Rate	Hourly rate	
<i>Description</i>	<i>Wkd/Earned</i>	<i>Paid/Due</i>	<i>Rate</i>	<i>Amount</i>
Basic Pay	162.95	162.95	12.3833	2017.83
Basic Pay Arrs				232.48
Bank Holiday EN Arrs				3.27
Night Duty EN	49.50	14.85	12.3833	183.89

The Figure shown in the paid/Due column is the hours worked (*Wkd/Earned*) multiplied by the applicable percentage rate advised by your NHS employer.
In this example the Rate used is 0.3

so the hours worked (*Wkd/Earned*) **49.50** x 0.3 = **14.85** (*Paid/Due*).

The Amount paid is then calculated by taking the employee hourly rate (*Rate*) **£12.3833** and multiplying it by the (*Paid/Due*) **14.85** = **£183.89**

PAY AND ALLOWANCES

NT – Payment not subject to PAYE deductions

<i>Pay And Allowances (- = Minus Amount)</i>				
<i>Description</i>	<i>Wkd/Earned</i>	<i>Paid/Due</i>	<i>Rate</i>	<i>Amount</i>
Basic Pay	162.95	162.95	13.2968	2166.67
Expenses	31/12/2018			20.00

NP – Non-Pensionable payment or deduction – does not attract Pension Contributions

NNI – Payment not subject to National Insurance deductions

COMMON ABBREVIATIONS IN PAY AND ALLOWANCES

- **OT** – Overtime Payment
- Calculation = Rate * Paid/Due

<i>Description</i>	<i>Wkd/Earned</i>	<i>Paid/Due</i>	<i>Rate</i>	<i>Amount</i>
Basic Pay	162.95	162.95	12.3833	2017.83

- **High Cost Area** – London Specific
- **OMP/OAP** – Occupational Maternity/Adoption Pay
- **SMP/SAP** – Statutory Maternity/Adoption Pay
- **ShPP** – Statutory Shared Parental Pay
- **ShPL** – Occupation Shared Parental Pay
- **SSP** – Statutory Sick Pay



DEDUCTIONS

This section shows all statutory deductions such as Tax (PAYE) and NI contributions within the current pay period.

PAYE is Pay as you earn, this is your Tax deduction

<i>Deductions (R Indicates Refund)</i>		
<i>Description</i>	<i>Amount</i>	<i>Balance C/F</i>
PAYE	248.60	
NI A	216.13	
Pension	234.37	
Car Parking	20.00	
Staff Lottery	1.00	

If you see an item listed here with an R, that is a refund that is being issued to you.

Car Parking R

YEAR TO DATE BALANCES

- This section contains figures that relate to the 'year to date'.
- That means from the first month of the financial year, which is April, up to and including the current pay period.

<i>Year To Date Balances (This Employment Only)</i>				
Gross Pay		7560.18	Taxable Pay	6857.08
NI Letter		A	Tax Paid	745.80
NI Pay	7560.18	Other NI Pay	Previous Taxable Pay	0.00
NI Confs	648.39	Other NI Confs	Previous Tax Paid	0.00
Pensionable Pay		7560.18	Pension Confs	703.10
SD Ref Number			Employee No	12345678

- Your March payslip will contain much of the same information as your P60, as it is the last month of the financial year.

YEAR TO DATE BALANCES



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Gross Pay: This is your total amount of basic salary and enhancements paid up to and including this pay period.

Taxable Pay: Shows any taxable pay during the current tax year (gross pay – pension conts)

Tax Paid: Any PAYE paid during the current tax year

Year To Date Balances (This Employment Only)

Gross Pay		7560.18	Taxable Pay	6857.08	
NI Letter		A		Tax Paid	745.80
NI Pay	7560.18	Other NI Pay		Previous Taxable Pay	0.00
NI Conts	648.39	Other NI Conts		Previous Tax Paid	0.00
Pensionable Pay		7560.18	Pension Conts	703.10	
SD Ref Number		Employee No		12345678	

NI Conts: Total NI paid during the current tax year

Pensionable Pay: Any payments that have allowed Pension Contributions to be deducted.

SD Ref Number: Unique membership number for your NHS Pension Scheme

Pension Conts: Total pension contributions paid during the tax year

THIS PERIOD SUMMARY

- This period summary relates to everything shown in 'Pay and Allowances' and 'Deductions'. It also gives you the information about the months/weeks earnings.

Tax Period: The month or week the pay relates to. EG: April is period 1, May period 2 etc.

Frequency:
Relates to your pay, Monthly or Weekly

Pay Method: Relates to how money is transferred to your bank 'BACS Payment' If this states 'cheque' please call Payroll as soon as possible

<i>This Period Summary</i>			
Pensionable Pay	2520.06	Taxable Pay	2285.69
Tax Period	3	Non-Taxable Pay	0.00
Frequency	Monthly	Total Payments	2520.06
Period End Date	30-Jun-19	Total Deductions	720.10
Pay Date	28-Jun-19	NET PAY	1799.96
Pay Method	BACS		

THIS PERIOD SUMMARY

Pensionable Pay: The total amount of your pay that is pensionable, a % of which is paid into your pension

Taxable Pay: The total amount of your pay that is Taxable, Used to calculate your Tax PAYE deduction

<i>This Period Summary</i>			
Pensionable Pay	2520.06	Taxable Pay	2285.69
Tax Period	3	Non-Taxable Pay	0.00
Frequency	Monthly	Total Payments	2520.06
Period End Date	30-Jun-19	Total Deductions	720.10
Pay Date	28-Jun-19	NET PAY	1799.96
Pay Method	BACS		

Total Payments: All pay received in this period

Total Deductions: All deductions statutory and voluntary within the period

NET PAY: The total amount of money that will be paid in to your bank account

NET PAY



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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 24214.00	Inc. Date 01-Oct-20	Std Hours 37.5	PT Sal/Wage 24214.00			
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NI Letter		A		Pensionable Pay		2520.06	
NI Pay		7560.18		Taxable Pay		2285.69	
NI Confs		648.39		Tax Paid		745.80	
Other NI Pay				Tax Period		3	
Other NI Confs				Frequency		Monthly	
Pensionable Pay		7560.18		Previous Taxable Pay		0.00	
SD Ref Number				Previous Tax Paid		0.00	
				Period End Date		30-Jun-19	
				Pay Date		28-Jun-19	
				Employee No		12345678	
				Pay Method		BACS	
				NET PAY		1799.96	

MYSBSPAY APP

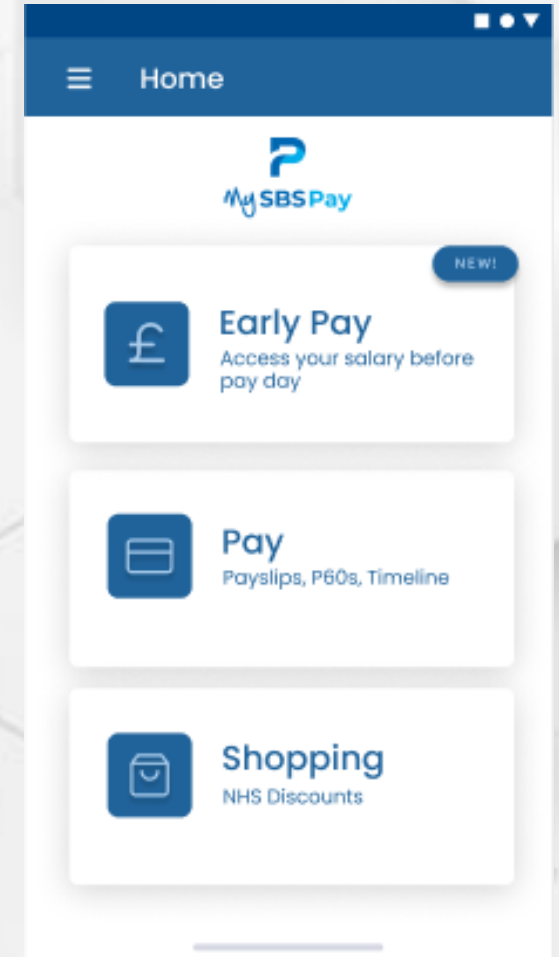


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You can view your current and previous payslips by downloading the MySBSPay app straight to your phone!

plus

- Access to P60s
- A countdown to the next pay day
- discounts



THE PAYSリップ SECTION – OVERVIEW

- Payslip Summary List
 - You can see the list of previous payslips (current and last tax year)
 - Gives key details for each one for quick comparison
 - Net Pay
 - Pay Date
 - Assignment number
 - Each one is selectable to be taken to the detailed view

The screenshot shows a mobile application interface for viewing payslips. At the top, there is a dark blue header with a back arrow and the text 'Payslips'. Below this, there is a list of four payslip entries, each in a white card with a blue header. Each entry displays the date, the employee's name and assignment number, and the net pay amount. A right-pointing chevron indicates that each entry is clickable to view more details.

Date	Employee Name	Assignment Number	Net Pay
20 Jun	NHS FT Ward X	12341234	£498345.78
20 May	NHS FT Ward X	12341234	£498.78
20 Apr	NHS FT Ward X	12341234	£498.78
20 Mar	NHS FT Ward X	12341234	£498.78

THE PAYSリップ SECTION – DETAIL

← 20th June 2020

Joe Bloggs
No. 12345651

20th Jun 2020

NHS FT
Ward X

Contracted Hours: 37.5
Tax Code: 110L CUMUL

Annual Salary: £19,852.00
Increment Date: 13th Oct 2020

Net Pay
£498.79

[Download Full Payslip](#)

Payments	£576.00
Basic Pay	£576.00 ⓘ
Bank Holiday ENH	£576.00 ⓘ
Saturday EN	£576.00 ⓘ
Deductions	£77.22
NHS Pension 7.1%	£576.00 ⓘ
PAYE	£576.00 ⓘ
NI A	£576.00 ⓘ

Detailed view:

Tax code
Increment date
Annual salary
Contracted hours

Payments & Deductions sections with totals

- Both expandable to show the detailed elements making up each section.
- Help text against each one to offer more of an explanation on what the element is.

GOT A QUERY ON YOUR PAYSリップ...



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MySBSPay app

- Download the app for free from the app store.
- To register for the app, you will need to ensure ESR holds your correct NHS Email address in the 'Work Email' field.
- For more information visit our website: [MySBSPay - The Pay Day App - NHS SBS](#)

Self-Service Portal

- Did you know you can raise a request directly with our Payroll Team by using our Self-Service Portal
- Register via our website <https://www.sbs.nhs.uk/contact-self-service-portal>

Call NHS SBS

- please contact our helpdesk for any queries